

2014

# City of Oak Ridge, Tennessee

## Fiscal 2014 Budget



City of Oak Ridge, Tennessee  
Fiscal Year 2014 Annual Budget

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CITY COUNCIL

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## **CITY OF OAK RIDGE** **VISION, VALUES, AND MISSION**

### **Our Citizens' Vision**

WE WANT OAK RIDGE TO BE AN EXCEPTIONAL PLACE FOR ALL  
TO LIVE, WORK, AND VISIT

### **As an Organization, We Value:**

- PROGRESSIVE, CUSTOMER-ORIENTED SERVICE
  - A WELL TRAINED, SAFETY-CONSCIOUS STAFF
  - OUR EMPLOYEES AND THEIR FUTURE
    - OPENNESS AND DIVERSITY
    - PERSONAL INTEGRITY
      - LEADERSHIP

### **Our mission:**

TO BE A LEADER AND PARTNER IN ACHIEVING EXCELLENCE AS  
A COMMUNITY.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Oak Ridge  
Tennessee**

For the Fiscal Year Beginning

**July 1, 2012**

*Tim Firastovic*

President

*Jeffrey R. Egan*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Oak Ridge, Tennessee for its annual budget for the fiscal year beginning July 1, 2012.*

*In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium. The award is valid for a period of one year only.*

*We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*

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# I. GENERAL OVERVIEW

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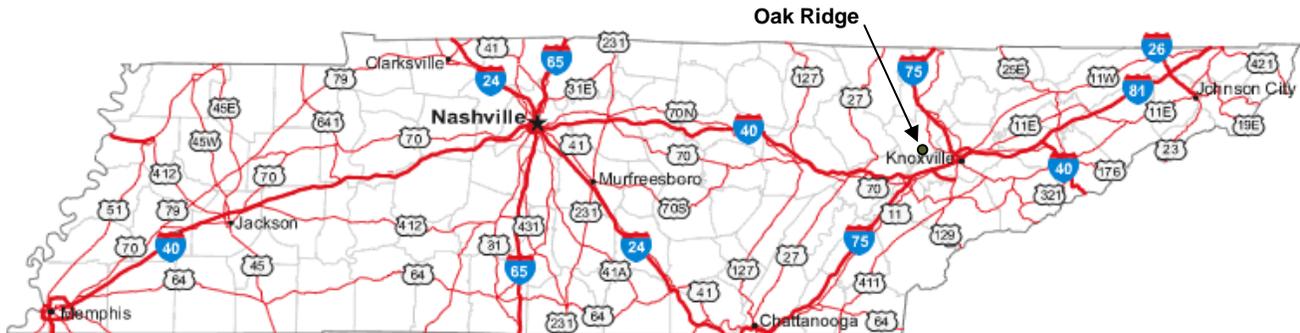
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# OAK RIDGE INFORMATION

## Location



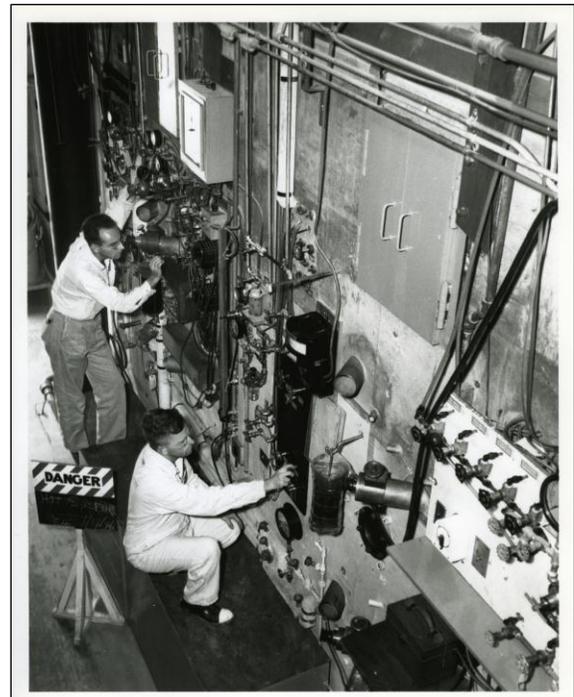
The City of Oak Ridge is located in the eastern part of the State, approximately 22 miles northwest of Knoxville. The City occupies a southern portion of Anderson County and an eastern portion of Roane County. Approximately, eighty-three percent of the City's taxable parcels are located in Anderson County, while only about seventeen percent of the parcels are in Roane County. Oak Ridge is approximately ninety-two (92) square miles in area and includes the plant and facilities of the U.S. Department of Energy. Residential, commercial and municipal owned portions of the City make up nearly thirty (30) square miles. The remaining area of the City is owned by the Department of Energy. The population of Oak Ridge according to the 2010 census is 29,330, an increase of 1,943 over the 2000 census population.

Oak Ridge borders the Clinch River's navigable waterway for 42 miles along the shores of Watts Bar and Melton Hill Lakes. Two state highways, Route 95 and Route 62, intersect in the middle of the City. Access to Interstates 75 and 40 is within 9 miles.

## History

Oak Ridge is a thriving, diverse, self-governing city. It boasts of top tier city services, attractive green spaces, an excellent and highly ranked school system and multiple cultural opportunities. It is an intriguing place with beautiful terrain and a rich and unique history.

Oak Ridge was built in 1942 when a 60,000-acre section of Anderson and Roane counties was selected by the United States government to become a complex and secret part of the World War II "Manhattan Project." This area that is now Oak Ridge was chosen to become the location for the government's production plants of uranium-235, a component of the first atomic bomb. Constructed by the U.S. Corps of Engineers, the early task of the plant was the separation of fissionable uranium-235 from the more stable uranium-238 by an electro-magnetic process. Some 80,000 workers were hired for emergency construction of the laboratories and offices in the then 56,000-acre site.



The original town site was built during World War II to house and furnish necessary facilities for the employees of the uranium plants. The required workforce – engineers, construction workers, scientists, skilled craftspeople, teachers and many others - brought their families to Oak Ridge from many parts of the United States and the world. This blending of people, ideas and cultures continues to make Oak Ridge the distinct and remarkable city it is today.



The project was transferred to the Atomic Energy Commission in 1947, and the community was operated by contractors under the control of the Atomic Energy Commission.

In 1955, Congress passed Public Law 221, which allowed the Atomic Energy Commission to sell the homes and land to the residents and to give the City all municipal facilities if it voted to incorporate. By 1959, all housing had been sold and residents voted overwhelmingly in favor of incorporation under a modified city manager-council form of government.

The Oak Ridge Public Library has a collection of Oak Ridge historical memorabilia established to gather, catalogue and preserve the records and history of Oak Ridge and to provide assistance to the public in

researching Oak Ridge history. Information and artifacts reveal what life was like in the 1940's when Oak Ridge was a brand new town built to government wartime specifications. The library is fortunate to have the Department of Energy Photograph Collection, taken by Ed Wescott during his years as Atomic Energy Commission photographer. Written works by Oak Ridgers such as Bill Wilcox, George Jasny, Walcott Watson, John Googin, Alvin Weinberg, Sam Sapirie and William Pollard reveal Oak Ridge's influential place in science and history. This collection of unique and fascinating items is located in the Oak Ridge Room at the Oak Ridge Public Library.

## Industry and Manufacturing

Since the 1940's, the nuclear industry has been the largest employer for the City and County. Today, the U.S. Department of Energy (DOE), working through its primary subcontractors, BWXT and UT-Battelle, occupies approximately 33,000 acres within the City limits, and employs approximately 9,100 employees in engineering, skilled and semi-skilled crafts, technicians and administrative support. BWXT operates the Y-12 weapons plant facilities and UT-Battelle operates the Oak Ridge National Laboratory.

The ongoing functions of the Y-12 plant support DOE's weapons designs labs, recover U-235 from spent nuclear weapons and provide support to other government agencies. The mission of the Oak Ridge National Laboratory is to develop safe, economical and environmentally acceptable technologies for energy production and use. The Laboratory has greatly expanded its mission within recent years to include major developments in the following diverse fields: advanced ceramic materials, robotics, information management and environmental sciences.

In 2006, the \$1.4 billion Spallation Neutron Source (SNS) located on 80 acres at the Oak Ridge National Laboratory opened. SNS is an accelerator-based neutron source, when at full power; this one-of-a-kind facility provides the most intense pulsed neutron beams in the world for scientific research and industrial development. SNS was built by a partnership of six U.S. Department of Energy laboratories. Along with its sister facility in Oak Ridge, the High Flux Isotope Reactor, SNS makes Oak Ridge a mecca for neutron-scattering research that is used for making a variety of materials stronger, lighter and cheaper. This includes things like medicine, food, electronics, and cars and airplanes, which have all been improved by neutron-

scattering research. The SNS has visiting scientists from around the world conducting experiments and it is anticipated that numerous small industries will be generated from these experiments and findings.

DOE is continuing to research and develop solutions to local and national problems related to radioactive and hazardous wastes. Using their own facilities in the City, DOE through its subcontractors has begun a significant program to implement environmental remedial action in and around the Oak Ridge Reservation.

A dedicated effort by the DOE to transfer technology to the private sector that was heretofore held as proprietary to the U.S. Government alone has led to an unparalleled growth in new business development in the City. Licenses have been granted to existing firms as well as start-up firms to manufacture products for commercial use using state-of-the-art technology in robotics, ceramics and nuclear medicine.

The City has been actively seeking to diversify its economic base from as early as the mid 1960's. In addition, the commercial and industrial portion of the property tax base has risen from 35% in 1987 to 46% in 2013. Currently, there are four industrial parks in the City that were developed by the municipality and two parks that were developed by private firms, including the 1,000 acre developing Horizon Center

## Education

The City school system operates schools covering grades kindergarten through 12, with an approximate enrollment of 4,468 students, which includes the preschool, and a professional teaching staff of 427. The primary and secondary schools are among the finest in Tennessee and the nation. In addition to the City system, a parochial school also exists within the city limits covering grades one through eight.

In the fall of 1999, a new approximately 100,000 square foot branch campus for Roane State Community College opened and offers courses in radiation physics, radioactive waste management and a two-year certification program for health physics technicians. The campus serves more than 2,000 students per term and includes a number of amenities such as a library and art, music and science labs. A three-story, \$13.8 million 64,000 square-foot Health Sciences and Technology Building is currently under construction and is expected to open in the spring of 2014.



Oak Ridge Associated Universities (ORAU), a consortium of 109 Ph.D. granting universities across the United States, the United Kingdom, and Puerto Rico and a management and operating contractor for the U.S. Department of Energy is also located in the City. A pioneer in technology transfer, with historic contributions in nuclear medicine and health physics, ORAU today conducts specialized training in nuclear related areas of energy, health and the environment. In particular, ORAU has been able to provide technical assistance to government, the academic community and industry in radiological site assessment, environmental monitoring and provision of radiopharmaceutical internal dose information.

# GOVERNMENT STRUCTURE

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## CITY GOVERNING BODY

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The City is governed by a modified City Manager-Council form of government. The governing body of the City is a seven member City Council. Approximately half of the City Council is elected on a non-partisan basis every two years for a four-year term of office. Following each regular City election, the City Council elects one of its members as Mayor to serve for a two-year period as ceremonial head of the City and presiding officer of the City Council. The City Council appoints the City Manager, who is the chief administrative officer of the City. The City Manager appoints all other City employees except the City Attorney, who is appointed by City Council.



The City School System is governed by a five member Board of Education elected at large with four-year terms of office. The Board of Education appoints the Director of Schools, who serves as the chief administrative officer of the school system.

## MANAGEMENT & DEPARTMENT ORGANIZATION

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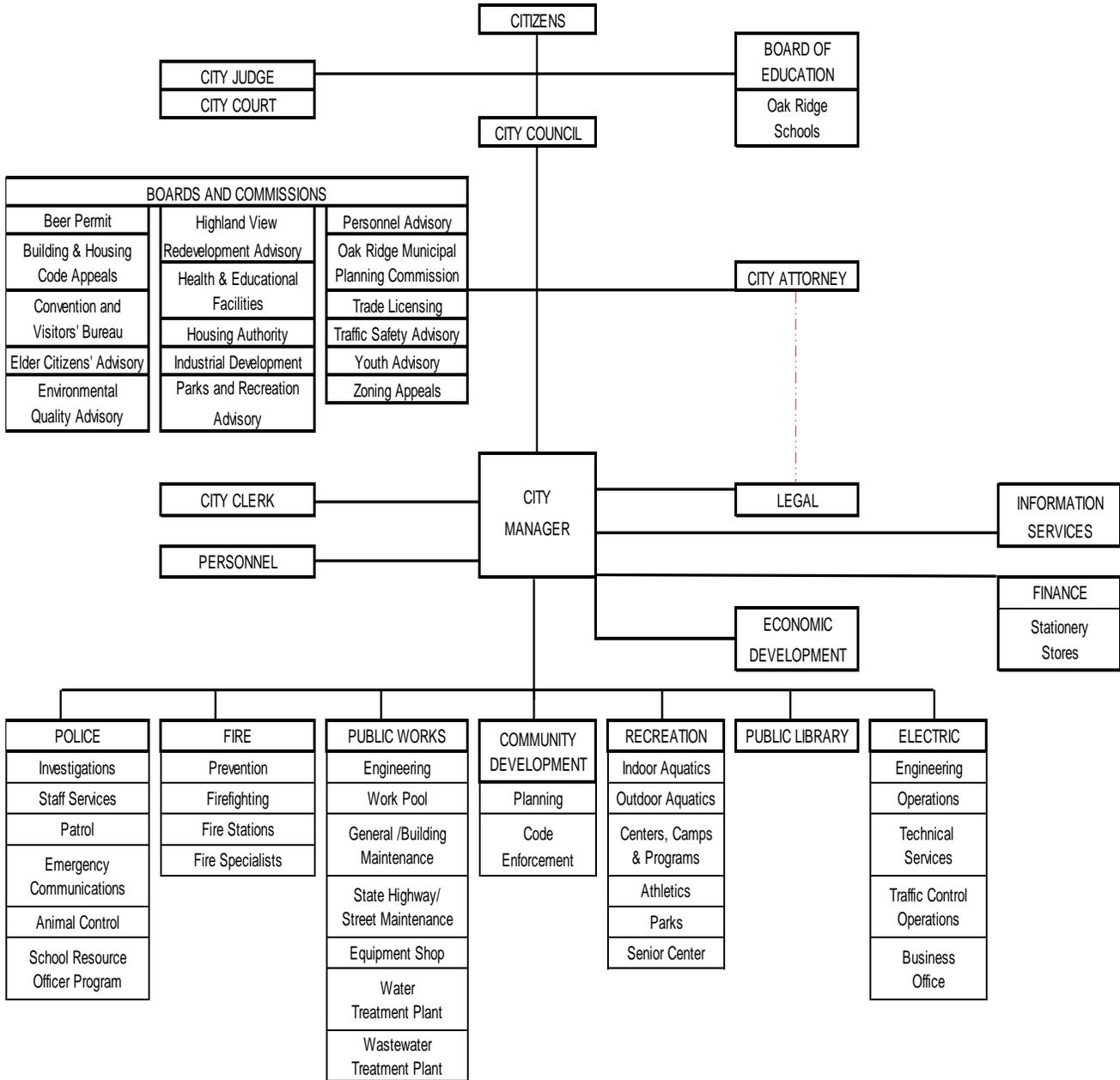
The City provides a wide range of services characteristic of similar jurisdictions in the State including public safety (police and fire protection), education, residential refuse collection, culture-recreational programs, street maintenance, public improvements, planning and zoning, economic development and general administrative services. The City also provides electric and water and sewer collection and treatment services.

All departments of the City are under the supervision and control of the City Manager who is appointed by City Council. A Director appointed by the City Manager heads each department listed below:

- City Clerk
- Personnel
- Finance
- Information Services
- Police
- Fire
- Public Works
- Community Development
- Recreation and Parks
- Library
- Electric

The exceptions are the Legal Department whose departmental head is appointed by City Council and City Court whose department head is an elected Judge. Each department consists of separate entities referred to as activities, which have specific functions and purposes unique to that activity.

# City Government Organizational Chart



# FINANCIAL OPERATIONS AND FUND STRUCTURE

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As required by the City Charter and generally accepted accounting principles (GAAP), all City funds and account groups are organized according to standards established by the Government Accounting Standards Board (GASB). The City's financial reporting system is designed to provide timely, accurate feedback on the City's overall financial position and includes, at a minimum, quarterly reports to the City Council. All City financial statements are audited annually by independent certified public accountants.

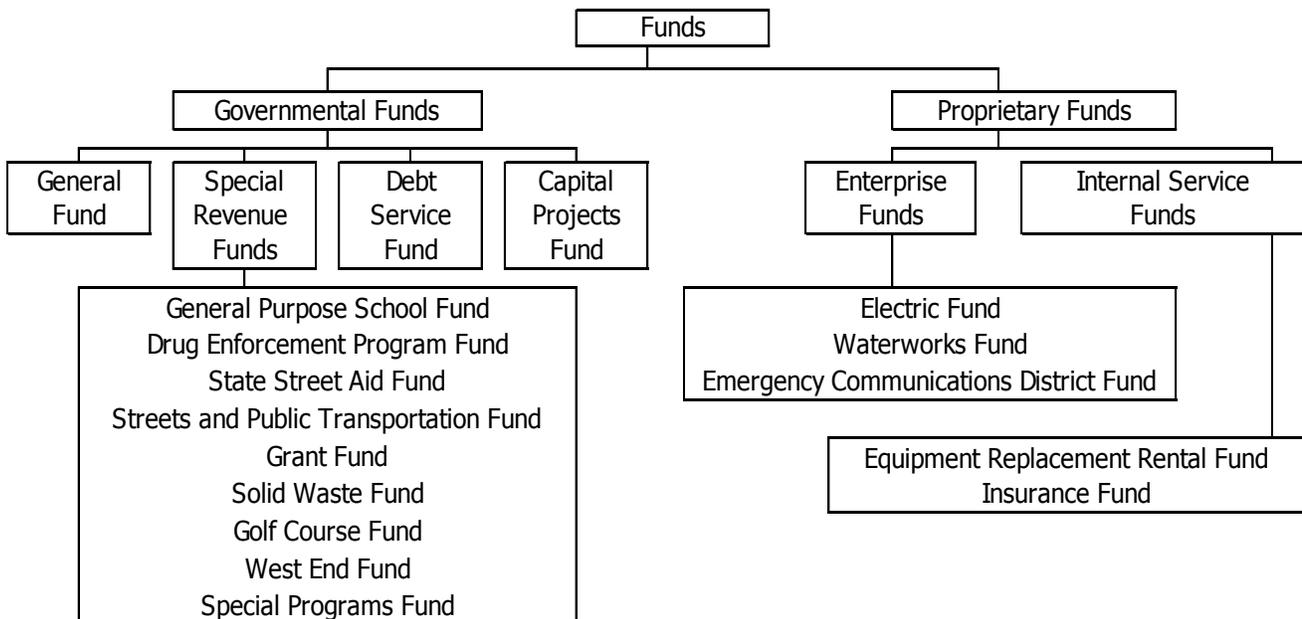
The City has received annually the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its annual operating budget for the past 29 years. The award recognizes that the annual operating budget meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The City has received annually the GFOA Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report since the City was incorporated. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report that satisfies both generally accepted accounting principles and applicable legal requirements.

On an annual basis, the City's financial plans are set forth in the annual operating budget and the capital improvement program as required by applicable provisions of the City Charter. The process for the current year's budget is outlined in Section II of this document.

## Funds

The City accounts are organized by fund and account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into two broad fund categories; Governmental Funds and Proprietary Funds, which are then broken down into four and two fund types, respectively. These fund types (such as Special Revenue Funds, Enterprise Funds and Internal Service Funds) may be sub-divided as well.



## **GOVERNMENTAL FUNDS**

Governmental Funds are grouped into four Fund types: General, Special Revenue, Debt Service and Capital Projects Funds. The City annually adopts a balanced budget for these Funds. A balanced budget means that expenditures cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. The budgeted expenditures, exclusive of operating transfers to other Funds, for each Governmental Fund are approved by City Council as the legal appropriation for that Fund. Expenditures cannot exceed the legally adopted appropriation at the Fund level. The City Manager is authorized to transfer budgeted amounts between departments within any Fund; however, any revisions that alter the total expenditures of any Governmental Fund must be approved by City Council.

### **General Fund**

The General Fund is the principal fund of the City and is used to account for all activities of the City not included in other specified funds. The General Fund accounts for the normal recurring activities of the City (i.e. police, fire, recreation, public works, general government, etc.).

### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City of Oak Ridge utilizes the following Special Revenue Funds - General Purpose School Fund, Drug Enforcement Program Fund, State Street Aid Fund, Streets and Public Transportation Fund, Solid Waste Fund, Grant Fund, Golf Course Fund, West End Fund, and Special Programs Fund.

### **Debt Service Fund**

The Debt Service Fund is used to account for the payment of principal and interest on long-term general obligation debt not serviced by an Enterprise Fund. The General Fund primarily provides funding for this debt service obligation.

### **Capital Projects Fund**

The Capital Projects Fund is used to account for financial resources segregated for the acquisition or construction of major capital facilities other than those financed by enterprise operations. The primary funding source for the Capital Projects Fund is from proceeds from general obligation long-term debt issuances and operating transfer from the General Fund. In fiscal 2000, the General Fund began budgeting annual operating transfers to the Capital Projects Fund to provide funding for routine City and School capital maintenance projects. This transfer was started to reduce the City's reliance on long-term debt proceeds for capital maintenance projects under \$300,000.

## **PROPRIETARY FUNDS**

Proprietary Funds are grouped into two generic Fund types: Enterprise and Internal Service Funds. Proprietary Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursed basis. Due to external influences beyond the City's control, actual expenses may vary either higher or lower than projected budgeted expenses in the City's Proprietary Funds. Factors such as weather patterns, mild or severe summers or winters, rainfall or drought conditions, unusual maintenance requirements such as replacement of downed electric lines or water line breaks, quantity of insurance claims, etc. affect the level of expenses of these Funds. The budgeted expenses for the City's Proprietary Funds are therefore not legally appropriated and are presented for informational purposes to show operational projections for the remaining major Funds of the City.

### **Enterprise Funds**

Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) for which the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other

purposes. The City utilizes three Enterprise Funds for municipal operations that includes the Electric Fund, Waterworks Fund and Emergency Communication District Fund.

### **Internal Service Funds**

Internal Service Funds are used to account for the financing of goods or services provided by one department to another department of the City on a cost-reimbursement basis. Budgets are prepared for the two of the City's three internal service funds, Insurance Fund and Equipment City Replacement Rental Fund, and are included in this Section V of this document. Budgets are not presented for the School's Equipment Replacement Rental Fund.

## **Basis of Accounting**

All Governmental Funds are accounted for using the modified accrual basis of accounting and a current financial resources measurement focus. Measurement focus is commonly used to describe the types of transactions and events that are reported in a fund's operating statement. Under the current financial resources measurement focus, the aim of a set of financial statements is to report near-term (current) inflows, outflows, and balances of expendable resources. Revenues are recognized when they become measurable and available as net current assets. Taxes and intergovernmental revenue, with the exception of property taxes, are considered measurable at the point of sale, due date or transaction occurrence for revenue recognition. Availability for revenue recognition purpose is 60-days after fiscal year end. For budget presentation purposes, property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received in cash.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, an exception to this general rule would include principal and interest on general long-term debt which is recognized when due.

All Proprietary Funds are accounted for using the accrual basis of accounting and the economic resources measurement focus. Under the economic resources measurement focus the aim of a set of financial statements is to report all inflows, outflows and balances affecting or reflecting an entity's net assets. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred. The reserve method is used to estimate the allowance for doubtful accounts for electric, water and wastewater service receivables.

To facilitate the cost accounting process, the City distributes the cost of a number of common use, "overhead" expenses to each General Fund budget activity on the basis of a predetermined cost distribution. Indices such as square footage, number of telephones, and number of clerical personnel are used to assign the cost of utilities, telephones, and other costs on a pro-rata basis.

To further identify the actual cost of each General Fund budget activity, all or a major portion of the work performed by certain service centers is transferred to the benefiting activities under the caption "Reduction of Costs." Examples of service (or cost distribution) centers include 935 Engineering and 845 Information Services. In each case, these activities provide the personnel, supervision, engineering, labor, materials or equipment for construction, maintenance and repair of the City's buildings, water and sewer systems, streets, equipment and other items of physical plant or administrative services necessary for the operation of these Funds. The costs involved are transferred in whole or in part to the benefiting Fund or activity. The purpose of cost distribution is to assign all costs, to the extent practicable, to the budget activity incurring or requiring the expenditure.

## Comparison of Governmental and Proprietary Funds

Governmental Funds	Proprietary Funds
Governmental-type activities	Business-type activities
Modified accrual basis of accounting	Accrual basis of accounting
Current financial resources measurement focus	Economic resources measurement focus
City Council adopts annual appropriated expenditures at the fund level	Budgeted expenses are presented in the budget appropriation ordinance for informational purposes
City Manager can transfer budgeted amounts between departments within any fund	Expenses are not legally appropriated

## Revenue Policies

1. The City will attempt to develop a diversified and stable revenue system to shelter it from short-run fluctuations in any one-revenue source. Specifically, the City will do the following:
  - a. Continually monitor and assess the local taxing effort of Oak Ridge as compared to other Tennessee cities.
  - b. Aggressively pursue equitable, in-lieu-of-tax payments from the Department of Energy and the United States Congress for existing and new projects located on nontaxable federal property in order to reinforce and enhance a climate of economic competitiveness and vitality in the community.
  - c. Move toward a local revenue structure for financing public services, which de-emphasizes the property tax and encourages the use and development of alternative revenue sources such as greater reliance on the local option sales tax.
2. The City will follow an aggressive policy of collecting revenues.
3. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.
4. All charges for services, fees and licenses will be reviewed annually and, whenever possible, recommendations for adjustment will be made at one time.
5. The City will consider the establishment of new user fees as an alternative to property tax funding. Before implementation of new user fees, the City will first determine the cost of administering and collecting the fee, what other jurisdictions are charging for similar fees, the purpose of the fee and if it can be accomplished.
6. The City will aggressively seek Federal and State grants. These revenues will be targeted as much as possible to capital improvements.
7. The City will ensure that Oak Ridge receives a fair proportion of all State and County shared taxes and revenue.
8. Whenever possible, revenue sources will be designed or modified to include provisions to automatically allow the collections to grow at a rate that keeps pace with the cost of providing the service.

## Debt Management Guidelines

On November 14, 2011, City Council adopted a formal Debt Management Policy. The Debt Policy provides guidelines for the City to manage its debt and related annual costs within current and projected available resources while promoting understanding and transparency for our citizens, taxpayers, ratepayers, businesses, investors and other interested parties. In management of its debt, it is the City's policy:

1. Achieve the lowest cost of capital within acceptable risk parameters.
2. Maintain or improve credit ratings.
3. Assure reasonable cost access to the capital markets.
4. Preserve financial and management flexibility.
5. Manage interest rate risk exposure within acceptable risk parameters.

The City's adopted Debt Management Policy can be viewed in its entirety on the City's web site at [www.oakridgetn.gov](http://www.oakridgetn.gov).

## BUDGET PROCESS OVERVIEW

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The budget document for the City of Oak Ridge provides historical, present and future comparisons of revenues and expenditures; allocations of resources - both fiscal and personnel; and descriptions of the anticipated annual accomplishments of City programs.

### Operating Budget Policies

1. The City will consider as its highest priority the maintenance of basic public services and facilities necessary to meet the needs of its residential, institutional, commercial and industrial "citizens." A basic public service or action is one that would not be provided without public action, and one that is either:
  - Essential to the health and safety of the city's residents; or
  - Necessary in order to avoid irreparable damage to City resources; or
  - A service that the absence of such would cause the City to be generally unacceptable to its residents.
2. After one or more work sessions, Council will provide policy guidance to the City Manager and staff for preparation of the proposed budget for the next fiscal year. Council guidance will define the appropriate service levels for municipal programs and overall personnel policies.
3. The City Manager will prepare an operating budget that supports and adheres to guidelines established by City Council. The City Manager will not be precluded from proposing program expansions based on Council guidance or staff initiatives.
4. The City Manager and others involved in the operating budget preparation process will also use the priorities expressed in the Comprehensive Plan as the framework for review and formulation of the proposed City budget.

5. The Council may meet once or more annually with the Board of Education to discuss the services offered by the Schools and factors affecting budget preparation for next fiscal year.
6. Responsive, quality service will characterize the City of Oak Ridge. All departments of the City will continue periodically to examine and effect changes in program delivery responsibilities or management that would improve productivity, lower costs, enhance service and further communication with the public.
7. The City will continue actions to ensure that all City staff members are sensitive to the special needs of the community and its residents.
8. The City will take steps to continue to increase citizen involvement in the ongoing planning, programming and budgeting process.
9. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' obligations. In particular, the City will endeavor to continue the scheduled level of maintenance and replacement for its infrastructure and fleet.
10. The City will prepare a detailed budget which identifies and accounts for object code expenditure increases from the previous budget year that are greater than the rate of inflation, subject to a minimum increase of \$2,000.
11. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.
12. The City will integrate performance measurement and productivity indicators within the budget.
13. In all actions to balance the budget, the City will attempt to avoid layoffs. If possible, any personnel reduction will be scheduled to come permanently from attrition.

## **Budget Organization**

The budget document is organized to provide a summary of the total current year's budget in the Budget Overview Section II of this document. Revenues and expenditures for each fund are located in the applicable fund section of this document. The major portion of the budget consists of detail pages containing a description of the funds and activities along with an expenditure summary for that function. Legal Requirements, the Personnel Schedule, Statistical Information, Glossary and Index conclude the document.

## **Basis for Budgeting**

Budgets for all Governmental Funds (General, Special Revenue, Debt Service and Capital Projects Funds) are adopted on a basis consistent with generally-accepted accounting principles (GAAP), except that in the General, Special Revenue and Capital Projects Funds encumbrances are treated as budgeted expenditures in the fiscal year the commitment to purchase is made. Budgeted amounts reflected in the accompanying budget and actual comparisons are as originally adopted or as amended by City Council.

Budgets for all Governmental Funds are approved by City Council and adopted as legal appropriation levels for those funds for that fiscal year. The appropriation ordinance for fiscal year 2014 is presented on page [II-15](#) of this document. A lump sum expenditure amount for each Governmental Fund, exclusive of operating transfers, is approved by City Council as the legal appropriation for that fund. Operating transfer amounts for Governmental Funds and projected expenses for Proprietary Funds (Enterprise and Internal Service Funds) are presented in the appropriation ordinance for informational purposes only.

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by City Council. Expenditures may not exceed appropriations at the fund level.

Formal budgetary integration is employed as an ongoing management control device for Governmental Funds. Budgetary control is also achieved for the Debt Service Fund through general obligation bond indenture provisions. All appropriations that are not expended or encumbered by year-end will lapse.

### **ADOPTED EXPENDITURES COMPARED TO RATE OF INFLATION**

City Council has adopted an operating budget policy which states, "The City will prepare a detailed budget which identifies and accounts for object code expenditure increases from the previous budget year that are greater than the rate of inflation subject to a minimum increase of \$2,000." In accordance with this policy, the monetary change and the percentage difference are identified for each object code. An explanation of the most significant expenditure increases is provided in the Significant Expenditure Changes section of each activity summary sheet except for Personal Services, outlined below.

### **PERSONAL SERVICES CALCULATIONS**

In the FY 2014 Budget, the expenditure category Personal Services, (Object Codes 5110 through 5175), includes regular, temporary and overtime salaries and related benefits, for employees of the City of Oak Ridge, such as employer contributions for Social Security and retirement and a life and health insurance program.

The salary for each regular employee is allocated to a department activity and budgeted under Object Code 5111. Salary calculations are computed for each employee on the basis of 26 biweekly pay periods using the current pay plan rate adjusted by an average merit increase, if budgeted, for all City employees. Overtime is projected in Object Code 5130. Overtime expenditures are impacted by the Fair Labor Standards Act (FLSA), which requires either payment in cash or compensatory time at time and one-half for all hours worked in excess of normal duty hours. The fiscal 2014 budget included a 1.0% salary adjustment for City employees,

The calculation of the City's contribution for Social Security (Object Code 5141) and the Tennessee Consolidated Retirement System (TCRS) Benefits (Object Code 5150) are mandated based on a percentage of each employee's salary, with the Social Security contribution currently 7.65% and the Retirement contribution 14.87% for both regular civilian employees and regular Public Safety employees. The Retirement contribution percentage is adjusted biennially by the TCRS and will be reviewed again for fiscal 2015. In Object Code 5160, the City also provides individual health insurance coverage, which includes medical insurance, dental reimbursement, long-term disability insurance and life insurance coverage.

## **Annual Budget Process**

The Charter for the City of Oak Ridge provides that prior to the beginning of the fiscal year on July 1; the City Manager shall submit to the City Council a Proposed Budget for the next fiscal year that presents a complete financial plan for the ensuing year. In accordance with the City Charter, the following information must be provided: (a) detailed estimates of all proposed expenditures for each department, board, officer or other agency of the City, showing, in addition, the expenditures for corresponding items for the last preceding fiscal year, appropriations and anticipated expenditures for the current fiscal year, and reasons for recommended departures from the current expenditures pattern; (b) statements of bonded and other indebtedness of the City, including the debt redemption and interest requirements, the debt authorized and unissued, and the condition of the sinking funds; (c) detailed estimates of all anticipated revenues of the City from all sources, including current and delinquent taxes, non-tax revenues and proceeds from the sale of any bonds, with a comparative statement of the amounts received by the city from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year; (d) a statement of the estimated balance or deficit, as of the end of the current fiscal year; and (e) any other supporting schedules as requested by City Council.

To ensure compliance with this Charter requirement, a budget schedule is prepared each year to facilitate the decision-making process by providing overall direction to City departments. The budget preparation process begins in late summer when City departments begin preparation of six-year Capital Improvements Program requests for submission to the Community Development Department by late September. By early October, Community Development staff prepares a recommended draft Capital Improvements Plan that is submitted to the City Manager for review and approval. By late October, the consolidated draft document is submitted to the Oak Ridge Regional Planning Commission for review. The program identifies anticipated projects, establishes priorities and identifies the anticipated source of funding. The program, as modified and approved by the Planning Commission, is submitted for Council's consideration by January 31.

In early November, City departments begin assessing new resource needs for the coming year relative to capital equipment, including fleet; extraordinary maintenance requirements; automation services; and proposed new or expanded work programs. Budget requests and supporting documentation are prepared and submitted in by January 31 for Finance Department and the City Manager's review.

A self-evaluation of the departments' objectives and measures of performance for the current year is initiated in November and used in the preparation and development of objectives and performance measurements for the upcoming year. The budget documentation prepared includes a statement of departmental goals and objectives, proposed performance measures, an estimate on the status of performance measures at the end of the current year, traditional object code line item expenditure requests, and justification for expanded expenditure requests and initial financial estimates on the departments' expenditure status by the end of the current fiscal year.

During February, the Finance Department quantifies preliminary budget information for the City Manager's review. Departmental objectives, measures of performance and operating budgets are refined for consolidation in the Proposed Budget document during the month of March. Expenditure and revenue projections for the current fiscal year and estimates for the proposed fiscal year and thereafter are updated with the latest available data. This information permits final adjustments to routine operating expenditures and new and expanded programs for inclusion in the Proposed Budget.

A Proposed Budget for the upcoming fiscal year is presented to the City Council at a date set by City Council in April or May. The Board of Education also presents the General Purpose School Fund budget at this time, including a request for appropriation of City funds to meet program obligations. Budget Work Sessions are held with City Council if needed for a detailed review of the proposed operating and capital improvements budgets. These sessions provide the opportunity for City Council to analyze the City Manager's Proposed Budget and to request additional information as needed.

At a meeting date set by City Council, a formal public hearing is held on the Proposed Budget. This meeting provides citizen input to Council on decisions and issues related to the budget. The first reading of the Appropriations Ordinance is also approved as amended by Council during this meeting. City Council adopts the Appropriations Ordinance, as amended, at second reading of the Ordinance, which occurs prior to May 31. Council approval of the Ordinance adopts the Budget for the fiscal year beginning July 1 and sets the tax rate for the upcoming year.

Budget amendments may be made to the original appropriation at any time during a current fiscal year after a public hearing before the council on ten (10) days' notice published once in the official city newspaper, provided that increased appropriations may be made only after the city manager has certified in writing that sufficient amount of unappropriated revenue will be available, except for emergency appropriations as defined by the City's Charter.

## II. BUDGET OVERVIEW FISCAL YEAR 2014

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# FY 2014 BUDGET PROCESS

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This section outlines the current year budget process, guidelines for development and an overall summary of the City's fiscal 2014 budget. This includes the budget calendar, which outlines the timetable of the budget process, citywide and departmental 2014 goals and objectives, and 2014 adopted budget ordinance followed by a budget summary for all funds for fiscal 2014.

The fiscal 2014 Budget included a 1.0% pay adjustment for City employees, retention of the property tax rate at the fiscal 2013 level of \$2.39 per hundred dollars of assessed valuation while retaining a minimum \$5,000,000 fund balance in the General Fund. Fiscal 2014 will be the sixth consecutive year that the City has retained a flat property tax rate.

The City Managers' and City departmental goals and objectives through 2014 are presented beginning on page II-3. Departmental goals are also presented in each departmental or applicable Fund section in this document.

The 2014 Budget Ordinance adopted by City Council is located on page [II-15](#).

This section concludes with an overview of the fiscal 2014 budget beginning on page [II-18](#).



# FY 2014 BUDGET CALENDAR

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<u>Date</u>	<u>Event</u>	<u>Responsibility</u>
September	City Staff preparation of six-year Capital Improvements Program requests (FY 2014 – FY 2019)	Responsible Departments
11/09/12	Submission of Proposed Capital Improvements Program to Senior Management for preliminary review & approval	Community Development
11/19/12	Compile and Print Proposed Capital Improvements Program Document	Community Development
11/19/12	Submission of Proposed Capital Improvements Program to Planning Commission for review	Community Development
10/15/12	Administrative Public Hearing-Proposed Statement of Community Development Objectives and Projected Use of CDBG Funds	CDBG Committee
11/07/12	Public Work Session on the Proposed Capital Improvements Program Attended by Commissioners, Applicable Planning Commission Department Heads, and Public	Responsible Department, Planning Commission, Community Development
12/20/12	Approval of six-year Capital Improvements Program	Planning Commission
November to April	Preparation of Proposed Budget including budget projections, narratives and schedules	Finance Department
01/28/13	Transmittal of FY 2014 – 2019 Capital Improvements Program to City Council as a communication	Community Development
By March 31	Preparation and submission of all Budget Updates for FY 2014	All Departments
04/08/13	Public Hearing on FY 2014 Community Development Block Grant Proposals	City Council
04/22/13	Budget Presentation by City Manager	City Manager
04/23/13	Proposed Budget to City Clerk and Public Library for Public Inspection	Finance Department
05/13/13	Public Hearing on FY 2014 Budget	City Council
05/13/13	Council Meeting for first reading and adoption of FY 2014 Budget	City Council
05/28/13	Council meeting for final reading and adoption of FY 2014 Budget	City Council
05/28/13	Presentation of the final FY 2014 City Schools Budget for City Council's purview for amendment into the Budget Ordinance	City Council, City Manager
06/07/13	Effective Date of Budget Ordinance	

# FY 2014 GOALS & OBJECTIVES

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## City Wide Goals

### **CITY MANAGER**

#### **Quality of Life**

- Initiate progress of the Climate Action Plan (CAP).
- Develop the visionary concept of the Manhattan Project National Historical Park and coordinate with local and national officials to move this project forward.
- Enhance the promotional image and marketing of Oak Ridge as a professional, innovative, and progressive city through its various contractual entities and regional partners.
- Coordinate the City support of events that provide recognizable return on investment and community economy.
- Monitor and support the planning of the City waterfront into a community asset of constantly evolving activities.
- Develop the implementation of the Bicycle-Pedestrian Plan as recently adopted by City Council.
- Support the educational needs of the community through “growing our own” or other such programs, including service/emergency personnel.

#### **Economics**

- Develop further sources of sales tax revenues through Chamber recruitment.
- Develop marketing strategies for use of tax increment programs to incentivize further retail and commercial activity, including other areas.
- Work with the Industrial Development Board (IDB) in actively completing the marketing and build out of Horizon Center and its complimentary infrastructure, as well as pursue other areas and other opportunities.
- Assess regional initiatives and make determinations as to value and return on investment.
- Implement major sewer rate increase to offset costs associated with Environmental Protection Agency (EPA) Administrative Order, including bond financing plan that minimizes rate impact.
- Assess free resources provided by the City for functions and events.
- Actively pursue the use of grants.

#### **Safety**

- Incorporate the Oak Ridge Police Department in a targeted approach to eliminating ongoing repeat offenders or locations.
- Enjoin the Oak Ridge Housing Authority (ORHA) into utilizing its resources and powers to overcome housing locations and housing vouchers that harbor criminal or drug activity and aggressive pursue violators of Housing and Urban Development (HUD) and ORHA policy.
- Develop Neighborhood Watches to support level for Police Department through advanced volunteer programs.
- Use existing ordinances to accomplish neighborhood improvements through code enforcement, housing inspections and vehicle parking.
- Improve infiltration and inflow into City sewer system through capital repairs.

## **CITY MANAGER CITY WIDE GOALS (CONTINUED)**

### **Governance**

- Enhance communication and reporting from City boards and commissions.
- Develop Comprehensive Plan update on Housing.
- Maintain and improve existing response times for city controlled processes in commercial development.
- Conduct additional focused Council special work sessions governing budget overviews, including better understanding of school budget processes and needs.
- Conduct 1-2 joint meetings with the School Board.
- Appoint new Boards and Commissions utilizing talents needed to accomplish Council defined goals.

### **Housing**

- Conduct a HUD level inspection program on residential housing during occupancy changes with particular focus on City utilities, including sewer system Inflow & Infiltration confirmation.
- Develop legislation and implementation Oak Ridge Community Land Bank.
- Utilize new grant resources for Oak Ridge housing programs through Community Development Block Grants (CDBG) and contracted parties like Aid to Distressed Families of Anderson County (ADFAC).
- Examine city policies that can change highly dense housing pockets in City.

## **Departmental Goals**

### **CITY CLERK**

- Continue to establish a suitable environment for conservation, maintenance, and accessibility of city records contained in the City Clerk's Office.
- Increase training with office staff to advance knowledge of current trends in local government, computer hardware and software, records management, and laws and regulations pertaining to the department's procedures and tasks.
- Examine existing Open Records Administrative Policy to better establish mechanism for efficiently fulfilling request and recouping city costs.
- Develop and implement a process that allows for electronic document management with the City Clerk's Office that complies with applicable laws and regulations.
- Create a streamlined and efficient means of producing the City Council agenda packets, while creating a uniformed, professional appearance.
- Develop a five year strategic plan with emphasis on document management/ imaging application.

### **LEGAL DEPARTMENT**

- Continue to provide legal assistance and support to City Manager, City Departments, City Boards and Commissions, and City Council.
- Continue to provide legal representation through prosecution in City Court and defense in civil litigation.
- Continue to attend meetings of the Oak Ridge Beer Permit Board as staff liaison.
- Continue to function as the City's Title VI Coordinator for purposes of Title VI compliance.
- Update the City Code for clarity and State law compliance.
- Provide legal assistance for the following City projects: Oak Ridge Land Bank, Kroger Marketplace, Applewood Redevelopment/Litigation, EPA Administrative Order Compliance, Southern Appalachia Railroad Museum, Oak Ridge Mall Project, and Woodland Town Center Development.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **INFORMATION SERVICES**

- Help secure passage of federal legislation to establish the Manhattan Project National Historical Park.
- Support implementation of the Tennessee Oversight Interlocal Agreement.
- Begin implementation of city-wide fiber ring project.
- Complete departmental policies and procedures.
- Implement deposit program improvements to enhance efficiency and customer service.
- Update documentation all of the city's major software and support agreements for IT resources.
- Develop strategic recommendations regarding IT needs and organizational priorities.
- Enhance professional development and training for IS employees in key areas, including emergency preparedness, disaster recovery, and customer service.
- Implement GIS for the Infor system within Public Works.
- Complete the replacement of aging servers with Windows Distributed File System Replication (DFSR).
- Update the Public Safety mobile communication server and software.
- Assist the Police Department with upgrades to reporting software and server.
- Complete upgrading personal computers to more secure operating system.

### **PERSONNEL**

- Develop on-line capability for submission of employment application and other forms.
- Complete overhaul of Personnel sections of the Intranet.
- Continue to modify Personnel Plan/Ordinance, especially the Grievance Procedure.
- Continue to modify Personnel-related Administrative Policy and Procedure Manual guidelines.
- Development of a revised Work Force Diversity Plan.
- Review partnership with the State for providing medical insurance for cost reduction or soliciting bids for a new provider.

### **FINANCE DEPARTMENT**

- Obtainment of the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the City's 2014 budget document.
- Obtainment of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) for the City's 2013 Comprehensive Annual Financial Report (CAFR).
- Review of the City's fixed asset inventory and asset systems toward streamlining processes and replacement of accounting software for these systems.
- Continue departmental reorganization and reallocation of duties.
- Begin Review of GFOA Best Practices toward updating or formulating new City Policies.

### **UTILITY BUSINESS OFFICE**

- Redesign past due collection procedures to improve results.
- Examine available options for replacing or upgrading utility billing systems.
- Produce, deliver and collect all utility and tax bills.
- Continue employee development through technical and customer service training.
- Perform customer satisfaction survey for utility and tax operations.
- Begin key account outreach program making sure customers are aware of services provided.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **POLICE DEPARTMENT**

- Renovation of Animal Shelter; Opening of full-time clinic.
- Complete first phase of Police Headquarters renovation.
- Expansion of the "Take-Home" Vehicle Program.
- Next Generation 911 compliance.
- TN State Accreditation.
- Utilize Crime Analysis functions for potential application of predictive policing algorithms while enhancing intelligence-led police practices in patrol duties.
- Increase school public safety through clearly defining roles and responsibilities of School Resource Officers (SROs) via a signed memorandum of understanding (MOU) with the Oak Ridge school system; while also increasing utilization of patrol personnel and resources to augment SRO duties.

### **FIRE DEPARTMENT**

The Oak Ridge Fire Department's Strategic Plan, has identified Common Vision, Organizational Discipline, Recruitment and Development, Service programs, Planning and Communications as the six primary focus areas to be addressed beginning immediately. To move this plan forward, several goals have been established:

- Begin the replacement plan of 3 fire suppression apparatus (Engines 1, 2, and 3).
- Updating the Community Alerting System to notify residence of local emergencies or severe weather alerts.
- Continue the review and updating of our Procedure Guidelines.
- Revise the Job descriptions for fire suppression personnel.
- Implement teaching the 4 week (128 hour) Fire Academy - Fire Officer I and II class in-house.
- Continue to educate officer staff at the National Fire Academy at a minimum of one 2-week class per year per Officer.
- Continue to implement the I-Pad for conducting Commercial Building Inspections.
- Work with MTAS, CTAS and Tennessee Fire Chiefs to develop an Incident Management Team for the East Tennessee region.
- Develop table top exercises to test the City's Emergency Operations Center (EOC) and train battalion chiefs to staff the EOC along with other city departments.
- Continue to provide outreach training to businesses on fire safety and extinguisher use and CPR.
- Continue to work with Anderson County for the updating of the Hazard Mitigation Plan along with other local planning documents.
- Continue to aggressively seek grant opportunities to fund programs that otherwise would need to be curtailed.

### **PUBLIC WORKS**

#### **General**

#### **Grants**

- Clean Tennessee Energy Grant Program – Administer the grant, if awarded, in the amount of \$250,000 for use with energy efficient lighting replacement projects in the Municipal Building and the Civic Center Complex. The grant will be matched with a 60% match amount of funding from the Capital Improvements Fund. The grant will be for a period of two years ending June 30, 2015.
- Homeland Security Grant – Research and apply (if applicable) for grant funding to assist with the purchase of a mobile generator in order to have the equipment necessary for by-pass pumping activities in accordance with the EPA Administrative Order.
- Social Services Grant – Administer the grant between the City of Oak Ridge and ADFAC, funded through the Grant Fund with FY 2014 being the third of four renewal options for the grant contract.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **PUBLIC WORKS - GENERAL (CONTINUED)**

#### Contracts

- Contract Bids – Management of the bid and award process for Water Meter Testing Services and Street Sweeping Services during FY2014 for a beginning date of July 1, 2014.
- Contract Renewals – Provide information to the Legal Department in a timely manner for the annual renewal of contracts in excess of \$25,000.

#### GIS

- Provide department scheduling and information to the GIS Specialist for the conversion of assets into the GIS mapping system.

#### INFOR

- Route routine work tasks with associated assets, such as manhole inspections during rain events and grease traps.
- Schedule Infor consulting for site visit(s) for Report Writing training and KPI Development.
- Provide training for employees as needed.
- Research and begin testing of mobile application device in conjunction with the Information Services Department.
- Assist with the scheduling of department assets uploaded and corrected from GIS to Infor.

#### **Engineering**

- Let a contract and provide construction administration/inspection services to complete a sidewalk improvement project along the south side of Oak Ridge Turnpike in the area from Tulane Avenue to Rutgers Avenue subject to available funding.
- Work with consultant to complete design and construction of a pedestrian improvements project along Oak Ridge Turnpike at select intersections as identified in the Oak Ridge Bicycle and Pedestrian Plan. Provide construction engineering administration and inspection services.
- Consult with the Park and Recreation Board to select a pedestrian and bicycle project, select consultant for design and complete construction subject to available funding.
- Provide assistance to the consultant to complete design tasks and construction of the Jackson Square Revitalization Project.
- Provide assistance and inspect street/utility infrastructure for the Kroger development. Review plats and prepare recommendations to the Planning Commission and City Council for acceptance of infrastructure for perpetual maintenance purposes.
- Continue to work with DOE and Heritage Center, LLC on select streets for City acceptance for perpetual maintenance purposes.
- Continue to work toward replacing the current pavement management software program with the new Army Corp of Engineers Paver 6.5 and also integrate this new program with GIS to provide a visual presentation of the City's pavement network.
- Complete contract COR 11-02 which is the remaining contract previously approved and being funded by an EPA grant as part of the West End Water distribution system improvement project. Design in-house and submit to EPA a fourth contract to be funded by the grant to resurface portions of West Bear Creek Road and the access road to the west end water intake and new west end booster station.
- Complete construction of Contract COR 11-16-E4 for the replacement of Castlewood and Westview sanitary sewer lift stations.
- Complete construction of sanitary sewer rehabilitation contracts COR 12-16-E5 & COR 12-17-E6 for the purpose of removing extraneous water from the sewer collection system.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **PUBLIC WORKS - ENGINEERING (CONTINUED)**

- Continue to oversee the preparation of construction plans & specifications for contracts for the rehabilitation of the City gravity sanitary sewer collection system as required by the EPA Administrative Order and let these for bid as funding is available.
- Work with design consultant and DOE to complete design of a new gravity sewer line that will be located at ETPP on Heritage Center Boulevard in order to abandon in place the K-1204-1 sewer lift station. Let a contract for bid during FY14 subject to available funding.
- Prepare in house design for the replacement of the force main serving the Pump House Road sewer lift station and submit it to TDEC for approval and then let the project for bid when funding is available.
- Work with TDOT to develop a project for the purpose of resurfacing selected City streets with STP grant funding provided by TDOT. Portions of Emory Valley Road will be resurfaced and address subgrade failures on Manhattan Avenue. Additional streets will be evaluated subject to available funding.
- Work with design consultant to complete design of a project located within Y-12 for the purpose of “un-crossing” the two 24-inch raw water intake lines. Let the project for bid in either FY14 or FY15 subject to available funding.

### **Streets and General Maintenance**

- Improve drainage on Tuskegee Drive stone road extension.
- Resume identified storm system repairs as funding permits.
- Repair damaged sidewalks in conjunction with new sidewalk projects.
- Repair sidewalks and add handicapped ramps in the Woodland area.
- Remove existing, unused plastic storage tanks from the Water Plant and repurpose to increase the brine storage capacity for de-icing streets.
- Purchase equipment and begin a crack-sealing program to increase the useful life of asphalt streets.
- Research and purchase infrared pothole patching equipment as recommended by TDOT to update the methodology used to repair potholes by using a heating and asphalt recycling system.
- Determine the cause of the roadway depression and repair Briarcliff Avenue near the car wash.
- Determine the cause of the roadway depression and repair South Tulane Avenue near the Municipal Building.
- Increase training of all Street employees by using free American Public Works Association (APWA) on-line webinars during inclement weather.
- Continue to repair driveways damaged by Electric Department contractors.
- Establish a training program for snow removal operations including an updated record-keeping and street progress tracking system.

### **Facilities**

- Use TDEC Grant to retrofit or replace lighting in the Municipal Building, Recreation Building and Library.
- Continue renovating the Water Plant Filter Gallery including painting, replacing glass block windows with new windows and install new ceiling tile and lighting.
- Install new roof at Water Treatment Plant.
- Pressure wash and paint Municipal Building exterior south side.
- Complete painting of Bissell Park Pavilion.
- Paint restroom at Central Services Complex.
- Renovate 205 Badger Avenue for municipal use (to be determined).
- Replace CSC fuel station roof and paint the support beams and building.
- Renovate the Civic Center A-B Rooms and replace lighting.
- Construct a Public Works Retired Records/Winter Storm Control room at unused portion of Break Area #3 in the CSC.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **PUBLIC WORKS - ENGINEERING (CONTINUED)**

- Assist volunteer effort to refurbish the Melton Lake Rowing Finish Tower.
- Renovate the Marina restaurant building for recreational use.
- Evaluate and purchase camera equipment to investigate plumbing problems on small diameter pipe inside buildings rather than hiring an outside contractor.

### **Fleet Maintenance**

- Continue to implement changes to the Preventive Maintenance mileage and time requirements by reviewing manufacturer's recommendations.
- Continue to eliminate clutter and duplicate out of date vendor catalogs from the shop and offices to increase efficiency.
- Continue the process of having mechanics certified in their area of expertise.
- Evaluate and improve the process of disposing of vehicles that have been replaced.
- Evaluate equipment usage and crew equipment assignments to determine what is actually needed by each crew and reassign as necessary.
- Discuss establishing a career ladder program for mechanics similar to programs in the Engineering, Streets and Waterworks divisions.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

- Rewrite Article VII of the Zoning Ordinance.
- Not In Our City Campaign - Blighted Housing Program.
- Implement Climate Action Plan.
- Adoption of Form-Based Code for "Townsite District" Area.
- Revitalization Project in Jackson Square.
- Obtain TVA Sustainable City Certification.
- Revise housing element of the Comprehensive Plan.
- Obtain Rails-to-Trails funding to enhance abandoned railroad rights-of-way.
- Adoption of Property Maintenance Code.
- Establishment of Oak Ridge Land Bank.
- Establish Rental Inspection Program.

## **RECREATION AND PARKS DEPARTMENT**

### **Aquatics**

- Send facility requests for aquatics in March/July and coordinate use with community groups and recurring users.
- Certify 100% of the aquatics guard staff in American Red Cross Lifeguard Training, AED and oxygen administration while training the non-guard staff in basic first aid by June 1, 2013.
- Conduct at least 40 hours of training for the summer staff to include but not limited to customer service training, communications, injury prevention, conflict resolution and emergency procedures.
- Recover between 30-40% of the operating costs for the indoor and outdoor pools.
- Open the Outdoor Pool for Memorial Day Weekend.
- Continue to offer non-summer swimming instruction.
- Sponsor at least five different special events at the Outdoor Pool.
- Offer a WSI class.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **RECREATION AND PARKS DEPARTMENT (CONTINUED)**

#### **Centers, Camps and Programs**

- Send facility requests for centers in November and coordinate use with community groups and recurring users.
- Involve each facility monitor and recreation coordinator in the planning, implementation, and evaluation of at least one special event.
- Conduct at least 40 hours of training for the summer staff to include but not limited to customer service training, communications, injury prevention, conflict resolution and emergency procedures.
- Work with personnel in order to have lifeguards and summer camp counselors selected by mid-April.
- Prior to opening, inspect each center/pool on a daily basis to ensure compliance with the cleaning contract and to provide a safe environment for participants, and document all safety inspections and submit repair requests.
- Sponsor at least five seasonal special events at the Civic Center.
- Expand training methods of frontline personnel to include interactive modules on the computer with follow-up testing of knowledge and skills.

#### **Athletics**

- Increase the department's visibility using social media, web page and print media to market activities and programs and re-enforce the concept of the department as a community resource and a contributor to the quality of life in Oak Ridge.
- Send facility requests for athletics in December/June and host an informational meeting in January for community groups, recurring users and potential users of City athletic facilities.
- Complete monthly facility inspections, take corrective action in a timely fashion and document actions.
- Explore potential upgrades for softball fields that will allow for more attractive use by youth baseball.
- Co-sponsor a fundraising event with youth baseball to cover the cost of potential upgrades for softball fields.
- Convert the Robertsville softball field to a multi-use recreational area and remove old bleachers from the perimeter.
- Team with Parks staff and AYSO in the creation of and permitting of suitable game space for adult soccer at Groves Park.
- Offer athletic league play for softball, basketball, kickball and volleyball.

#### **Youth Advisory Board**

- Expand on the calendar of Playful City events that promote play within the City and complete the recertification application for Playful City USA.
- Maintain at least a 75% participation level for Graduation Celebration.
- Prepare and present a "State of the Youth Report" to City Council by the end of each fiscal year.
- Sponsor at least one new big event for teens through the Youth Advisory Board.
- Promote and sponsor a Disc Golf tournament/class.
- Develop the Online Guide to include flyers and special event postings and update the online guide quarterly.
- Complete an ADA inventory and an ADA transition plan for CIP direction.
- Increase the department's visibility by fully utilizing social media, web page and print media to market activities and programs and re-enforce the concept of the department as a community resource and a contributor to the quality of life in Oak Ridge.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **RECREATION AND PARKS DEPARTMENT (CONTINUED)**

#### **Parks Division**

- Complete the construction and hold a dedication for the new Big Turtle Park Dog Park.
- Maintain the designation by the National Arbor Day Foundation as Tree City USA, including sponsorship of the annual Arbor Day Ceremony and educational programs for elementary schools.
- Continue the collaboration with the developers of the Kroger Marketplace to begin grading work for a new athletic complex to be located on Parcel 405. The first phase of the project will involve the movement and rough grading of excess soils from the development site to the parcel.
- Continue to collaborate with the Grove Center Merchants Association to create a public garden at Grove Center.
- Collaborate with the Electric Department to install dark skies lighting at Cedar Hill Park as a pilot high efficiency lighting project.
- Complete the installation of split rail fencing at Carl Yearwood Park.
- Continue development of a City Master Planting Plan by completing the next phase of the inventory of existing trees in city parks and rights-of-way in collaboration with the University of Tennessee.
- Identify funding for and complete replacement of first priority light poles at City athletic fields.
- Construct an eighth lane for the Melton Lake rowing course by June 30, 2014.
- Collaborate with local disc golfers to install paver-surfaced tee pads at the Groves Park disc golf course.

#### **Scarboro Center**

- Involve each facility monitor and recreation coordinator in the planning, implementation, and evaluation of at least one special event.
- Promote and sponsor at least two new programs at the Scarboro Center.
- Continue offering regularly scheduled meetings for senior citizens at the Scarboro Center and provide at least ten educational sessions.
- Increase attendance at the Scarboro Community Center by 10%.
- Continue working with the CNC to sponsor programs and activities.
- Host an outdoor movie night at the Scarboro Community Center.
- Work with the CNC group to offer a fall event at the Scarboro Center.
- Host a health screening at the Scarboro Community Center.
- Offer a resume writing class for rising juniors and seniors.
- Offer a free financial seminar for middle to high school youth.
- Partner with a community organization to offer a cooking class for youth.
- Partner with Team Investment Group of Oak Ridge (TIGOR) or Delta Sigma Theta to host a back-to-school activity.

#### **Senior Center**

- Sponsor at least three educational sessions for seniors per month with the Recreation Program Coordinator being responsible for five sessions during the year.
- Maintain the department's web page with at least weekly updates and ensure the material is current.
- Work to formalize the volunteer program at the Senior Center.
- Update the participant data base at the Senior Center to include age and activity information.
- Start a new program at the Senior Center; educational in nature, that meets at least once a month.
- Provide computer classes at the Senior Center on a regular basis.
- Offer at least five seasonal special events at the Senior Center.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **LIBRARY**

#### **Administrative**

- Investigate the upgrade of the current facilities and services using Library and FOL money.
- Continue the work of COROH in year 4 starting May 31, 2013.
- Upgrade EnvisionWare.

#### **Children's Room**

- Weed out and update Easy Readers.
- Begin labeling Juvenile Easy Readers using the Accelerated Reader leveling standards.
- Explore options for labeling popular subjects area in Juvenile Non-Fiction.
- Begin weeding and updating topical juvenile book lists.

#### **Circulation**

- Continue to offer a rotating Culture Corner collection featuring topical materials.
- Continue to increase the variety and frequency of adult programs.
- Enhance page training by adding more frequent testing of best practices.

#### **Reference**

- Continue processing the special donated collections to the Oak Ridge Room.
- Continue adding content to CONTENTdm from the Library Reference and Oak Ridge Room collections.
- Finish transferring Community Television (CTV) videos to DVD.

#### **Technical Services**

- Determine standard item types, locations, call number formats, etc. for the digital collection and edit our existing MARC records to reflect those changes.
- Continue relabeling the fiction books that does not have the "F" designation in their call numbers.
- Complete changing subject headings containing "Cookery" to "Cooking".
- Update Technical Services procedures from Workflows to Symphony practices.

## **ELECTRIC DEPARTMENT**

- Maintain an effective, aggressive safety program in accordance with all regulations and utilize an employee driven safety committee.
- Complete detailed design and begin construction of fiber optic network.
- Complete control upgrade for 13kV devices in substations.
- Make selection of Automated Meter Information vendor and take project to Council.
- Select technologies for demand reduction activities.
- Assess available technologies in automated outage management.
- Trim trees in one half of service territory to ANSI specifications.
- Complete a circuit by circuit review of system condition for fifty percent of the system using infrared and physical inspection.
- Work with industry and City boards in planning and implementing capacity additions needed to facilitate the economic development of the City.
- Assess available technologies in automated outage management.
- Examine available technologies and implement pilot SCADA system to control substation components and facilitate load shifting through load reduction and other programs.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **WATERWORKS - WATER**

#### **Water Treatment Plant**

- Complete the electrical system upgrade design. Bid and start construction.

#### **Water Distribution**

- Replace 45 old galvanized service lines on the roads scheduled for repaving.
- Replace 25 obsolete fire hydrants.
- Install 10 valves on hydrants that don't have valves.
- Replace 10 old valves.
- Install 10 valves in new locations for better isolation.
- Test 163 meters for the annual tests, bi-annual tests of top 30 users and repair as needed.
- Service and maintain 60 main line pressure reducing valves and rebuild as needed.
- Annual system wide water main flushing per TDEC standards.
- Annual tests of approximately 1,619 backflow preventers.
- Service and maintain 15 pump stations with 34 pumps and motors.
- Delaware pump station-upgrade pumps, motors and controls.
- ETPP 2.5 million gallon water tank-replace roof, paint interior and exterior.

### **WATERWORKS – WASTEWATER**

#### **Environmental Protection Agency (EPA)**

##### Remediation Plan Projects

##### Certified Payrolls

- As required by the SRF loan program, review all weekly certified payroll records submitted from contractors in accordance with the Davis Bacon Wage Rates of each awarded contract.

##### East Plant Sewershed

- Project III (original projects III, IV, and V), funded by the SRF loan and construction complete by December 31, 2013.
- Project IV (original projects VI through X), funded by the SRF loan and construction complete by March 1, 2014.

##### Equalization Basins

- Construction contract approved and basins under construction during FY 2014.

##### Y-12 Sewershed.

- Project(s) to be designed, approved by TDEC, bid, awarded and under construction by June 30, 2014.

##### Public Outreach

- Prepare and mail an information letter to residents prior to sewer work beginning in their neighborhood.
- Prepare EPA Administrative Order cost summary and post on City's website.

##### Collection System

- Clean and TV 167,000 linear feet of sanitary sewer starting in the East Plant Sewershed using city crews and contractors by June 30, 2014.
- Inspect 981 sanitary sewer manholes as contractors complete rehab work in mini basins in the East Plant Sewershed by June 30, 2014.
- Smoke test 167,000 linear feet of sanitary sewer mains as contractors complete rehab work in the East Plant Sewershed by June 30, 2014.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **WATERWORKS – WASTEWATER – COLLECTION SYSTEM (CONTINUED)**

- Clear off 15,000 linear feet of sanitary sewer easements using city crews and mowing contractor by June 30, 2014.
- Flow monitoring of the sanitary sewer, post rehab work in the Emory Valley and East Plant Sewersheds.
- Continue to check the Emory Valley Sewershed for inflow and infiltration (I&I) during significant rainfall totals of 1-2 inches.
- Continue to check the East Plant Sewershed for I&I during significant rainfall totals of 1-2 inches.
- Continue to monitor and check for SSO's during rain events totaling 0.5 of an inch of rainfall or more.
- Continue to monitor ground water levels at 16 different manhole locations.
- Replace 30 manhole frame and covers due to street resurfacing by June 30, 2014.
- Service and maintain 47 sewer pump stations.
- Clean wet wells as requested.
- Monitor 102 grease traps in the FOG program in conjunction with the Codes Department.
- Clean 37,000 ft. of grease lines that are in conjunction with the grease traps.
- Clean and maintain 30,000 linear feet of problem sewer mains city-wide until rehab contractors can repair or replace them.

# FY 2014 BUDGET ORDINANCE

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ORDINANCE NO. 5-2013

## TITLE

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2013, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

WHEREAS, the City Manager, in accordance with the requirements of Article V, Section 10, of the Charter of the City of Oak Ridge, has submitted to City Council a proposed budget prior to the beginning of the fiscal year upon which a public hearing was held on May 13, 2013 as required by law; and

WHEREAS, in accordance with the requirements of the same Charter section, the Council held meetings on May 13, 2013 and May 16, 2013 which served to provide guidance to the City Manager on the preparation of the proposed budget; and

WHEREAS, on May 16, 2013, a special-called meeting of City Council was held to discuss and consider possible amendments to the FY2014 Budget related to the above titled ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. The budget for the fiscal year beginning July 1, 2013 submitted to City Council by the City Manager, is hereby adopted.

Section 2. In order to provide revenue for municipal purposes, there is hereby imposed on the value of all property within the City of Oak Ridge as such value has been ascertained by the taxing authority of the City, a levy at the rate of \$2.39 upon each One Hundred Dollars' (\$100.00) worth of assessed value of all taxable property, this levy to be the tax rate for the year 2013. This levy shall also be imposed upon such assessments as may be certified for tax purposes to the City of Oak Ridge by the Public Service Commission of the State of Tennessee.

Section 3. In accordance with Article V, Section 13, of the Charter of the City of Oak Ridge, and in accordance with the actions taken during the May 16, 2013 special-called meeting of City Council, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2014:

General Fund, Municipal Operations	\$ 20,245,788
Debt Service (Bond and Interest Redemption Fund)	\$ 8,212,544
State Street Aid Fund	\$ 2,210,450
Streets and Public Transportation Fund	\$ 260,000
Drug Enforcement Program Fund	\$ 255,200
Grant Fund	\$ 2,179,401
General Purpose School Fund	\$ 55,485,152
Golf Course Fund	\$ 1,385,000
Capital Projects Fund	\$ 3,030,000
Solid Waste Fund	\$ 2,682,000
West End Fund	\$ 2,568,000
Special Programs Fund	\$ 1,120,000

Section 4. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2014 and are provided for informational purposes, and also reflect amendments that occurred during the May 16, 2013 special-called meeting of City Council:

Electric Fund	\$ 53,402,977
Waterworks Fund	\$ 20,725,051
Emergency Communications District Fund	\$ 468,648

Section 5. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2014 and are provided for informational purposes:

<u>To General Fund For Tax Equivalent</u>	
From Electric Fund	\$ 1,466,085
From Waterworks Fund	\$ 1,448,000
<u>To General Purpose School Fund for Operations</u>	
From General Fund	\$ 13,862,832
<u>To Debt Service Fund</u>	
From General Fund	\$ 4,311,470
<u>To Capital Projects Fund</u>	
From General Fund	\$ 500,000
<u>To State Street Aid Fund</u>	
From General Fund	\$ 660,000
<u>To Streets and Public Transportation Fund</u>	
From General Fund	\$ 60,000
<u>To Solid Waste Fund</u>	
From General Fund	\$ 1,678,000
<u>To Grant Fund</u>	
From General Fund	\$ 180,557

Section 6. All proceeds received through fines, forfeitures and the disposal of seized goods resulting from the City's drug enforcement program shall be used exclusively for that program. A Special Revenue Fund has been established and any funds expended will be limited to the funds collected for that program.

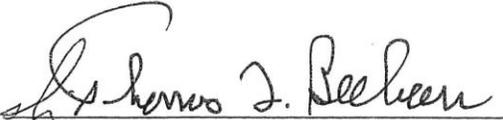
Section 7. The taxes levied under this Ordinance shall become due and payable, shall become delinquent and shall be subject to penalties, the execution of distress warrants and sale of property levied upon as provided by law.

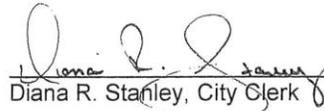
Section 8. The levy provided for herein shall be imposed on all taxable property as the same has been reported to the Council as a final total assessment of each class of property by the legally constituted Boards of Equalization for property situated in either Anderson County or Roane County within the City of Oak Ridge. The written report of the Equalization Boards shall be the assessment roll of the City of Oak Ridge.

Section 9. This Ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

  
Thomas L. Beehan, Mayor

  
Diana R. Stanley, City Clerk

Publication Date: 05/01/2013  
Public Hearing: 05/13/2013  
First Reading: 05/13/2013  
Publication Date: 05/20/2013  
Second Reading: 05/28/2013  
Publication Date: 06/03/2013  
Effective Date: 06/07/2013

# FY 2014 BUDGET SUMMARY

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City Council has directed the City Manager to present a proposed budget that supports current council policies. Any additional programs or major modifications recommended by the City Manager are presented separately to City Council during budget deliberations. The budget is developed in accordance with the City Charter; applicable city ordinances, state and federal laws; and city policies and procedures.

The Oak Ridge School Board reviews and adopts the School's budget during May. The Oak Ridge School Board submits to City Council their requested annual budget appropriation for the General Purpose School Fund and annual operational transfer request from the City to the Schools prior to second reading of the budget ordinance for City Council's review and adoption. During second reading of the fiscal 2014 City budget, City Council approved an amendment to the budget ordinance to reflect the \$55,485,152 budgeted appropriated for the General Purpose School Fund as requested by the School Board. The 2014 operational transfer to the Oak Ridge Schools was set at \$13,862,832, remaining at the fiscal 2013 amount.

Details of the Oak Ridge School budget are under the purview of the Oak Ridge School Board. City Council appropriates the General Purpose School Fund total expenditure budget and sets the annual operating transfer from the City to the Schools, but does not have line item budgetary authority. The General Purpose School Fund budget as revised is the one incorporated into this document. The Oak Ridge Schools issue a separate budget document that details their revenue and expenditure breakdown.

A combined summary spreadsheet of the revenues and expenditures for all City Funds is presented on the next page. The City's budgeted expenditures/expenses for fiscal 2014 for City Funds total \$174,230,211. Individual Fund schedules contained throughout this document provide comparisons between the fiscal 2013 and 2014 budgeted expenditures/expenses, as well as actual 2012 and projected 2013 expenditures/expenses for each Fund.

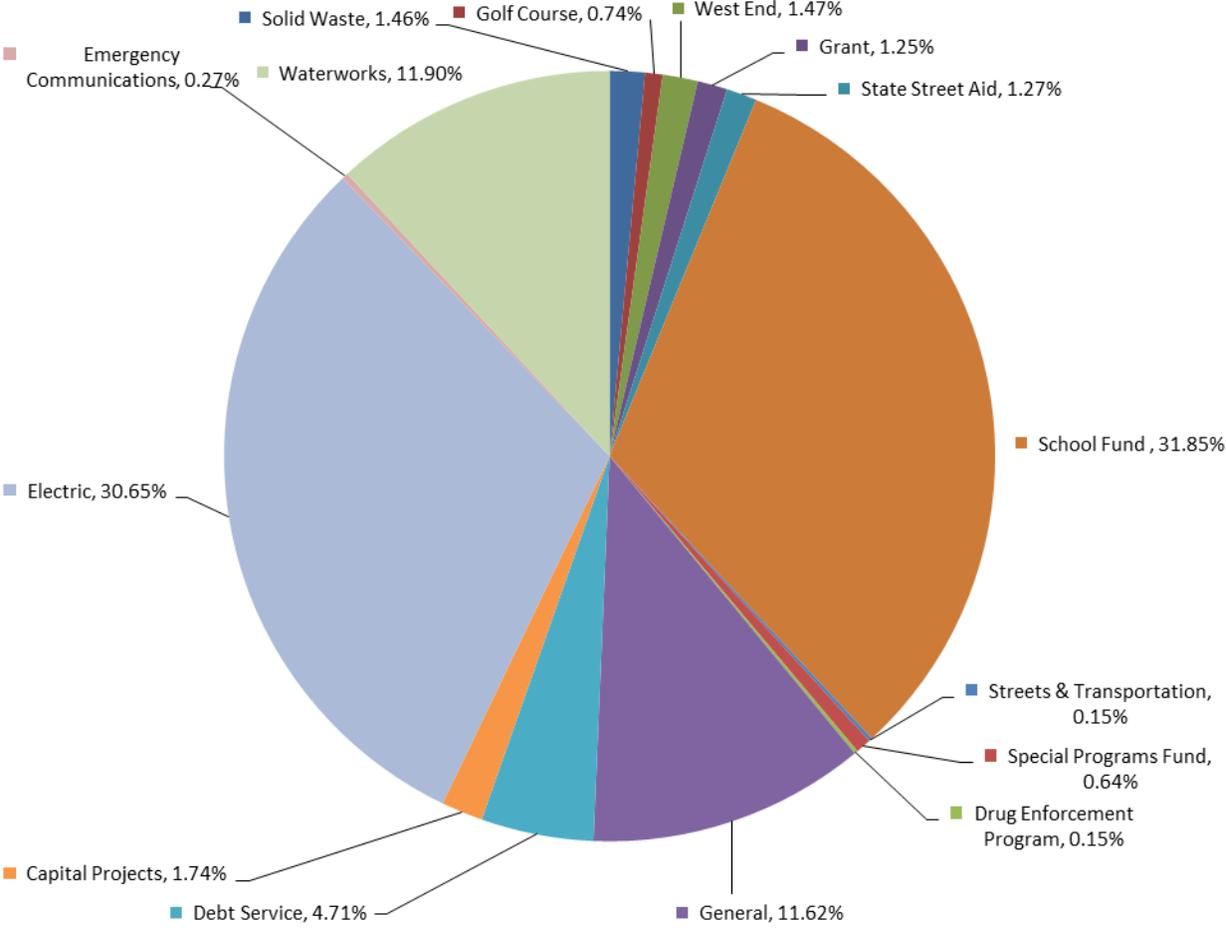


# Summary of Revenues, Expenditures & Change in Fund Balance/Net Assets- All Funds – FY 2014

## COMBINED SUMMARY OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE FISCAL YEAR 2014 - ALL FUNDS

	SPECIAL REVENUE FUNDS										ENTERPRISE FUNDS			Total All Funds		
	General Purpose School	Drug Enforcement Program	State Street Aid	Streets & Transportation	Grant	Solid Waste	Golf Course	West End	Special Programs Fund	Debt Service	Capital Projects	Electric	Waterworks		Emergency Communications	
<b>REVENUES:</b>																
Taxes	32,788,544	13,413,695	-	-	-	-	-	-	-	1,095,850	-	-	-	-	47,298,089	
Licenses & Permits	225,000	-	-	-	-	-	-	-	-	-	-	-	-	-	225,000	
Intergovernmental	3,155,000	23,663,944	40,000	755,000	200,125	1,998,844	-	-	-	892,732	1,000,000	-	-	261,197	31,966,842	
Charges for Services	326,000	476,500	-	-	-	1,004,000	-	-	-	-	-	52,827,602	22,929,344	220,000	77,783,446	
Fines & Forfeitures	354,000	-	55,000	-	-	-	-	-	410,000	-	-	-	-	-	819,000	
Other	536,667	2,739,784	1,750	200	-	-	1,347,000	2,402,928	50	14,000	2,000	2,978,281	197,258	1,400	10,221,318	
<b>Total Revenues</b>	<b>37,385,211</b>	<b>40,293,923</b>	<b>96,750</b>	<b>755,200</b>	<b>200,125</b>	<b>1,998,844</b>	<b>1,004,000</b>	<b>1,347,000</b>	<b>2,402,928</b>	<b>410,050</b>	<b>2,002,582</b>	<b>1,002,000</b>	<b>55,805,883</b>	<b>23,126,602</b>	<b>482,597</b>	<b>168,313,695</b>
<b>EXPENDITURES:</b>																
General Government	1,897,185	-	-	-	-	-	-	-	-	-	-	-	-	-	1,897,185	
Police	6,265,135	-	255,200	-	-	58,000	-	-	-	-	-	-	-	-	6,578,335	
Fire	4,243,733	-	-	-	-	16,000	-	2,568,000	-	-	-	-	-	-	6,827,733	
Public Works	1,998,082	-	-	719,000	-	612,372	2,682,000	-	-	-	-	-	-	-	6,011,454	
Community Development	1,376,518	-	-	-	260,000	98,029	-	-	-	-	-	-	-	-	1,734,547	
Recreation & Parks	3,049,626	-	-	-	-	-	-	-	-	-	-	-	-	-	3,049,626	
Library	1,415,509	-	-	-	-	100,000	-	-	-	-	-	-	-	-	1,515,509	
Other Activities	-	-	-	-	-	1,200,000	-	-	1,120,000	-	-	-	-	445,082	2,765,082	
Education	-	55,485,152	-	-	-	-	-	-	-	-	-	-	-	-	55,485,152	
Capital Outlay	-	-	-	1,491,450	-	-	-	-	-	-	3,030,000	-	-	-	4,521,450	
Debt Service	-	-	-	-	-	95,000	-	-	-	8,212,544	-	970,000	1,896,551	23,566	11,197,661	
Golf Operations	-	-	-	-	-	-	1,385,000	-	-	-	-	-	-	-	1,385,000	
Utility Operation	-	-	-	-	-	-	-	-	-	-	-	52,432,977	18,828,500	-	71,261,477	
<b>Total Expenditures</b>	<b>20,245,788</b>	<b>55,485,152</b>	<b>255,200</b>	<b>2,210,450</b>	<b>260,000</b>	<b>2,179,401</b>	<b>2,682,000</b>	<b>1,385,000</b>	<b>2,568,000</b>	<b>1,120,000</b>	<b>8,212,544</b>	<b>3,030,000</b>	<b>53,402,977</b>	<b>20,725,051</b>	<b>468,648</b>	<b>174,230,211</b>
Excess (Deficiency) of Revenues over Expenditures	17,139,423	(15,191,229)	(158,450)	(1,455,250)	(59,875)	(180,557)	(1,678,000)	(38,000)	(165,072)	(709,950)	(6,209,962)	(2,028,000)	2,402,906	2,401,551	13,949	(5,916,516)
<b>OTHER FINANCING SOURCES (USES):</b>																
Private Sources	-	-	-	-	-	-	-	-	-	-	511,863	-	-	-	511,863	
Contingency	-	-	-	-	-	-	-	-	-	-	199,002	1,000,000	-	-	1,199,002	
Transfers In	2,914,085	13,862,832	-	660,000	60,000	180,557	1,678,000	-	-	4,311,470	500,000	-	-	-	24,166,944	
Transfers Out	(21,252,859)	-	-	-	-	-	-	-	-	-	-	(1,466,085)	(1,448,000)	-	(24,166,944)	
<b>Total Other Financing Sources (Uses)</b>	<b>(18,338,774)</b>	<b>13,862,832</b>	<b>-</b>	<b>660,000</b>	<b>60,000</b>	<b>180,557</b>	<b>1,678,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,022,335</b>	<b>1,500,000</b>	<b>(1,466,085)</b>	<b>(1,448,000)</b>	<b>-</b>	<b>1,710,865</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(1,199,351)	(1,328,397)	(158,450)	(795,250)	125	-	(38,000)	(165,072)	(709,950)	(1,187,627)	(528,000)	936,821	953,551	13,949	(4,205,651)	
<b>ESTIMATED FUND BALANCE</b>																
<b>NET ASSETS 7/1/13</b>	<b>8,716,541</b>	<b>3,361,315</b>	<b>192,486</b>	<b>1,415,999</b>	<b>59,044</b>	<b>112,877</b>	<b>-</b>	<b>1,071,309</b>	<b>181,959</b>	<b>810,376</b>	<b>10,108,354</b>	<b>1,555,483</b>	<b>30,840,167</b>	<b>50,613,959</b>	<b>874,469</b>	<b>109,914,338</b>
<b>LESS NONSPENDABLE FUND BALANCE</b>	<b>(1,541,072)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,541,072)</b>
<b>ESTIMATED FUND BALANCE</b>	<b>5,976,118</b>	<b>2,032,918</b>	<b>34,036</b>	<b>620,749</b>	<b>59,169</b>	<b>112,877</b>	<b>-</b>	<b>1,033,309</b>	<b>16,887</b>	<b>100,426</b>	<b>8,920,727</b>	<b>1,027,483</b>	<b>31,776,988</b>	<b>51,567,510</b>	<b>888,418</b>	<b>104,167,615</b>

# Budgeted Expenditures/Expenses – All Funds 2014



Outlined below is a comparison of the final budgeted expenditures/expenses from the fiscal 2013 and fiscal 2014 appropriation ordinances by Fund.

Fund	Budget	Budget	Change	
	FY 2013	FY 2014	Dollars	Percent
General Fund Municipal Operations	\$ 19,453,250	\$ 20,245,788	\$ 792,538	3.9%
General Purpose School Fund	56,535,325	55,485,152	(1,050,173)	-1.9%
Drug Enforcement Program Fund	300,000	255,200	(44,800)	-17.6%
State Street Aid Fund	2,064,000	2,210,450	146,450	6.6%
Street & Public Transportation Fund	260,000	260,000	-	0.0%
Economic Diversification Fund	2,385,000	-	(2,385,000)	-100.0%
Grant Fund	3,750,000	2,179,401	(1,570,599)	-72.1%
Solid Waste Fund	2,643,000	2,682,000	39,000	1.5%
Golf Course Fund	1,335,000	1,385,000	50,000	3.6%
West End Fund	2,918,000	2,568,000	(350,000)	-13.6%
Special Programs Fund	918,302	1,120,000	201,698	18.0%
Debt Service Fund	8,300,000	8,212,544	(87,456)	-1.1%
Capital Projects Fund	3,685,000	3,030,000	(655,000)	-21.6%
Electric Fund	54,988,374	53,402,977	(1,585,397)	-3.0%
Waterworks Fund	19,720,000	20,725,051	1,005,051	4.8%
Emergency Communications District Fund	1,523,980	468,648	(1,055,332)	-225.2%
<b>TOTAL ALL FUNDS</b>	<b>\$ 180,779,231</b>	<b>\$ 174,230,211</b>	<b>\$ (6,549,020)</b>	<b>-3.7%</b>

The budgeted appropriations of General Fund municipal operations increased \$792,538 while still maintaining the 2013 property tax rate. Fiscal 2014 General Fund budgeted expenditures and operating transfers will be funded from a combination of a projected \$291,765 in increased revenues and a \$1,199,351 budgeted fund balance draw.

The \$1,050,173 budgeted expenditure reduction in the General Purpose School Fund reflects a reduction of \$691,073 in the utilization of fund balance draw and a \$359,100 reduction in budgeted revenues over fiscal 2013.

The decrease in budgeted expenditures in the Drug Enforcement Program Fund of \$44,800, Grant Fund of \$1,570,599 and Emergency Communications District Fund of \$1,055,332, reflect the elimination of budgeted expenditures from grant or federal proceeds that are not anticipated to be received in fiscal 2014.

The \$146,450 increased appropriation in the State Street Aid Fund is to allow for a higher level of expenditures for street resurfacing in fiscal 2014. Street resurfacing is generally done in the summer and funding may be accumulated from revenues in prior fiscal years to allow for the issuance of larger paving contracts to enhance economies of scale for street resurfacing dollars. The \$39,000 increase in funding in the Solid Waste Funds is for contractual inflationary increases for solid waste collection.

The Economic Diversification Fund was closed at the end of fiscal 2013 due to an insufficient ongoing revenue stream to finance operations of a separately accounted for operating fund. Efforts originally budgeted for in this fund have been reallocated to the General Fund and will be accounted for under various activities. The ending fund balance of the Economic Diversification Fund, projected at \$436,523, will be transferred to the General Fund at the end of fiscal 2013.

The \$350,000 decrease in the appropriation of the West End Fund reflects a decrease in budgeted funding for contingency items.

The Special Programs Fund was added as a new Fund in fiscal 2011 to account for the revenues from Photo Enforcement Cameras. In April 2011, City Council authorized the use of Special Program Funds for transportation enforcement projects; for traffic capacity and traffic safety improvements; and school crossing and bicycle/pedestrian safety improvements. The \$201,698 increase in budgeted expenditures reflects the financing of expenditures from fund balance accumulated in prior fiscal years.

The \$655,000 reduction in funding for the Capital Projects Fund reflects lower available funding for capital projects without an increase in the property tax rate or a new debt issuance. The \$87,456 decrease in Debt Service Fund expenditures reflects the fiscal 2014 amortization of existing debt service.

The \$1,585,397 decrease in budgeted expenses in the Electric Fund reflects expected purchased power costs for electricity purchased from the Tennessee Valley Authority (TVA). This reduction reflects the changes over the past few years in the way TVA bills it's distributors for wholesale power and current milder weather patterns. The \$1,005,051 increase in the Waterworks Fund is primarily for increased wastewater depreciation expense and wastewater operating expenses resulting from an Administrative Order (AO) from the US Environmental Protection Agency (EPA). The EPA order will result in significant capital improvements and higher operational expenses over the next few fiscal years.

## FY 2014 Fund Balances/Net Assets

Outlined below is a comparison of the change in the projected ending fiscal 2013 and fiscal 2014 fund balances or net assets by Fund. Fund Balance represents the accumulated residual of revenues over expenditures since the inception of the Fund. The fund balance below is that portion representing expendable available financial resources.

	FY 2013	FY 2014	Change	
			Dollars	Percent
<b><u>FUND BALANCE</u></b>				
General Fund	\$ 7,175,469	\$ 5,976,118	\$ (1,199,351)	-16.7%
General Purpose School Fund	3,361,315	2,032,918	(1,328,397)	-39.5%
Drug Enforcement Program Fund	192,486	34,036	(158,450)	-82.3%
State Street Aid Fund	1,415,999	620,749	(795,250)	-56.2%
Street & Public Transportation Fund	59,044	59,169	125	0.2%
Grant Fund	112,877	112,877	-	0.0%
Solid Waste Fund	-	-	-	0.0%
Golf Course Fund	1,071,309	1,033,309	(38,000)	-3.5%
West End Fund	181,959	16,887	(165,072)	-90.7%
Special Programs Fund	810,376	100,426	(709,950)	-87.6%
Debt Service Fund	10,108,354	8,920,727	(1,187,627)	-11.7%
Capital Projects Fund	1,555,483	1,027,483	(528,000)	-33.9%
<b>TOTAL FUND BALANCES</b>	<b>\$ 26,044,671</b>	<b>\$ 19,934,699</b>	<b>\$ (6,109,972)</b>	<b>-23.5%</b>
<b><u>NET ASSETS</u></b>				
Electric Fund	\$ 30,840,167	\$ 31,776,988	\$ 936,821	3.0%
Waterworks Fund	50,613,959	51,567,510	953,551	1.9%
Emergency Communications District Fund	874,469	888,418	13,949	1.6%
<b>TOTAL NET ASSETS</b>	<b>\$ 82,328,595</b>	<b>\$ 84,232,916</b>	<b>\$ 1,904,321</b>	<b>2.3%</b>

The fund balance of the General Fund is projected to decrease \$1,199,351 in fiscal 2014. Over the last few years, the fund balance of the General Fund has increased due to higher sales tax collection levels that resulted from federal spending from stimulus grants by the federal DOE contractors located in Oak Ridge. Fiscal 2014 is anticipated to be a transitional year where sales tax revenue collections reflect the ending of federal stimulus spending. Revenues from sales tax collections are anticipated to be higher in fiscal 2015 when planned major retail developments in Oak Ridge open for business. The fiscal 2014 General Fund ending fund balance still maintains above a desired minimum fund balance of \$5,000,000.

In fiscal 2014, the General Purpose School Fund has a budgeted fund balance draw of \$1,328,392. In the School Fund, draws from fund balance are generally utilized for non-recurring expenditures and must be in excess of the 3% fund balance required by the State.

The Drug Enforcement Program Fund has a limited revenue stream on which to draw for drug enforcement and education programs and therefore generally maintains a nominal fund balance. The fund balance of the Drug Enforcement Program Fund has grown over the past couple of years due to revenues from equitable shared proceeds from the US Department of Justice, the US Marshall's Service and the IRS. The revenue from these federal entities is based on the sharing of net proceeds from the disposition of assets on federal cases with participating local entities and does not provide a consistent revenue stream.

Revenues for the State Street Aid and Streets and Public Transportation Funds are primarily provided by state-shared motor fuel taxes and state grants. Fluctuations in fund balance in the State Street Aid Fund result primarily from the timing of street resurfacing projects. The General Fund also provides additional funding through operating transfers to these two Funds to support operations.

Due to the type of revenues in these funds, the Grant and Solid Waste Funds are generally budgeted so that revenues and expenditures are approximately equal and result in only nominal fund balance fluctuations between fiscal years. Operating transfers from other City Funds equate revenues and expenditures of the Solid Waste Fund. Revenues for the Grant Fund are comprised primarily from state and federal grants.

The \$165,072 projected reduction in fund balance in the West End Fund is for reduced funding for contingency expenditures related to the prior year contract renewal for fire and emergency medical services that the City provides under a contract with the US Department of Energy. The contract was extended four additional years through September 30, 2015.

The Special Programs Fund was a newly created fund in fiscal 2011 and expenditures from the fund did not begin until fiscal 2012. The projected \$709,950 reduction in the fund balance of Special Programs Fund during 2014 reflects the expenditure of fund balance created during prior fiscal years.

The fund balance in the Debt Service Fund is primarily from local sales tax proceeds that have accumulated to fund future debt service requirements on the \$66,522,506 in long-term debt issued for the Oak Ridge High School (ORHS) project. Interest was capitalized and paid from long-term debt proceeds during the renovation period. 18.18% of the City's share of local sales tax collections in the Anderson County portion of Oak Ridge will be used to fund the annual debt service for debt issued for the ORHS project until all debt for this project has been extinguished. The \$1,187,627 projected decrease in fund balance of the Debt Service Fund reflects the utilization of the sales tax proceeds that accumulated during the construction phase of the ORHS project. The fund balance of the Debt Service Fund is estimated at \$8,920,727 at the end of fiscal 2014.

The fund balance of the Capital Projects Fund, projected to decrease \$528,000 in fiscal 2014, can vary greatly from year-to-year depending on the timing of long-term debt issuances and the related capital project expenditures.

The Net Assets of the City's Enterprise Funds are projected to increase by \$1,904,321. \$936,821 of the increase is in the Electric Fund which reflects a stabilization level for that fund. The \$953,551 increase in the Waterworks Fund reflects rate increases in water and wastewater rates in mid-fiscal 2013 and 2014. The rate increase in January 2014 for water is anticipated to be 10% and wastewater 15%.

## FY 2014 Salaries and Personnel

The fiscal 2014 authorized City employment of 402.06 staff years is an increase of 1.25 staff years over fiscal 2013 levels. The increase is due to the upgrade of a part-time Animal Shelter Attendant to full-time (.50 staff years) and the full year funding of a sewer pump maintenance crew (.75 staff years) to meet the higher wastewater system maintenance requirements of the administrative order with the EPA.

City employee salaries increased by 1.0% effective with the first pay period in July. Due to limited funding for salaries over the past few years, the 1.0% will basically be treated as a cost-of-living increase. Employees of the City are members of the benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS) that provides retirement benefits as well as death and disability benefits. The plan is fully funded by the City based on rates actuarially determined by TCRS on a biennial basis. The fiscal 2014 rate for the City's plan is 14.87% of covered wages. A new actuarial study will be conducted to calculate the fiscal 2015 rate.

Revisions to employee medical premiums are effective January 1 of each calendar year. The City's 2014 budgeted amounts for employee medical insurance overall decreased \$60,000 from fiscal 2013 budget levels. In 2011, the medical insurance plans offered by the City's carrier, sponsored through the State of Tennessee, were revised to include more plan options and higher employee copays and deductibles. This resulted in lower than budgeted City costs for medical insurance for fiscal 2012 and 2013. The fiscal 2014 City's share of funding for employee medical benefits is projected to increase by 4% over the fiscal 2013 projected actual amounts. Fiscal 2014 funding for worker's compensation increased \$25,000 citywide from fiscal 2013 budgeted amounts based on recent claim levels.

SUMMARY OF POSITIONS AND STAFF YEARS BY DEPARTMENT	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY 2012	FY 2013	FY 2014	FY 2012	FY 2013	FY 2014
<b>TOTALS BY DEPARTMENT</b>						
GENERAL GOVERNMENT	47	47	47	46.60	46.60	46.60
POLICE	85	85	85	78.85	78.85	79.35
FIRE	74	74	74	74.00	74.00	74.00
PUBLIC WORKS	95	104	104	95.00	100.25	101.00
COMMUNITY DEVELOPMENT	12	11	11	12.00	11.00	11.00
RECREATION AND PARKS	87	85	84	37.36	37.36	37.36
LIBRARY	24	24	24	17.75	17.75	17.75
ELECTRIC	35	35	35	35.00	35.00	35.00
<b>TOTAL ALL FUNDS</b>	<b>459</b>	<b>465</b>	<b>464</b>	<b>396.56</b>	<b>400.81</b>	<b>402.06</b>
TRANSFERS	152	160	160	152.00	156.25	157.00
<b>TOTAL NET GENERAL FUND</b>	<b>307</b>	<b>305</b>	<b>304</b>	<b>244.56</b>	<b>244.56</b>	<b>245.06</b>

## FY 2014 Agency Funding

The City provides funding to various agencies that either promotes economic development and/or tourism-related services for the City or that render services to the citizens of Oak Ridge. Agencies budgeted for funding for economic development and/or tourism services are the Convention & Visitors Bureau (CVB) at \$300,000 and the Oak Ridge Chamber of Commerce at \$175,000. An additional \$55,000 is budgeted for other agency economic development memberships which includes Innovation Valley, Anderson County Economic Development Association (ACEDA) and Roane Alliance. The CVB has an additional \$20,000 available if matching funds are raised for projects such as the 4<sup>th</sup> of July fireworks and the summer concerts.

Agencies budgeted for social service/cultural programs funding include Aid to Distressed Families of Appalachian Counties (ADFAC) (\$148,707), Anderson County Health Council (ACHC) for the Healthy Start program (\$31,850), Arts Council of Oak Ridge (\$9,500) and Youth Advisory Board (\$9,000). These funding amounts are unchanged from fiscal 2013 levels, with the exception of ADFAC whose contract has an inflationary escalation provision.

## FY 2014 Budget Change Summary

### General Fund

The General Fund 2014 budget was developed utilizing the following budget guidelines as follows:

- Fiscal 2014 municipal expenditure estimates include adjustments necessary to maintain current service levels (fuel, energy, contractual agreements, equipment charges, etc.);
- Municipal salaries contain a 1.0% increase adjustment;
- Retain fiscal 2013 property tax rate of \$2.39 per one hundred dollars of assessed valuation;
- Retain minimum fund balance in the General Fund of \$5,000,000;
- Major construction and renovation capital projects requiring the issuance of long-term debt whose principal and interest will be funded by the General Fund are deferred;

The City's 2014 appropriated budget for General Fund municipal expenditures is \$20,245,788 increasing by \$792,538 or 4.1% over the prior fiscal year. The 1.0% salary adjustment for existing employees was funded primarily by salary savings from retirements and turnover in City staff during fiscal 2013. Funding for budgeted 2013 line items were reviewed and reallocated in 2014 based on current funding needs wherever possible.

The increase in fiscal 2014 General Fund expenditures primarily reflect the budgeting of expenditures accounted for in the Economic Diversification (ED) during 2013. Due to an insufficient ongoing revenue stream, the ED Fund will be closed at the end of fiscal 2013 and the ending fund balance, estimated at \$436,523, will be transferred to the General Fund. Budgeted expenditures moved from the ED Fund include Lobbyists, Economic Development Consultants, Oak Ridge Convention and Visitors Bureau, Oak Ridge Chamber of Commerce, waterfront improvements, Special Events including the Secret City Festival, Land Bank, Housing Demolition/Rehabilitation, and Tech 2020 building maintenance and mowing at Industrial Parks. \$500,000 in budgeted revenue from Hotel/Motel tax collections, previously accounted for in the ED Fund, will now be accounted for in the General Fund to cover a portion of these costs.

General Fund budgeted 2014 revenues, excluding operating transfers and fund balance draw, are projected to increase \$291,765 or 0.8%. The fiscal 2014 budget for local sales tax collections was decreased by \$250,000 to \$8,810,000, based on lower projected collection levels for fiscal 2013. These

collections are anticipated to decline over fiscal year 2013 and into 2014 due to reduced stimulus funding by federal contractors located in Oak Ridge.

Property assessments are projected to increase by 1.2%, resulting in an additional \$154,000 in property tax collections. Collections were below expectations in fiscal 2013, primarily due to reductions in appraised values for developments that stalled during the recent economic downturn. During fiscal 2013, there has been resurgence in planned retail development in Oak Ridge. Interest and penalty collections from delinquent taxes are budgeted at \$135,000, up \$10,000 based on actual collection patterns. Payment in-lieu of property tax (PILOT) payments from private development and DOE are budgeted at \$2,193,544, up \$39,431. During fiscal 2013, a portion of these PILOT collections were accounted for in the ED Fund.

Other revenue budgetary changes include decreases of \$100,000 in business tax collections, a \$150,000 reduction in DOE grant funding, and \$28,000 from lower rent collections. The reduction in budgeted business tax collections was to reflect the actual collection base. Anomalies in the business tax payment patterns have occurred over the past few years due to the transitioning of business tax collections from the City to the State of Tennessee. These reductions were offset in part by a \$59,000 overall increase in state shared tax collections and a \$28,000 increase in beer wholesale tax.

Other financing sources of \$2,914,085 are budgeted from operating transfers in the form of PILOT payments from the City's Electric and Waterworks Funds. These payments are projected to remain at the fiscal 2013 budgeted levels.

Operating transfers from the General Fund to other City Funds increased by \$707 over prior year amounts. Operating Transfers to the Solid Waste Fund increased by \$42,000 and the transfer to the Grant Fund is \$8,707 higher. These higher transfer amounts are to finance inflationary increases for contracts accounted for in these Funds. These increases were offset by the elimination of the \$50,000 transfer to the ED Fund which will be closed at the end of fiscal 2013.

The operational transfer to the General Purpose School Fund remains at the 2013 level of \$13,862,832. The fiscal 2014 operating transfer to the Capital Projects Fund remains at the fiscal 2013 level of \$500,000. This funding will be shared with the Oak Ridge Schools for building capital maintenance.

The fund balance of the General Fund is projected to decrease \$1,199,351 in fiscal 2014. Previous year budget assumptions adopted by City Council require a minimum fund balance in the General Fund of \$5,000,000. At the end of fiscal 2013, the available fund balance of the General Fund is projected at \$5,976,118.

## **Special Revenue Funds**

The city has nine special revenue funds. The largest special revenue fund is the General Purpose School Fund with a 2014 appropriated budget of \$55,485,152, a 1.9% decrease over the prior fiscal year. The operational transfer to the Oak Ridge Schools was set at \$13,862,832, remaining at the fiscal 2013 level.

In fiscal 2011, the City added a new Special Programs Fund to account for the revenues from photo enforcement cameras with City Council to determine the purpose for which the funds were to be spent during the fiscal year. On April 11, 2011, City Council adopted resolution number 4-30-11 which authorized the use of Special Programs Funds for transportation enhancement projects for traffic capacity/safety improvements, school crossing and bicycle/pedestrian safety improvements. Budgeted expenditures were appropriated at \$1,120,000 for fiscal 2014 with \$18,302 in funding to be applied towards the salary of the police officer that reviews and issues the speeding and red light violations. These expenditures will be funded in part by a fund balance draw of \$790,950.

The West End Fund was established to account for the operations of the west end City fire station number 4 located in the far west end of Oak Ridge at East Tennessee Technology Park (ETTP). ETTP contains the K-25 federal facility built to process enriched uranium used for development of the atomic bomb during WWII. The US Department of Energy (DOE) is in the process of dismantling and demolishing much of the K-25 facility and has been turning services that were provided to the facility by DOE contractors that typically would be provided by a City, including fire and emergency medical services, over to the City to operate. In 2007, the City signed a 4-year agreement with DOE for DOE's site contractor to reimburse the City's cost to operate fire and emergency services at ETTP at an estimated amount of \$10,000,000. The contract was extended for an additional four years term through September 30, 2015. \$2,568,000 was budgeted for fiscal 2014 operations of the west end fire station (West End Fund). The budget was decreased by \$350,000, primarily for a reduction in funding for contingencies related to contract negotiation items.

Changes in the remaining special revenue funds - Drug Enforcement, State Street Aid, Streets and Public Transportation, Grant, Solid Waste and Golf Course Funds - were routine and primarily inflationary in nature.

## Enterprise Funds

The City has three Enterprise Funds: Electric, Waterworks and Emergency Communications District. Electric Fund revenues were budgeted at \$55,805,883 and expenses and operating transfers out at \$54,869,062. The primarily changes in revenue and expenses are due to an anticipated decrease in purchased power from TVA resulting from changes to the structure of wholesale rates by TVA and current mild weather patterns. Other changes include a budgeted 0.3% decrease in operational expenses of \$24,718.

In April 2011, TVA had a major restructuring of electric wholesale rates for power purchased by distributors from TVA. The end use wholesale billing system was discontinued and replaced with a seasonal rate structure. The end use billing system was established in the early 1990's to prevent swings between revenues received by distributors from their customers and payments by distributors to TVA for wholesale power purchases. Under the seasonal rate structure swings will occur. Resultantly, distributors, such as the City, will be required to maintain higher cash reserve levels to ensure adequate funds are on hand to meet operating costs, including purchased power. The City increased electric rates 1.9% in October 2010 in preparation of this change. The next rate review is schedule for the fall of 2013.

On September 27, 2010, the City received an Administrative Order (AO) from the United States Environmental Protection Agency (EPA). The City was found to be in violation of Section 301 of the Clean Water Act (CWA), 33 U.S.C. Section 1311 regarding the City wastewater infrastructure. The City has been given a timetable and actions to be made to remedy the violations with various deadlines from two to twenty-four months. The AO requires the City to provide additional information regarding the violations, develop plans to evaluate and resolve the issues described, and based on the plans, make changes to policies and construct assets if necessary. The plans must be approved by EPA. Failure to comply with the AO may subject the City to certain penalties.

The City has completed wastewater infrastructure system reviews including city-wide smoke testing and scoping of sewer lines with closed circuit TV cameras. In fiscal 2014, the City will begin a \$23,090,000 remediation plan accepted by EPA to meet the requirements of the AO. The City has been approved for an \$18,000,000 State Revolving Fund Loan (SRF) at a 1.24% interest rate and a \$400,000 loan principal forgiveness. The City will be requesting an additional \$3,000,000 in SRF loans in fiscal 2014. The remaining costs will be funded by debt issued during 2013 and early 2014.

Both a water and wastewater rate increase is being implemented in two phases with the first phase on January 1, 2014 and the second January 1, 2015. The wastewater rate increase driver is capital and the higher level of ongoing operating expenses required to meet the AO and long-term requirements of the EPA. The challenges for the water system have been the continuation of declining sales volume from DOE and capital required in 2014 and beyond for improvements the water treatment plant system.

Fiscal 2014 revenues in the Waterworks Fund are budgeted at \$23,121,102, up \$1,611,904 due to rate increases effective January 1, 2013 and January 1, 2014. Waterworks Fund fiscal 2014 expenses are budgeted at \$18,828,500, up \$1,023,500. Depreciation expenses are budgeted up \$575,895 for higher depreciation expense related to capital improvements made to the waterworks system and \$437,442 in wastewater operating expenses due to the higher level of system maintenance required by EPA. The fiscal 2014 Waterworks Fund budget also includes a \$1,448,000 PILOT payment to the General Fund.

In the City's Emergency Communications District Fund, revenues are budgeted at \$482,597 and expenses at \$468,648. The decreases in revenues and expenses from the prior fiscal year are primarily due to a grant from the US Department of Justice to enhance and extend the range of the City's 800 MHz radio system.

## **Challenges and Strategies**

A primary focus of the annual budget process is the revenues and expenditures/operating transfers out of the General Fund and the resulting impact on the property tax rate. As with past fiscal years, the major focus of the budget process is the General Fund and specifically aimed at retaining a flat property tax rate. No property tax funded increases in municipal expenditures and operating transfers to the Oak Ridge Schools over the prior year's budget have been incorporated to achieve a flat property tax rate.

In fiscal 2014, the General Fund has a projected fund balance draw of \$1,199,351. Fiscal 2014 is anticipated to be a transitional year for revenues. City revenues from local sales taxes collections were unusually high in fiscals 2010 and 2011 due to expenditures by federal contractors from stimulus grant awards. As federal funding to local contractors from stimulus awards diminish, sales tax collections began declining during fiscal 2012 and are anticipated to be at reduced levels in fiscal 2013 and 2014.

In recent months, there has been a resurgence of interest in retail development in Oak Ridge. Construction is ongoing on an over 123,000 sq. ft. Kroger Marketplace store that is anticipated to open in early fiscal 2015. The site will also include a 12,000 sq. foot strip center and 5 outparcels. During fiscal 2013 and 2014, opening in Oak Ridge will be at least 6 new restaurants, four of which are located in new building construction sites, a new specialty grocery store and a large gas/convenience center. Other developments include two new senior assisted living centers and the completion of the 64,000 sq. foot expansion to the Roane State Community College campus in spring of 2014 which will bring in additional students to the community.

The largest project under consideration includes the Oak Ridge mall site and the multiuse redevelopment of this site. The site is currently under a sale option with redevelopment to occur in fiscals 2015 and 2016. Plans currently call for new retail shops, an office complex, housing and a hotel along with providing several outparcel options. Federal support continues for the construction of the \$4.2 to \$6.5 billion Uranium Processing Facility (UPF) at the Y-12 plant site in Oak Ridge. This would result in a considerable stimulus to the Oak Ridge economy during the 6-8 year construction phase.

The City utilizes a multiyear model to calculate the required current budget year property tax rate and forecast future year property tax rates based on projected levels of General Fund revenues, expenditures and operating transfers. The current General Fund multiyear model discussion is located in section III of this document. The model currently does not project a property tax rate increase on each of the next four fiscal years; however, it does not address the City's need for increased capital funding to maintain City and School facilities and only has an overall 1.02% inflationary increase for City expenditures and the School operating transfer each year beginning in fiscal 2015. A future property tax rate increase and/or debt issuance will most likely be required to address anticipated capital maintenance needs, such as roofs, HVAC's etc. The model is refined each year based on the most current information available. This projection will change particularly due to more accurate future sales tax collection estimates as ongoing planned future development projects come to fruition.

In fiscal 2012, the City embarked on a new program “Not in Our City” to deal with housing and housing related issues. The “Not in Our City” campaign addresses drugs and crime, elimination of blighted residential structures, improved housing conditions with a goal of making Oak Ridge a better place to live and invest. This revitalization, in particular in the legacy WWII neighborhoods, will result in safer neighborhoods and stabilize and/or increase property values in those areas. Fiscal 2014 will see further development of the rental housing inspection program and establishment of the land bank.

**City of Oak Ridge**  
**2012-2014 Summary of Financial Sources and Uses**  
**Governmental Funds**

	General Fund				Special Revenue Funds			
	2012 Actual	2013 Budget	2013 Projected	2014 Budget	2012 Actual	2013 Budget	2013 Projected	2014 Budget
<b>REVENUES:</b>								
Taxes	33,450,607	32,407,113	31,695,306	32,788,544	482,365	540,000	458,790	-
Licenses & Permits	173,179	203,000	215,000	225,000	-	-	-	-
Intergovernmental	3,119,028	3,246,000	3,293,302	3,155,000	38,037,793	39,941,823	39,372,282	41,800,914
Charges for Services	365,474	347,000	352,500	326,000	4,532,791	4,712,514	4,504,940	4,750,428
Fines & Forfeitures	324,694	362,000	413,943	354,000	540,145	490,000	472,166	465,000
Private Sources	-	-	-	-	-	-	-	-
Other	570,569	528,333	548,333	536,667	4,946,257	6,713,725	3,184,201	1,492,478
<b>Total Revenues</b>	<b>38,003,551</b>	<b>37,093,446</b>	<b>36,518,384</b>	<b>37,385,211</b>	<b>48,539,351</b>	<b>52,398,062</b>	<b>47,992,379</b>	<b>48,508,820</b>
<b>EXPENDITURES:</b>								
General Government	1,822,241	1,876,803	1,839,574	1,897,185	-	-	-	-
Police	6,185,025	6,218,441	6,135,127	6,265,135	291,021	458,000	151,854	313,200
Fire	4,091,689	4,340,474	4,204,164	4,243,733	2,564,633	2,948,000	2,617,344	2,584,000
Public Works	2,009,784	1,988,292	1,978,181	1,998,082	3,286,510	3,362,000	3,338,223	3,401,000
Community Development	639,248	709,382	667,983	1,376,518	391,621	969,822	302,327	710,401
Recreation & Parks	2,860,395	2,893,011	2,854,495	3,049,626	-	-	-	-
Library	1,386,989	1,426,847	1,390,223	1,415,509	119,523	315,000	88,628	100,000
Economic Development	-	-	-	-	1,269,240	2,487,500	1,321,838	260,000
Other Activities	-	-	-	-	152,989	3,257,980	218,446	2,320,000
Education	-	-	-	-	54,939,898	56,535,325	55,884,647	55,485,152
Capital Outlay	-	-	-	-	395,018	1,345,000	200,000	1,491,450
Debt Service	-	-	-	-	76,269	95,000	4,298	95,000
Golf Operations	-	-	-	-	1,108,819	1,335,000	1,248,569	1,385,000
<b>Total Expenditures</b>	<b>18,995,371</b>	<b>19,453,250</b>	<b>19,069,747</b>	<b>20,245,788</b>	<b>64,595,541</b>	<b>73,108,627</b>	<b>65,376,174</b>	<b>68,145,203</b>
Excess (Deficiency) of Revenues over Expenditures	19,008,180	17,640,196	17,448,637	17,139,423	(16,056,190)	(20,710,565)	(17,383,795)	(19,636,383)
<b>OTHER FINANCING SOURCES (USES):</b>								
Contingency	-	-	-	-	-	-	-	-
Transfers In	2,855,907	2,914,085	2,886,863	2,914,085	17,083,805	16,440,682	16,436,025	16,441,389
Transfers Out	(22,140,805)	(21,252,152)	(21,247,495)	(21,252,859)	-	(300,000)	(300,000)	-
<b>Total Other Financing Sources (Uses)</b>	<b>(19,284,898)</b>	<b>(18,338,067)</b>	<b>(18,360,632)</b>	<b>(18,338,774)</b>	<b>17,083,805</b>	<b>16,140,682</b>	<b>16,136,025</b>	<b>16,441,389</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(276,718)	(697,871)	(911,995)	(1,199,351)	1,027,615	(4,569,883)	(1,247,770)	(3,194,994)
<b>FUND BALANCE - 7/1</b>	<b>9,468,746</b>	<b>8,907,542</b>	<b>9,192,024</b>	<b>8,716,541</b>	<b>7,862,093</b>	<b>9,743,824</b>	<b>8,889,708</b>	<b>7,205,365</b>
Economic Diversification Fund Balance Transfer	-	-	436,523	-	-	-	-	-
Less Nonspendable Fund Balance	(3,451,953)	(1,779,167)	(1,779,167)	(1,541,072)	-	-	-	-
<b>FUND BALANCE - 6/30</b>	<b>5,740,075</b>	<b>6,430,504</b>	<b>6,937,385</b>	<b>5,976,118</b>	<b>8,889,708</b>	<b>5,173,941</b>	<b>7,641,938</b>	<b>4,010,371</b>

**City of Oak Ridge**  
**2012-2014 Summary of Financial Sources and Uses**  
**Governmental Funds**

	Debt Service Fund				Capital Projects Fund			
	2012 Actual	2013 Budget	2013 Projected	2014 Budget	2012 Actual	2013 Budget	2013 Projected	2014 Budget
<b>REVENUES:</b>								
Taxes	1,838,793	1,367,530	1,085,000	1,095,850	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Intergovernmental	892,732	892,732	892,732	892,732	524,378	1,167,973	153,959	1,000,000
Charges for Services	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Private Sources	403,531	511,863	402,611	511,863	-	-	-	-
Other	13,998	25,000	14,000	14,000	1,831	5,000	937	2,000
<b>Total Revenues</b>	<b>3,149,054</b>	<b>2,797,125</b>	<b>2,394,343</b>	<b>2,514,445</b>	<b>526,208</b>	<b>1,172,973</b>	<b>154,896</b>	<b>1,002,000</b>
<b>EXPENDITURES:</b>								
General Government	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-	-
Recreation & Parks	-	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Other Activities	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	1,781,256	3,685,000	1,532,805	3,030,000
Debt Service	7,157,829	8,300,000	7,627,295	8,212,544	-	-	-	-
Golf Operations	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>7,157,829</b>	<b>8,300,000</b>	<b>7,627,295</b>	<b>8,212,544</b>	<b>1,781,258</b>	<b>3,685,000</b>	<b>1,532,805</b>	<b>3,030,000</b>
Excess (Deficiency) of Revenues over Expenditures	(4,008,775)	(5,502,875)	(5,232,952)	(5,698,099)	(1,255,048)	(2,512,027)	(1,377,909)	(2,028,000)
<b>OTHER FINANCING SOURCES (USES):</b>								
Contingency	-	213,388	-	199,002	-	1,000,496	-	1,000,000
Transfers In	3,045,000	4,311,470	4,311,470	4,311,470	2,012,000	800,000	800,000	500,000
Transfers Out	-	-	-	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>3,045,000</b>	<b>4,524,858</b>	<b>4,311,470</b>	<b>4,510,472</b>	<b>2,012,000</b>	<b>1,800,496</b>	<b>800,000</b>	<b>1,500,000</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(963,775)	(978,017)	(921,482)	(1,187,627)	756,952	(711,531)	(577,909)	(528,000)
<b>FUND BALANCE - 7/1</b>	<b>11,993,611</b>	<b>11,286,655</b>	<b>11,029,836</b>	<b>10,108,354</b>	<b>1,376,440</b>	<b>1,720,990</b>	<b>2,133,392</b>	<b>1,555,483</b>
Economic Diversification Fund Balance Transfer	-	-	-	-	-	-	-	-
Less Nonspendable Fund Balance	-	-	-	-	-	-	-	-
<b>FUND BALANCE - 6/30</b>	<b>11,029,836</b>	<b>10,308,638</b>	<b>10,108,354</b>	<b>8,920,727</b>	<b>2,133,392</b>	<b>1,009,459</b>	<b>1,555,483</b>	<b>1,027,483</b>

**City of Oak Ridge**  
**2012-2014 Summary of Financial Sources and Uses**  
**Governmental Funds**

	Total Governmental Funds			
	2012 Actual	2013 Budget	2013 Projected	2014 Budget
<b>REVENUES:</b>				
Taxes	35,771,765	34,314,643	33,239,096	33,884,394
Licenses & Permits	173,179	203,000	215,000	225,000
Intergovernmental	42,573,931	45,248,528	43,712,275	46,848,646
Charges for Services	4,898,265	5,059,514	4,857,440	5,076,428
Fines & Forfeitures	864,839	852,000	886,109	819,000
Private Sources	403,531	511,863	402,611	511,863
Other	5,532,655	7,272,058	3,747,471	2,045,145
Total Revenues	90,218,165	93,461,606	87,060,002	89,410,476
<b>EXPENDITURES:</b>				
General Government	1,822,241	1,876,803	1,839,574	1,897,185
Police	6,476,046	6,676,441	6,286,981	6,578,335
Fire	6,656,322	7,288,474	6,821,508	6,827,733
Public Works	5,296,294	5,350,292	5,316,404	5,399,082
Community Development	1,030,869	1,679,204	970,310	2,086,919
Recreation & Parks	2,860,395	2,893,011	2,854,495	3,049,626
Library	1,506,512	1,741,847	1,478,851	1,515,509
Economic Development	1,269,240	2,487,500	1,321,838	260,000
Other Activities	152,989	3,257,980	218,446	2,320,000
Education	54,939,898	56,535,325	55,884,647	55,485,152
Capital Outlay	2,176,274	5,030,000	1,732,805	4,521,450
Debt Service	7,234,098	8,395,000	7,631,593	8,307,544
Golf Operations	1,108,819	1,335,000	1,248,569	1,385,000
Total Expenditures	92,529,997	104,546,877	93,606,021	99,633,535
Excess (Deficiency) of Revenues over Expenditures	(2,311,832)	(11,085,271)	(6,546,019)	(10,223,059)
<b>OTHER FINANCING SOURCES (USES):</b>				
Contingency	-	1,213,884	-	1,199,002
Transfers In	24,996,712	24,466,237	24,434,358	24,166,944
Transfers Out	(22,140,805)	(21,552,152)	(21,547,495)	(21,252,859)
Total Other Financing Sources (Uses)	2,855,907	4,127,969	2,886,863	4,113,087
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	544,075	(6,957,302)	(3,659,156)	(6,109,972)
FUND BALANCE - 7/1	30,700,890	31,659,011	31,244,960	27,585,743
Economic Diversification Fund Balance Transfer	-	-	436,523	-
Less Nonspendable Fund Balance	(3,451,953)	(1,779,167)	(1,779,167)	(1,541,072)
FUND BALANCE - 6/30	27,793,012	22,922,542	26,243,160	19,934,699

**City of Oak Ridge**  
**2012-2014 Summary of Financial Sources and Uses**  
**Proprietary Funds**

	Enterprise Funds				Internal Service Funds			
	2012 Actual	2013 Budget	2013 Projected	2014 Budget	2012 Actual	2013 Budget	2013 Projected	2014 Budget
<b>OPERATING REVENUES:</b>								
Intergovernmental	246,338	232,791	260,986	261,197	-	-	-	-
Charges for Services	71,460,792	77,469,158	74,655,454	75,971,446	12,134,251	12,368,033	12,527,000	12,426,789
Other	3,090,248	2,475,574	3,123,594	3,130,539	-	-	-	-
<b>Total Operating Revenues</b>	<b>74,797,378</b>	<b>80,177,523</b>	<b>78,040,034</b>	<b>79,363,182</b>	<b>12,134,251</b>	<b>12,368,033</b>	<b>12,527,000</b>	<b>12,426,789</b>
<b>OPERATING EXPENDITURES:</b>								
Other Activities	297,372	328,052	301,277	328,452	8,624,004	8,780,000	8,803,700	9,070,000
Power Purchased	41,686,544	43,804,353	42,044,811	42,303,614	-	-	-	-
Water Purchased	2,035,760	2,140,000	1,920,820	2,196,435	-	-	-	-
Economic Development	296,000	296,000	296,000	217,000	-	-	-	-
Operating Expenses	20,265,571	18,716,226	18,852,070	19,184,678	-	-	-	-
Maintenance Expenses	-	-	-	-	2,373,305	2,435,000	2,382,886	2,435,000
Depreciation and Amortization	7,063,004	6,905,632	7,220,636	7,476,380	764,727	750,000	618,805	600,000
<b>Total Operating Expenditures</b>	<b>71,644,251</b>	<b>72,190,263</b>	<b>70,635,614</b>	<b>71,706,559</b>	<b>11,762,036</b>	<b>11,965,000</b>	<b>11,805,391</b>	<b>12,105,000</b>
Operating Income (Loss)	3,153,127	7,987,260	7,404,420	7,656,623	372,215	403,033	721,609	321,789
Nonoperating Revenues								
<u>(Expenses):</u>								
Grant Proceeds	24,456	1,044,544	1,044,622	-	-	-	-	-
Capital Contributions	(24,456)	(1,044,544)	(1,044,544)	-	4,172	-	-	-
Interest Revenue	56,362	51,900	51,900	51,900	6,694	7,300	5,000	6,500
EPA Judgement	-	-	(171,000)	-	-	-	-	-
Interest Expenses	(2,165,118)	(2,997,547)	(2,221,607)	(2,890,117)	(28,232)	(20,716)	(1,400)	(18,755)
Other income	-	-	-	-	9,455	10,000	25,000	10,000
<b>Total Nonoperating Revenues</b>	<b>(2,108,756)</b>	<b>(2,945,647)</b>	<b>(2,340,629)</b>	<b>(2,838,217)</b>	<b>(7,911)</b>	<b>(3,416)</b>	<b>28,600</b>	<b>(2,255)</b>
Change in Net Assets Before								
Operating Transfers	1,044,371	5,041,613	5,063,791	4,818,406	364,304	399,617	750,209	319,534
Operating Transfers Out	(75,017)	(2,914,085)	(2,886,863)	(2,914,085)	-	-	-	-
<b>Change in Net Assets</b>	<b>969,353</b>	<b>2,127,528</b>	<b>2,176,928</b>	<b>1,904,321</b>	<b>364,304</b>	<b>399,617</b>	<b>750,209</b>	<b>319,534</b>
<b>NET ASSETS 7/1</b>	<b>79,182,314</b>	<b>80,114,532</b>	<b>80,151,667</b>	<b>82,328,595</b>	<b>4,756,436</b>	<b>5,120,739</b>	<b>5,120,740</b>	<b>5,870,949</b>
<b>NET ASSETS 6/30</b>	<b>80,151,667</b>	<b>82,242,060</b>	<b>82,328,595</b>	<b>84,232,916</b>	<b>5,120,740</b>	<b>5,520,356</b>	<b>5,870,949</b>	<b>6,190,483</b>

**City of Oak Ridge**  
**2012-2014 Summary of Financial Sources and Uses**  
**Proprietary Funds**

	Total Proprietary Funds			
	2012 Actual	2013 Budget	2013 Projected	2014 Budget
<b><u>OPERATING REVENUES:</u></b>				
Intergovernmental	246,338	232,791	260,986	261,197
Charges for Services	83,595,043	89,837,191	87,182,454	88,398,235
Other	3,090,248	2,475,574	3,123,594	3,130,539
Total Operating Revenues	86,931,629	92,545,556	90,567,034	91,789,971
<b><u>OPERATING EXPENDITURES:</u></b>				
Other Activities	8,921,376	9,108,052	9,104,977	9,398,452
Power Purchased	41,686,544	43,804,353	42,044,811	42,303,614
Water Purchased	2,035,760	2,140,000	1,920,820	2,196,435
Economic Development	296,000	296,000	296,000	217,000
Operating Expenses	20,265,571	18,716,226	18,852,070	19,184,678
Maintenance Expenses	2,373,305	2,435,000	2,382,886	2,435,000
Depreciation and Amortization	7,827,731	7,655,632	7,839,441	8,076,380
Total Operating Expenditures	83,406,287	84,155,263	82,441,005	83,811,559
Operating Income (Loss)	3,525,342	8,390,293	8,126,029	7,978,412
Nonoperating Revenues				
<u>(Expenses):</u>				
Grant Proceeds	24,456	1,044,544	1,044,622	-
Capital Contributions	(20,284)	(1,044,544)	(1,044,544)	-
Interest Revenue	63,056	59,200	56,900	58,400
EPA Judgement	-	-	(171,000)	-
Interest Expenses	(2,193,350)	(3,018,263)	(2,223,007)	(2,908,872)
Other income	9,455	10,000	25,000	10,000
Total Nonoperating Revenues (Expenses)	(2,116,667)	(2,949,063)	(2,312,029)	(2,840,472)
Change in Net Assets Before				
Operating Transfers	1,408,675	5,441,230	5,814,000	5,137,940
Operating Transfers Out	(75,017)	(2,914,085)	(2,886,863)	(2,914,085)
Change in Net Assets	1,333,658	2,527,145	2,927,137	2,223,855
NET ASSETS 7/1	83,938,750	85,235,271	85,272,407	88,199,544
NET ASSETS 6/30	85,272,408	87,762,416	88,199,544	90,423,399

# III. GENERAL FUND

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# GENERAL FUND

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The General Fund is the principal Fund of the City and is used to account for all activities of the City not included in other specified Funds. The General Fund accounts for the normal recurring activities of the City (i.e. police, fire, recreation, public works, general government, library, etc.) that are referred to in this document as municipal expenditures. Revenue generated through property tax collections is utilized to fund municipal expenditures and operating transfers of the General Fund. Property tax revenues are only used to support the functions or operations of other City and School Funds that are specifically identified as being financed through an operating transfer from the General Fund. For fiscal 2014, this is the General Purpose School, Debt Service, Capital Projects, Solid Waste, State Street Aid, Street & Public Transportation, and Grant Fund.



A General Fund budget summary is presented on page III-24 that outlines the revenue, expenditures and operating transfers of the General Fund.

Municipal expenditures and operating transfers out for the General Fund are projected at \$41,498,647, an increase of \$793,245 or 1.9% from fiscal 2013 levels.

Municipal expenditures are budgeted at \$20,245,788, an increase of \$792,538 or 4.0% over fiscal 2013 levels.

Operating transfers out are budgeted at \$21,252,859, up \$707.

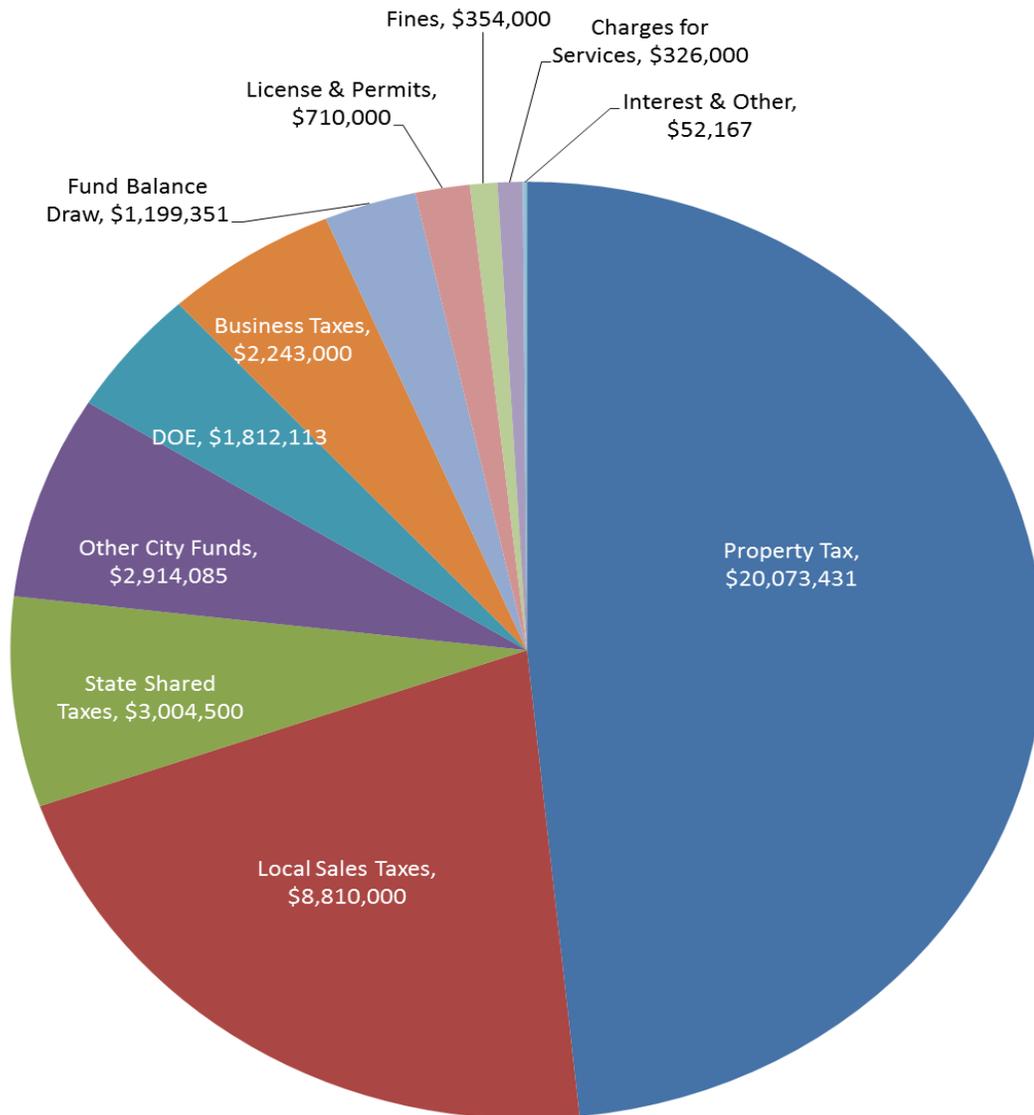
In order to maintain the property tax rate at the fiscal 2013 level of \$2.39 per hundred dollars of assessed valuation, the fiscal 2014 General Fund budget is balanced by a \$1,199,351 fund balance draw. This is the sixth consecutive fiscal year that there has been not been an increase in the property tax rate.

City Council approves the total legal expenditure appropriation for the General Purpose School Fund; however, City Council cannot alter any budget line item within the School's budget. The School Board reviews and may alter detail line items within the School's operating budget. Included in operating transfers out is the City's contribution toward the operations of the Oak Ridge Schools, which remains at the fiscal 2013 level of \$13,862,832.

## GENERAL FUND REVENUES

General Fund revenues for fiscal 2014 are projected at \$37,385,211, an increase of \$291,765 or 0.8% from the previous year. Additional funding of \$2,914,085 will be provided through an operating transfer from in-lieu of property tax (PILOT) payments from the City's Electric and Waterworks Funds and a budgeted \$1,199,351 fund balance draw for fiscal 2014. At the end of fiscal 2013, the fund balance of the General Fund was sufficient to allow this draw while still maintaining adequate fund balance levels. The General Fund's primary revenue sources are from property taxes (48.4%), local sales taxes (21.2%), state-shared taxes (7.2%) and other City Funds (7.0%). A General Fund Summary of Revenues by Source can be found on page III-26.

### General Fund Revenues by Source, Budget 2014:



## Property Taxes

The property tax rate is established by City Council each year to finance municipal expenditures and operating transfers of the General Fund. Property taxes are the General Fund's largest revenue source providing 48.37% of total General Fund revenues. Property tax revenues are budgeted at \$20,073,431 for 2014.

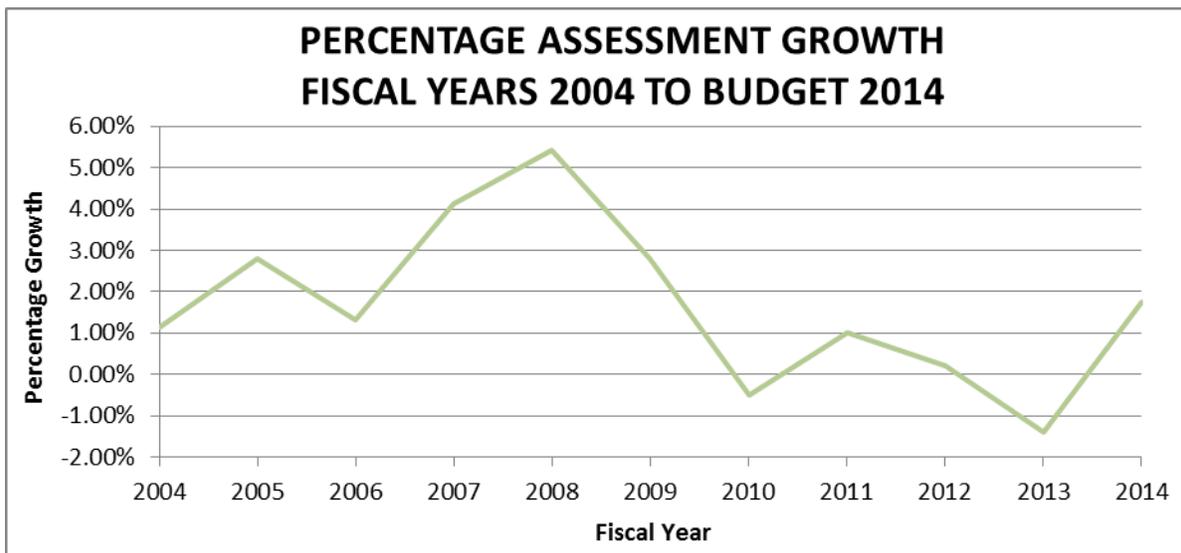
The last reappraisal of property located in Oak Ridge was conducted for tax year 2010, which funded fiscal year 2011. The Tennessee State Board of Equalization "certified" the City 2010 tax year base property tax rate at \$2.39 per hundred dollars of assessed valuation. A property reappraisal is conducted every five years.

City Council adopted a property tax rate of \$2.39 per hundred dollars of assessed valuation to fund the City's fiscal 2014 expenditures by Ordinance 5-2013 located on page II-15 of this document. Overall, the fiscal 2014 projected assessed valuations for real, personal property and public utilities are projected to increase 1.2% from fiscal 2013. Assessed valuation projections are based on the current status of the 2013 tax roll, which funds fiscal 2014, as maintained by the applicable county tax assessor's office. The real property assessed valuation for the 2013 tax roll is projected to increase by 0.8%.

Personal property assessments will fluctuate as assets move in or out of Oak Ridge and from the rapid depreciation of high dollar technology assets located at taxable federal sites. Tax roll 2013 personal property assessed valuations are projected to increase 6.6%. The assessed valuation of public utilities, primarily phone infrastructure, had been declining for the past several years; however this trend seems to have stopped in fiscal 2013. The public utility assessed valuation for the 2013 tax roll is projected to increase by 4.6% based on the actual 2012 tax roll values. The \$2.39 property tax rate is projected to generate \$19,407,000 in tax revenues from real, personal and public utilities assessments in fiscal 2014.

An additional \$135,000 is budgeted from interest and penalties on late tax payments and \$531,431 from in-lieu of tax (PILOT) payments based on rates established under separate contract with the City (i.e. reduced property taxes to locate business in Oak Ridge) or entities taxed under specific statutes (such as the Oak Ridge Housing Authority). Each penny on the property tax rate generates approximately \$90,000 in funding.

Located below is a chart indicating the assessment percentage growth, actual 2004 through 2012 and projected 2013 and budget 2014. As the table shows, assessment growth has fluctuated over this time frame. Peaks during 2005, 2007 and 2008 were from the construction of large taxable commercial buildings on federal property.



**GENERAL FUND  
ANALYSIS OF PROPERTY TAX REVENUES**

	ACTUAL FY 2012 2011 LEVY	BUDGET FY 2013 2012 LEVY	PROJECTED FY 2013 2012 LEVY	BUDGET FY 2014 2013 LEVY	BUDGET FY 14 vs 13	% CHANGE
<u>ASSESSED VALUATION:</u>						
Real Property	\$ 752,978,125	\$ 746,000,000	\$ 743,014,900	\$ 751,931,079	\$ 5,931,079	0.8
Personal Property	46,412,127	46,600,000	44,661,038	49,672,387	3,072,387	6.6
Public Utilities	9,960,968	9,958,000	10,420,634	10,420,634	462,634	4.6
Total Assessed Valuation	<u>\$ 809,351,220</u>	<u>\$ 802,558,000</u>	<u>\$ 798,096,572</u>	<u>\$ 812,024,100</u>	<u>\$ 9,466,100</u>	<u>1.2</u>
<u>TAX RATE PER \$100 VALUATION</u>	\$ 2.39	\$ 2.39	\$ 2.39	\$ 2.39	\$ -	0.0
<u>PROPERTY TAX REVENUES:</u>						
Real Property Taxes	\$ 18,392,368	\$ 17,900,000	\$ 17,664,000	\$ 17,971,000	\$ 71,000	0.4
Personal Property Taxes	1,123,670	1,115,000	1,029,500	1,187,000	72,000	6.5
Public Utility Taxes	238,230	238,000	249,500	249,000	11,000	4.6
Interest and Penalties	439,851	125,000	200,000	135,000	10,000	8.0
Total Property Tax Revenues	<u>\$ 20,194,119</u>	<u>\$ 19,378,000</u>	<u>\$ 19,143,000</u>	<u>\$ 19,542,000</u>	<u>\$ 164,000</u>	<u>0.8</u>

NOTE: Estimated assessments are based on the following constitutionally established ratios: (a) Residential Real, 25 percent; (b) Commercial and Industrial Real, 40 percent, Personal 30 percent; (c) Public Utilities, 55 percent and 40 percent.

**PROPERTY TAX RATES - ALL OVERLAPPING GOVERNMENTS  
LAST TEN TAX YEARS**

FISCAL YEAR	ANDERSON COUNTY, TENNESSEE			ROANE COUNTY, TENNESSEE		
	CITY	COUNTY	TOTAL	CITY	COUNTY	TOTAL
2004	2.87	3.14	6.01	2.87	2.445	5.315
2005	2.87	3.22	6.09	2.87	2.445	5.315
2006 **	2.55	2.68	5.23 **	2.55	2.02	4.57
2007	2.55	2.68	5.23	2.55	2.02	4.57
2008	2.65	2.68	5.33	2.65	2.27	4.92
2009	2.77	2.68	5.45	2.77	2.27	5.04
2010	2.77	2.68	5.45	2.77	2.36	5.13
2011 **	2.39	2.26	4.65 **	2.39	1.9051	4.2951
2012	2.39	2.35	4.74	2.39	1.97	4.36
2013	2.39	2.35	4.74	2.39	1.97	4.36
2014	2.39	Not Available		2.39	Not Available	

The City of Oak Ridge is located in two Tennessee counties: Anderson and Roane. About 17 percent of the taxable real parcels are located in the Roane County section of Oak Ridge. All properties in Anderson County and Roane County sections of Oak Ridge were re-appraised in fiscal years 2006 and 2011.

\*\* Tax reappraisal year

**Fiscal 2014 Average Household Contribution per Month (Based on \$140,000 at a \$2.39 Tax Rate):**

	FY 2014
	<u>Monthly Contribution</u>
<b>Property Tax Supported Operations:</b>	
School Operations	\$ 23.74
Police	10.65
Solid Waste (includes monthly recycle \$7 fee)	9.80
Fire	7.43
Debt Service	7.38
Parks & Recreation	4.95
General Government	3.21
City Building & Street Maintenance (Public Works)	2.67
Library	2.45
Traffic and Street Lighting	1.87
Community and Economic Development	1.70
Capital Projects/Maintenance	<u>0.86</u>
<b>MONTHLY TAX TOTAL</b>	<b>\$ <u>76.71</u></b>
 <b>Average Monthly Residential Utility Costs:</b>	
Electricity	\$ 128.20
Water	24.70
Wastewater	<u>34.00</u>
<b>MONTHLY UTILITY TOTAL</b>	<b>\$ <u>186.90</u></b>

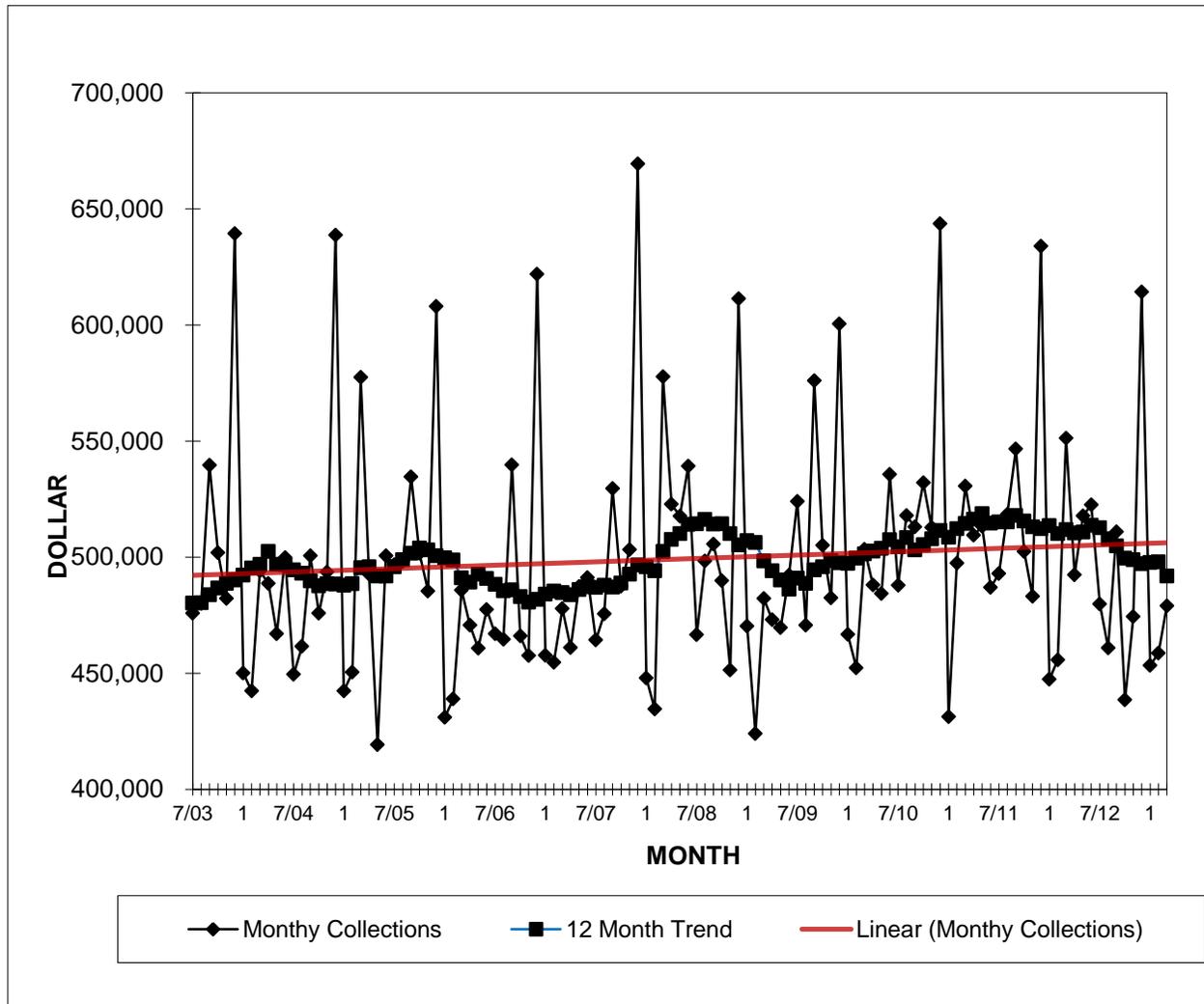
## Local Sales Taxes

Local Sale Tax revenues are the General Fund's second largest revenue source at 21.23% of total General Fund revenues. Local sales tax revenues are budgeted at \$8,810,000 for fiscal 2014, down 2.8% or \$250,000 from the previous year. The local sales tax rate in both the Anderson County and Roane County sections of Oak Ridge are at the state allowed maximum of 2.75%, which when combined with the State sales tax rate of 7.0% totals 9.75%. On August 5, 2004, the citizens in the Anderson County portion of Oak Ridge overwhelmingly voted to increase the local sales tax option from 2.25% to the state maximum of 2.75%, with the additional tax proceeds being legally restricted to fund the renovation, construction and related debt service of the ORHS project. The sales tax rate increase became effective with sales beginning on October 1, 2004. In May 2006, Anderson County citizens voted to supersede the City's local sales tax increase. The 0.5% increase was split between Oak Ridge and Anderson County effective July 1, 2006. The City's share of the additional 0.5% local sales tax proceeds will continue to be accounted for in the Debt Service Fund and utilized to fund the debt on the ORHS project. The 2.75% local sales tax rate in the Oak Ridge portion of Roane County consists of a 2.50% rate imposed by Roane County and shared with the City and a 0.25% City of Oak Ridge rate. A detail of local sales taxes follows:

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Local Sales Taxes:						
Anderson County	\$ 6,164,262	\$ 6,055,000	\$ 5,975,000	\$ 6,100,000	\$ 45,000	0.7
City Sales Tax - Roane Co.	495,282	505,000	455,000	455,000	(50,000)	-9.9
Roane County	2,451,645	2,500,000	2,255,000	2,255,000	(245,000)	-9.8
Total Local Sales Taxes	\$ 9,111,189	\$ 9,060,000	\$ 8,685,000	\$ 8,810,000	\$ (250,000)	-2.8

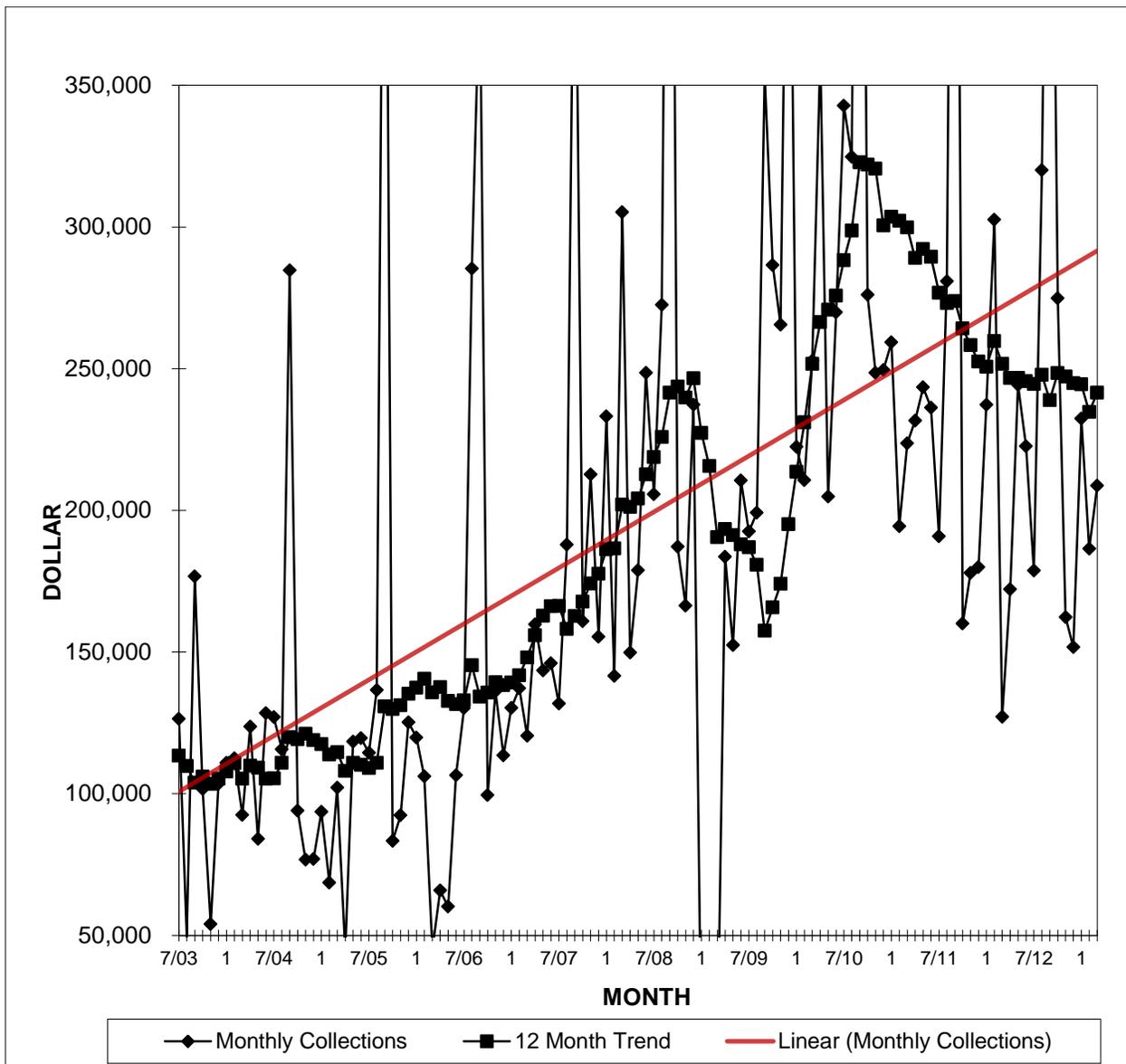
Sales tax collections in the Anderson County portion of Oak Ridge are budgeted at \$6,100,000, a \$45,000 or 0.7% increase over budget 2013. Fiscal 2013 collections are projected to be 3.1% below actual fiscal 2012 collections. Recent new restaurant developments and announcements are projected to offset the decrease in sales that resulted from the closure of the Oak Ridge Sears store and other economic factors that impacted fiscal 2013 collections. As shown on the graph below, these sales tax collections have been sporadic but overall have increased an average of 0.8% per year since fiscal 2004.

### ANDERSON COUNTY SALES TAX REVENUE July 2003 to March 2013



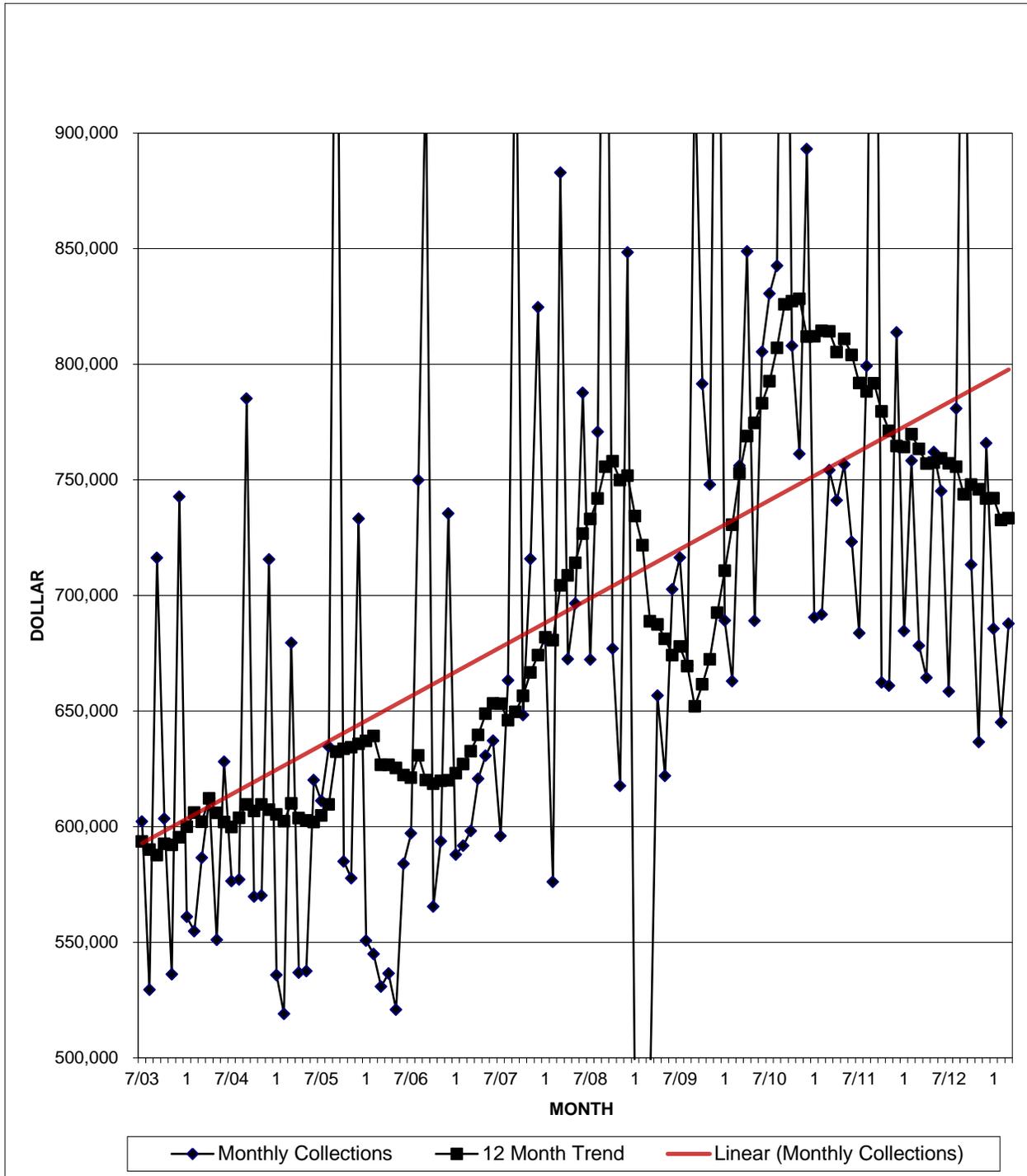
Sales tax collections in the Roane County portion of Oak Ridge, budgeted at \$2,710,000, a \$295,000 or 9.8% decrease over budget 2013 based on recent trends. As shown on the graph below, collections in the Roane County portion of Oak Ridge fluctuated widely over the past 10 years, but overall have increased 10.7% per year. Collections in this portion of Oak Ridge are primarily related to the operations at the federal Oak Ridge National Laboratory (ORNL) and K-25 (ETTP) facilities. Collections in fiscal 2006 to 2010 increased significantly due to modernization programs at ORNL and federal stimulus award spending. The projected \$236,927, 8.04% reduction in actual sales tax collections in fiscal 2013 reflects the decline in spending by local federal contractors from federal stimulus awards. Fiscal 2014 sales tax collections in the Roane County portion of Oak Ridge are budgeted to be flat with projected 2013 collection levels.

### ROANE COUNTY SALES TAX REVENUE July 2003 to March 2013



Combined sale and use tax collection in Anderson and Roane Counties since July 2003 are shown on the graph below reflecting the trends described above.

**Anderson/Roane County Sales Tax Collections  
July 2003 to March 2013**

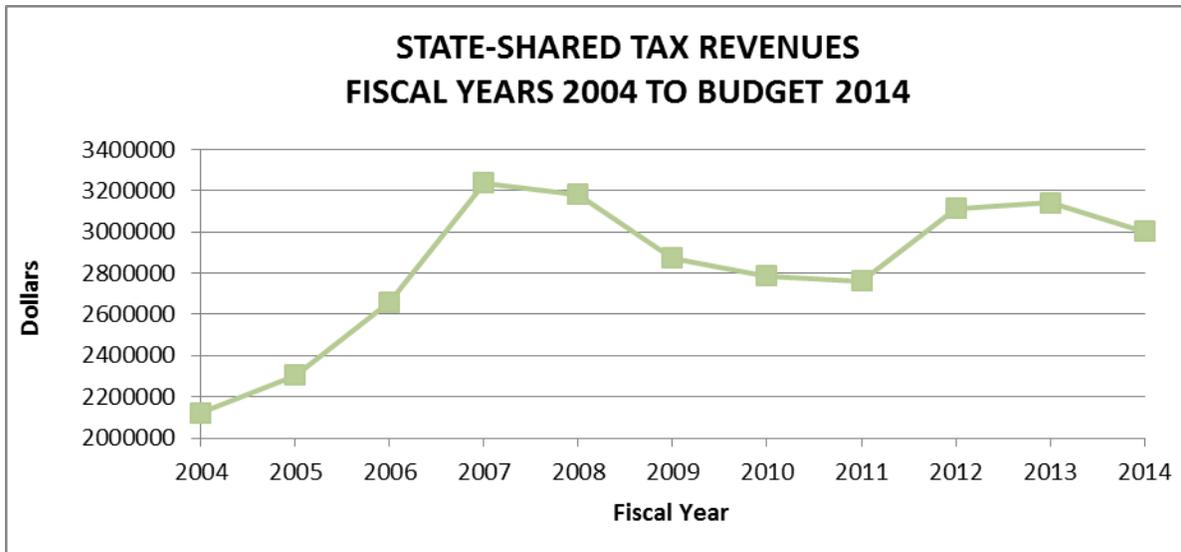


## State Shared Taxes

Revenues provided from state-shared taxes, budgeted at \$3,004,500, comprise 7.24% of total General Fund revenues. State-shared taxes are collected by the state with a portion distributed back to local governments based on either population or actual collections within that government's jurisdiction. The largest of these is sales taxes, budgeted at \$2,030,000, and income tax, budgeted at \$405,000 as outlined below.

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
State Shared Taxes:						
Sales Tax	1,991,484	1,990,000	2,030,000	2,030,000	40,000	2.0
Income Tax	406,846	381,000	405,000	405,000	24,000	6.3
TVA Impact	241,628	100,000	238,546	100,000	-	0.0
TVA Replacement Tax	342,149	350,000	337,756	335,000	(15,000)	-4.3
Mixed Drink Tax	107,409	100,000	107,000	110,000	10,000	10.0
Excise Tax	9,663	10,000	10,000	10,000	-	0.0
Beer Barrelage	14,398	14,500	14,500	14,500	-	0.0
<b>Total State Shared Taxes</b>	<b>3,113,577</b>	<b>2,945,500</b>	<b>3,142,802</b>	<b>3,004,500</b>	<b>59,000</b>	<b>2.0</b>

Most state-shared taxes, with the exception of income tax, are allocated by the State to local entities based on population. The State reviews and makes modifications to the local allocations after each 10-year federal census. Revenues from the state-shared tax collections declined an average of 9% in fiscal 2004 due to a reduction in allocations to local entities by the State. Half of the reduction was restored to local entities in fiscal 2006, with the remainder restored in fiscal 2007. During fiscal 2009, actual collections for state sales and income tax declined reflecting concerns in the economy nationwide. Actual State shared sales tax collections began increasing in 2012 and the fiscal 2014 collections are projected to be \$59,000 higher than budget 2013 based on current collection patterns. The fiscal 2014 budget for income tax collections are projected to increase by \$24,000 from budget 2013. TVA impact revenue is awarded to areas impacted by TVA operations, in this instance the Kingston Fossil Plant ash spill, and is not anticipated to be a long-term ongoing revenue source.



## Other Revenues

### Tax Equivalent Payments from Other City Funds

Revenues provided from Other City Funds, budgeted at \$2,914,085, comprise 7.02% of total General Fund revenues. This revenue is collected from the City's Electric and Waterworks Funds for tax equivalent (in-lieu of property tax) payments. In accordance with accounting standards, these payments are recorded as an operating transfer in.

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Other City Funds						
Tax Equiv. - Waterworks Fund	1,432,462	1,448,000	1,448,000	1,448,000	-	0.0
Tax Equiv. - Elec. Fund	1,423,445	1,466,085	1,438,863	1,466,085	-	0.0
<b>Total Other Property Taxes</b>	<b>2,855,907</b>	<b>2,914,085</b>	<b>2,886,863</b>	<b>2,914,085</b>	<b>-</b>	<b>0.0</b>

State law outlines the calculation for in-lieu of tax payments from electric distributors, which are based on operating revenues, net book value of fixed assets and the equalized property tax rate of the city and county in which the assets are located. The Electric Fund tax equivalent payment for fiscal 2014 is budgeted to remain at the budgeted fiscal 2013 level. The Waterworks Fund in-lieu of tax payment is based on the net fixed asset value of the water and wastewater systems and the General Fund's initial cash investment in those systems. The fiscal 2014 Waterworks Fund tax equivalent payment is also budgeted to remain at the budgeted fiscal 2013 level.

### Local Business Taxes

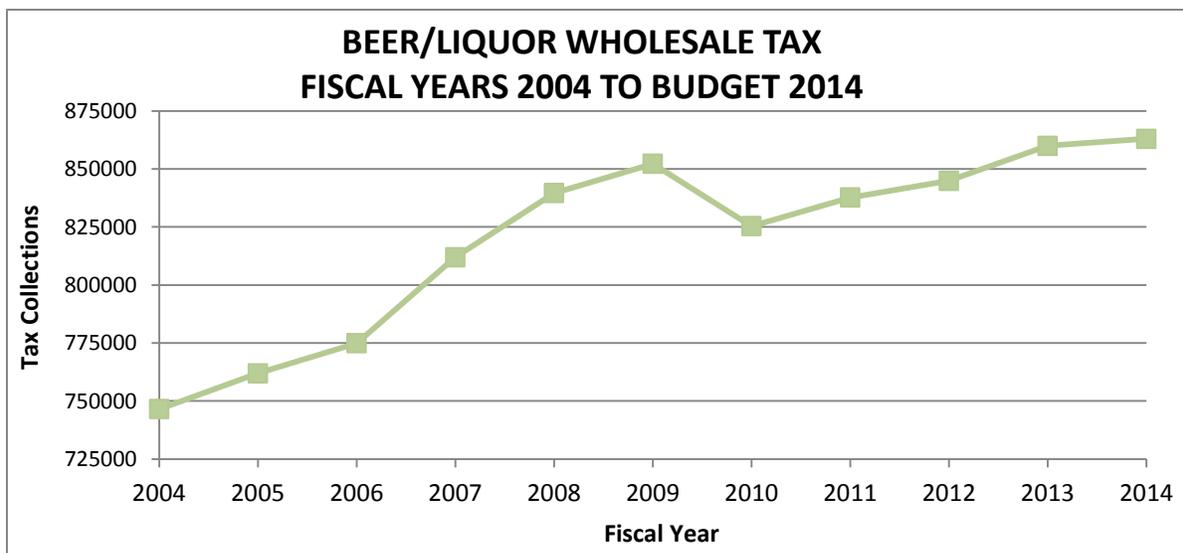
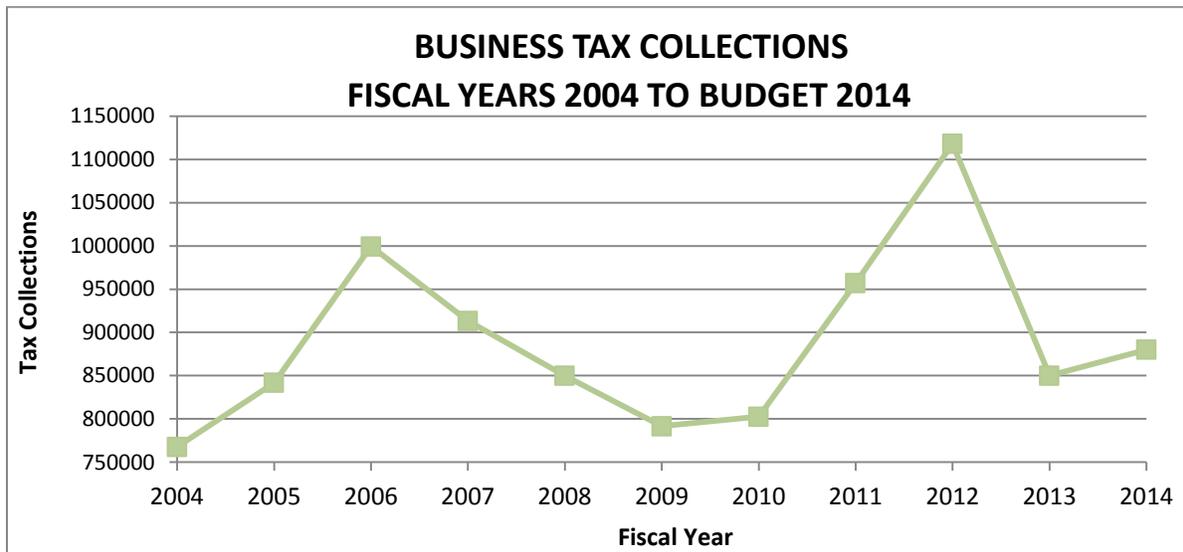
Revenues provided from local business taxes, budgeted at \$2,243,000, comprise 5.40% of total General Fund revenues. Collections are budgeted to increase \$428,000 for fiscal 2014 due to the inclusion of Room Occupancy Taxes, which were accounted for in the Economic Diversification Fund in fiscal 2013.

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Local Business Taxes						
Business Taxes	1,118,087	980,000	850,000	880,000	(100,000)	-10.2
Beer Wholesale Tax	602,682	592,000	620,000	620,000	28,000	4.7
Room Occupancy Tax - 5%	-	-	-	500,000	500,000	100.0
Liquor Wholesale Tax	242,197	243,000	240,000	243,000	-	0.0
<b>Total Local Business Taxes</b>	<b>1,962,966</b>	<b>1,815,000</b>	<b>1,710,000</b>	<b>2,243,000</b>	<b>428,000</b>	<b>23.6</b>

The graphs below show the ten-year actual trend for these taxes. Beginning in fiscal 2014, Room Occupancy (Hotel/Motel) Tax collections will be accounted for in the General Fund. In fiscal 2013, these taxes were accounted for in the Economic Diversification Fund (ED). The ED Fund was closed at the end of fiscal 2013 due to an insufficient revenue stream to warrant a separate special revenue fund.

Business tax collections had been steadily increasing through fiscal 2005. Collections overall since 2006, have been basically flat or declining with spikes and dips, including 2006, caused by the timing of payments by large taxpayers. Beginning in February 2010, the State began processing business licenses in Tennessee, including the local city business license. The initial business licenses are still obtained through the City at a nominal fee. However, the annual license renewal and tax payments are now remitted directly to the State. Business tax collections are budgeted to decrease in fiscal 2014 by \$100,000 or 10.2%. The transition in the collection of business taxes from the City to the State has resulted in anomalies in the collection pattern primarily due to the timing of collections and collection of delinquencies.

Beer and liquor wholesale tax collections have been steadily increasing on an average of 2.0% from 2003 to 2012. Collections decreased in 2010 and then continued to increase steadily since that time. Beer Wholesale taxes are budgeted up slightly by 4.7% in 2014, a \$28,000 increase.



**DOE**

Revenues from the US Department of Energy (DOE), which includes in-lieu tax (PILOT) payments and grant proceeds, are budgeted at \$1,812,113 and comprises 4.37% of General Fund revenues. DOE's PILOT payment to the City is based on the number of acres on the federal reservation (approximately 32,908 acres) at a per acre appraisal approved by DOE at the City's property tax rate (\$2.39). In accordance with the Atomic Energy Commission Act, the land value is assessed based on the original usage of the property, which was residential farmland when DOE purchased the land for the WWII effort, rather than the current use of the property. The residential property tax assessment rate of 25% is therefore used, rather than the 40% rate that would normally apply to commercial/industrial properties. DOE's remittance is also contingent on the annual federal appropriation of this payment.

In fiscal 2006, the City was awarded a \$300,000 annual grant from DOE for five fiscal years to provide police patrol services and traffic control on DOE roadways located inside the federal reservation. Five additional police officer positions were added in mid-fiscal 2006 whose salaries and equipment requirements are funded by this grant. The second five year grant period has been renewed; however, the annual funding level is contingent on available funding from DOE.

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
US Dept of Energy: In-Lieu of Tax	1,662,113	1,662,113	1,662,113	1,662,113	-	0.0
Federal Grant	0	300,000	150,000	150,000	(150,000)	-50.0
Total DOE Funds	1,662,113	1,962,113	1,812,113	1,812,113	(150,000)	-7.6

### Licenses and Permits

Revenues provided from licenses and permits, budgeted at \$710,000, comprise 1.71% of total General Fund revenues as outlined below:

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Licenses and Permits:						
CATV Franchise	422,797	400,000	425,000	425,000	25,000	6.3
Building Permits	104,521	125,000	135,000	145,000	20,000	16.0
ORUD Right-of-Way	60,000	60,000	60,000	60,000	-	0.0
Alcohol Sale Permits	22,528	22,000	22,000	22,000	-	0.0
Electrical Permits	14,824	20,000	20,000	20,000	-	0.0
Plumbing Permits	13,542	20,000	20,000	20,000	-	0.0
Animal Registration Permits	10,420	9,000	10,500	10,500	1,500	16.7
Other Permits and Fees	7,344	7,000	7,500	7,500	500	7.1
Total Licenses & Permits	655,976	663,000	700,000	710,000	47,000	7.1

Revenues from Building, Electric, Plumbing and Grading Permits are directly impacted by local economic conditions and will vary from year-to-year based on large commercial/residential projects. Revenues for the Cable (CATV) TV Franchise Fee are projected to increase by \$25,000. In fiscal 2012, an additional cable carrier began providing service in Oak Ridge.

### Charges for Services

Revenues provided from charges for services, budgeted at \$326,000, comprise 0.79% of total General Fund revenues as outlined below:

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Charges for Services:						
Rental of Land & Buildings	131,685	127,000	136,000	99,000	(28,000)	-22.0
Outdoor Pool	110,687	100,000	104,000	105,000	5,000	5.0
Indoor Pool	38,466	40,000	45,000	45,000	5,000	12.5
Animal Shelter Fees	38,977	32,000	28,000	32,000	-	0.0
Records Processing	21,318	20,000	20,000	20,000	-	0.0
General & Admin. Costs	20,500	23,000	15,000	20,000	(3,000)	-13.0
Misc. Recreation Usage Fees	3,841	5,000	4,500	5,000	-	0.0
Total Use of Property Services	365,474	347,000	352,500	326,000	(21,000)	-6.1

Budgeted revenues from land and building rentals include room rentals at the Civic and Scarboro Centers and the rental of a building located at the Marina. Rentals are projected to decrease by \$28,000 in fiscal 2014. A building previously rented at the Marina is being renovated to contain public restrooms for the Park site. Records processing fee collections are primarily from police record checks related to federal contractors. General and Administration fees are charged to offset overhead costs to process miscellaneous billings (e.g. damage to City property as the result of a traffic accident). Various charges for services were adjusted slightly to reflect current collection patterns and proposed increases in pool fees in fiscal 2014.

### Fines and Forfeitures

Revenues provided from fines, budgeted at \$354,000, comprise 0.85% of total General Fund revenues as outlined below:

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Fines, Penalties & Forfeitures:						
City Court Revenues	284,391	312,000	375,943	314,000	2,000	0.6
Library - Fines	40,303	50,000	38,000	40,000	(10,000)	-20.0
Total Fines, Penalties & Forfeitures	324,694	362,000	413,943	354,000	(8,000)	-2.2

Collections from City Court revenues have been sporadic in past few years due to staffing turnover and vacancies in the Police Department. The budgeted \$10,000 reduction in Library fines reflects current collection level trends.

### Interest and Miscellaneous

Revenues provided from interest and other revenues, budgeted at \$52,167, comprise 0.13% of total General Fund revenues as outlined below.

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Other Revenues:						
Interest on Investments	13,426	30,000	10,000	25,000	(5,000)	-16.7
Interest on Capital Outlay Notes	50,000	33,333	33,333	16,667	(16,666)	-50.0
Miscellaneous	29,797	5,500	20,500	10,500	5,000	90.9
Total Other Revenues	93,223	68,833	63,833	52,167	(16,666)	-24.2

Revenues from interest on investments vary based on cash levels and prevailing interest rates. The decline in budgeted interest on investments is due to the continuation of low interest rates at the national level. The decrease in Interest on Capital Outlay Notes is due to the reduction in the outstanding principal balance of the Capital Outlay Notes, which is basically an internal fund loan from the General Fund and the Waterworks Fund.

### Fund Balance Appropriation

In fiscal 1986, the City received \$23.1 million dollars from the United States Department of Energy (DOE) as a settlement to cease annual financial assistance payments from DOE and for ten-years of in-lieu of tax payments. Through fiscal 2007, the City budgeted the gradual draw down of fund balance created by the DOE settlement in order to maintain a reduced property tax rate. The City continues to balance budgeted revenues, expenditures and operating transfers through the Fund Balance draw in the General Fund. The fund balance draw for fiscal 2014 is budgeted at \$1,199,351 and comprises 2.89% of the General Fund revenues. Refer to the multiyear model forecast on page III-23 for longer-term projections regarding the usage of fund balance draws in the General Fund.

## GENERAL FUND EXPENDITURES

City staff's major focus during the budget process is the expenditures in the General Fund. Since revenue shortfalls must generally be offset by property taxes, the goal of staff is to maintain expenditures at the lowest possible level while continuing to provide quality services to the community. Gross expenditures before Cost Recoveries from other Funds, (refer to the schedule on pages III-32), are budgeted at \$25,698,268 for fiscal 2014, up \$1,078,138 or 4.4% from fiscal 2013. Approximately 21% of the General Fund's gross expenditures are transferred to other City Funds or Recovered from Users.

General Fund Municipal Expenditures, net of Reduction of Costs, budgeted at \$20,245,788 increased by \$792,538 from 2013 amounts. The increase in budgeted expenditures resulted from the transfer of expenditures previously accounted for in the Economic Diversification Fund (ED) to the General Fund for budget 2014. The table below outlines the changes related to the incorporation of these expenditures in the General Fund and the funding source utilized for these expenditures.

### Budget 2014 General Fund Revenues and Expenditures Previously Accounted for in the Economic Diversification (ED) Fund

Account / Activity	Description	General Fund Budget 2014
<u>Revenues and Other Funding Sources</u>		
4130	In-Lieu of Taxes (PILOT)	\$ 67,538
4165	Room Occupancy Tax (Hotel/Motel)	500,000
820 City Manager	Allocation of Existing Contingency Budget	70,000
820 City Manager	Eliminated Intern Funding	6,500
Electric Fund	Expenditure Cost Recoveries	187,000
Waterworks Fund	Expenditure Cost Recoveries	30,000
Fund Balance	Utilization Of Ending ED Fund Balance	225,000
	Total Revenues	<u>\$ 1,086,038</u>
<u>Expenditures</u>		
820 City Manager	Lobbyist	\$ 70,000
943 General Maintenance	Mowing ROW Industrial Parks	14,000
943 General Maintenance	TECH 2020 Building Maintenance	11,000
963 Economic Development	Economic Development Consultants	84,000
963 Economic Development	Supplies	7,038
964 Marketing and Tourism	Oak Ridge Chamber of Commerce	175,000
964 Marketing and Tourism	Economic Develop. Mememberships	55,000
964 Marketing and Tourism	OR Convention and Visitors' Bureau (CVB)	300,000
964 Marketing and Tourism	OR CVB Matching Available Funding	20,000
964 Marketing and Tourism	Waterfront Improvements	75,000
967 Housing Initiatives	Land Bank	25,000
967 Housing Initiatives	Housing Demolition/Rehabilitation	125,000
971 Special Events	Special Events/Recreational Projects/Support	75,000
971 Special Events	Arts Council - Secret City Festival	50,000
	Total Expenditures	<u>\$ 1,086,038</u>

Transferred expenditures of \$1,036,068 from the ED fund now budgeted in the General Fund include \$70,000 for Lobbyist, \$25,000 for Mowing ROW Industrial Parks and TECH 2020 Maintenance, \$91,038 for Economic Development Consultants and their supplies, \$550,000 for Oak Ridge Marketing and Tourism, \$75,000 for waterfront improvements, \$150,000 for housing improvement programs and \$125,000 for Special Events including the Secret City Festival. Four new General Fund activates were setup to account for a portion of these costs; 963 Economic Development, 964 Marketing and Tourism, 967 Housing Initiatives and 971 Special Events.

Funding for these expenditures will be provided by the Room Occupancy and PILOT tax collections which were also transferred from the ED fund, allocation of existing contingency funds in the City Manager's budget, elimination of funding for a vacant intern position and cost allocation (recoveries) from the Electric and Waterworks Funds. At the end of fiscal 2013, the remaining cash in the ED Fund estimated at \$436,523 will be transferred to the General Fund. \$225,000 of this ED Fund ending amount will be utilized in the form of a fund balance draw in General Fund to finance the waterfront improvements and housing initiatives.

Overall in the General Fund, budgeted funds were reallocated from categories were they were no longer needed to other categories to provide funding to areas where costs were increased without increasing the overall budgeted appropriation as outlined below by expenditure classification.

**Personal Service** expenditures budgeted at \$17,004,381 account for 66.2% of total General Fund expenditures. Personal Services are budgeted to increase \$10,646 or 0.1%. Salaries and overtime are projected to decrease \$9,921, while still incorporating an average 1.0% increase in salaries for City employees. The funding impact from the 1% increase in salaries was largely mitigated by the retirements of long-term employees during the past year.

Actual expenditures for City employee medical, retirement (through the Tennessee Consolidated Retirement System) and workers compensation benefits are accounted for in the Insurance Fund. Other City Funds, primarily the General, Electric and Waterworks Funds, are charged a flat charge per each of their budgeted full-time employees for these benefits, which is shown as an applicable expenditure in that Fund. The revenues from these flat charges are accounted for as revenue in the Insurance Fund, which is shown as Charges for Services. The accounting for costs in this manner allows for the spreading of the impact on the General Fund of rapidly increasing expenditure items such as medical, workers compensation and retirement over a multi-year period.

The City fully funds employee retirement costs with the Tennessee Consolidated Retirement System (TCRS). Retirement rates are reviewed biennially and remain at 14.87% of wages in fiscal 2014. Budgeted funding for retirement costs increased \$5,417 in fiscal 2014. Part of the increase was related to the upgrade of a non-benefited temporary animal shelter attendant position to a benefited full time status.

The City provides medical insurance options to employees through the State of Tennessee medical plans. Revisions to employee medical premiums are effective January 1 of each calendar year. For fiscal 2014, the city budgeted \$10,575 per full time employee for medical and worker's compensation costs. Budgeted fiscal 2014 funding by the General Fund for employee medical insurance and worker's compensation increased by \$15,862. \$10,575 of the increase was related to the upgrade of a non-benefited temporary animal shelter attendant position to a benefited full time status.

**Contractual Services** total \$6,973,097 and comprise 27.1% of total General Fund expenditures. Budgeted funding for Contractual Services increased \$285,104, up 4.3% over the prior fiscal year. \$304,000 in Contractual Services increases were related to the transfer of costs from the closed Ed Fund as outlined on page III-14. The fiscal 2014 budgeted amount for these line items were reviewed and funding allocated based on actual costs and highest funding priority.

Utility services are budgeted at \$2,258,780. Of this amount, \$1,060,000 is budgeted to maintain traffic and street lighting throughout the City. The Electric Fund pays the cost of initial installation and routine maintenance of traffic and street lighting. Each year the General Fund pays to the Electric Fund an

investment charge that is 13% of the net asset value of traffic and street lighting recorded in the Electric Fund. The General Fund pays the actual electric usage charges to operate traffic and streetlights. The remaining \$1,198,780 budgeted for utility charges includes electric, water, wastewater and gas usage and refuse collection at City owned buildings and telephone and other communication charges. Utility funding for City facilities is budgeted down \$38,540 or 3.1%, reflecting utility efficiencies and stabilization of natural gas costs.

Vehicle and large Equipment Usage Charges budgeted at \$1,271,321 increased \$18,606 or 1.5%. This charge provides funding for future vehicle replacement in the form of rent and actual maintenance and operating costs, including fuel. The vehicle rent is paid to the Equipment Replacement Rental Fund to accumulate cash for replacement of City vehicles. The increased funding levels in fiscal 2014 primarily reflect higher fuel maintenance costs. \$420,597 is budgeted for the maintenance and replacement of small equipment items, including computers.

\$679,252 is budgeted for custodial services at City buildings (\$230,496), mowing (\$355,975), street sweeping (\$28,251) and litter pickup along right-of-ways, at City recreational facilities and at other City-owned sites (\$64,530). These services are provided under multiyear contracts that increase annually based on changes in the consumer price index (CPI). The \$13,102 in reduced costs from fiscal 2013 for these services was accomplished through service level reviews and contractor changes.

\$706,090 is budgeted for repair and maintenance costs for City buildings, parks, sporting fields and other City facilities and sweeping of City streets. This includes annual maintenance contracts for services such as security systems, sprinkler systems and pest control. Fiscal 2014 budgeted funding for repair and maintenance costs increased by \$55,695. \$11,000 was related to TECH 2020 building maintenance which was previously accounted for in the ED Fund. A number of the facilities maintained by the General Fund were built in the 1960's shortly after the City was incorporated. Maintenance needs for these facilities continue to grow as these facilities age beyond 50 years old.

\$807,769 is budgeted in fiscal 2014 for professional services. Expenditures budgeted here include \$185,000 for contractual meter reading services, 30,000 for communication and contingency resources, \$94,500 for GIS and network upgrades, \$52,919 for personnel costs including drug screening, medical exams and psychological exams for police and fire applicants, \$26,250 for veterinary services at the animal shelter, \$6,735 for computer training and support services, and \$62,950 for the annual independent audit. The remaining \$349,415 budgeted for professional services is spread throughout the General Fund for a variety of services such as engineering, surveys, appraisals, library book binding and instructors for recreational sponsored classes. The \$16,222 budgeted decrease in professional services is due to \$70,000 in professional services funding being utilized and identified separately to fund Lobbyist services. Increases in professional services include \$9,150 for the annual independent audit, \$12,528 for veterinary services, \$20,000 for leaf collection, and \$10,000 for recreation programs.

The \$179,065 budgeted for travel to schools and conferences by City employees and City Council. Funding for travel and training includes \$71,718 for police and fire employees, \$38,000 for City Council and \$19,493 for the City Manager and Legal offices.

Rents are budgeted at \$166,930 for fiscal 2014, a \$7,906 increase over prior fiscal year. The increase is for small equipment rents, particularly copiers, and portable toilets for City parks. Rents include \$67,220 for space occupied by the Senior Center, \$30,000 for Anderson County Court rent, leases for copiers and other equipment and for portable toilets at recreational facilities. The Anderson County Court hears City cases and the City pay a portion of the Court's facility rent.

\$92,000 is budgeted for mailing costs, which includes monthly utility and annual property tax bills. All central mailing costs are budgeted in one activity, 854 Stationary Stores, and then the costs for the utility billings are allocated back to the Electric and Waterworks Funds through cost recoveries. \$59,888 is budgeted for dues, memberships and subscriptions, including library subscription services, \$47,530 for advertising and legal notice publication and \$4,875 for printing costs.

\$279,000 budgeted in 2014 was moved into the general fund from the ED Fund. \$125,000 is budgeted for demolition, \$84,000 for Economic Development, and \$70,000 for lobbying.

**Commodities** total \$640,044 and comprise 2.5% total General Fund municipal expenditures. The fiscal 2014 budget for these items increased \$7,388 over fiscal 2013 levels. Miscellaneous commodities, small tools and supply purchases are budgeted at \$403,563. \$7,038 of the \$9,388 increase for commodities is for supplies for the economic development consultants previously accounted for in the ED Fund. Commodity purchases include not only supplies such as printer and copier paper, ribbons, toner cartridges, batteries and cleaning supplies but items such as veterinary supplies and food for the animal shelter, landscaping materials for City parks and sporting fields, chemicals for the indoor and outdoor pool, sanitary gloves for first responder firefighters and ammunition for police. \$140,342 is budgeted for Library materials including book, CD, cassette and DVD purchases, \$27,714 for non-Library books and educational materials and \$71,425 for uniforms.

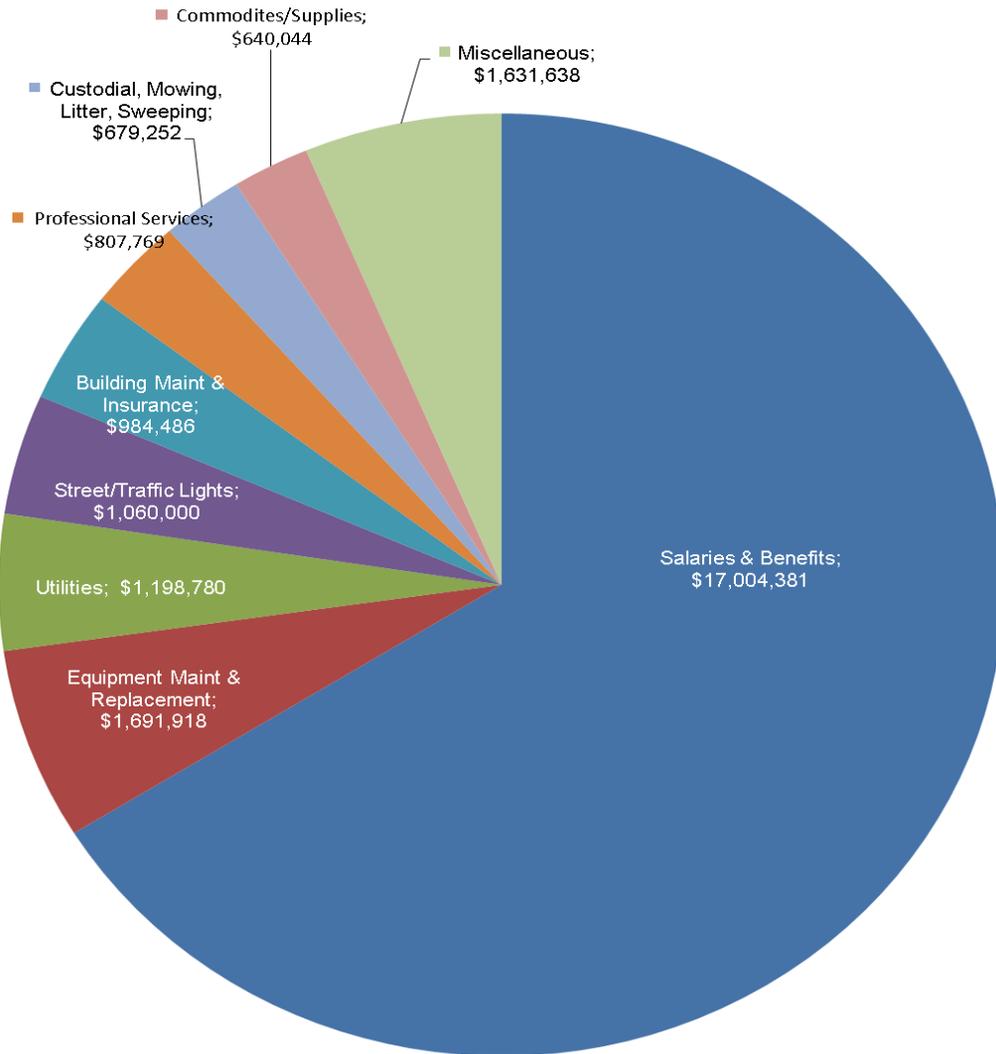
**Other Charges** total \$1,055,746 and comprise 4.1% of total General Fund municipal expenditures. \$278,396 is budgeted for property and liability insurance, remaining at fiscal 2013 levels. The City maintains insurance coverage for property and other liabilities through commercial insurance carriers with per incident deductibles ranging from \$2,500 to \$10,000 for common occurrences and a \$50,000 per incident deductible for damage caused by floods or earthquakes. \$772,000 is budgeted for grants and subsidies including \$9,500 to the Oak Ridge Arts Council, \$9,000 for Youth Advisory Board activities and \$3,500 for the Secret City Festival. \$750,000 of this amount is for grants and subsidies previously accounted for in the ED fund and include the Oak Ridge Chamber of Commerce (\$175,000), economic development agencies (\$55,000), Convention and Visitors' Bureau (CVB) (\$300,000), CVB matching grants (\$20,000), Arts Council, Secret City Festival and special events (\$125,000) and waterfront improvements.

\$25,000 is budgeted under capital expenditures in fiscal 2014 for costs related to the establishment of a land bank, which is part of the "Not in Our City" Campaign. In fiscal 2012, the City embarked on a new program "Not in Our City" to deal with housing and housing related issues. The "Not in Our City" campaign addresses drugs and crime, elimination of blighted residential structures, improved housing conditions with a goal of making Oak Ridge a better place to live and invest. All major general capital projects are accounted for in the Capital Projects Fund.

**Reduction of Costs** includes two components, Recovered from Users and Recovered from Funds. Costs that are recovered from specific users include billings for a police officer to be present at a non-City sponsored event that recover the officer's overtime and fees for special classes or programs, particularly recreational, that the City sponsors for which the costs for the class or program will fully or almost fully be recovered by fees. This has allowed the City to sponsor one-time or new programs without impacting the legal appropriation. Funds recovered from users are budgeted to increase by \$38,628 or 10.3% based on actual collection levels.

Recovered from Funds includes the transfer of expenditures to other City Funds based on the percentage of work performed by that activity for another City Fund. For Example, Activity 862, Finance performs the accounting, purchasing and warehousing etc., functions to support the operations of all City Funds. Finance transfers 37% of its gross expenditures to the Electric Fund, 38% to the Waterworks Fund, and 4% to the State Street Aid Fund with a net of 21% remaining in the General Fund. The transfer percentage is based on the level of work provided by that activity for each Fund. The costs that are transferred to the other Funds are included as expenditures/expenses in those Funds and funded by the revenue source for that Fund (i.e. Electric Fund from user electric fees). Reduction of Costs totaled \$5,037,570 for fiscal 2014, up \$246,972 or 5.2%. This increase reflects the transfer of costs recovered from other Funds previously shown in the ED Fund.

## General Fund Municipal Expenditures by Type, Budget 2014



## GENERAL FUND OPERATING TRANSFERS

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Operating Transfers are transfers of General Fund revenues to other City Funds to help finance that Fund's operating expenditures. Operating Transfers are budgeted at \$21,252,859, up \$707 in fiscal 2014.

The largest single use of General Fund revenues is the operating transfer to the Oak Ridge Schools, which is 33.41% of total General Fund Expenditures and Operating Transfers. This operating transfer will finance approximately 25% of the General Purpose School Fund's budgeted expenditures for fiscal 2014.

\$4,311,470 is budgeted for transfer to the Debt Service Fund for annual principal and interest payments on outstanding long-term debt issued to finance City and School Capital Projects.

\$1,678,000 is budgeted for transfer to the Solid Waste Fund in fiscal 2014. This funds a portion of the costs for residential refuse collection and the operations of a convenience center. These services are provided under a long-term contract with Waste Connections of Tennessee, which contains an annual contract price escalator based on the consumer price index (CPI) and an adjustment for fuel price variances. The \$42,000 increased budget level for 2014 is primarily related to the CPI. A \$7 per month charge included on residential utility bills funds the remaining costs for residential refuse collection and is accounted for as a revenue in the Solid Waste Fund.

As the City's physical facilities continue to age, it has become more apparent that the City cannot continue to borrow the funds necessary for the maintenance and replacement of these facilities at the current pace. Over the past 20 years, the City has committed over \$60 million in tax-supported debt to pay for capital improvements, maintenance and replacement of facilities. Capital maintenance and facility replacement will continue to be a major drain on the City's resources in the future. In fiscal 2000, the City established a \$410,000 transfer from the General Fund to the Capital Projects Fund to begin the initial funding for this annual reserve. Without this reserve, the full cost of maintaining and replacing major assets must be paid through the use of borrowed funds. With annual General Fund debt service payments approaching \$5 million, equal to about \$1.00 on the property tax rate, City staff has expressed the concern that it will be difficult for the City to continue borrowing at this pace. During fiscal 2008 and 2009, this annual operating transfer was stopped in order to maintain an adequate fund balance in the General Fund. This operating transfer resumed at varying amounts in fiscal 2010 to 2012, with funding for capital maintenance items provided from the issuance of long-term debt. In order to retain a flat property tax rate, funding for capital projects was reduced to \$500,000 in fiscal 2013. The fiscal 2014 budget remains at the 2013 level of \$500,000.

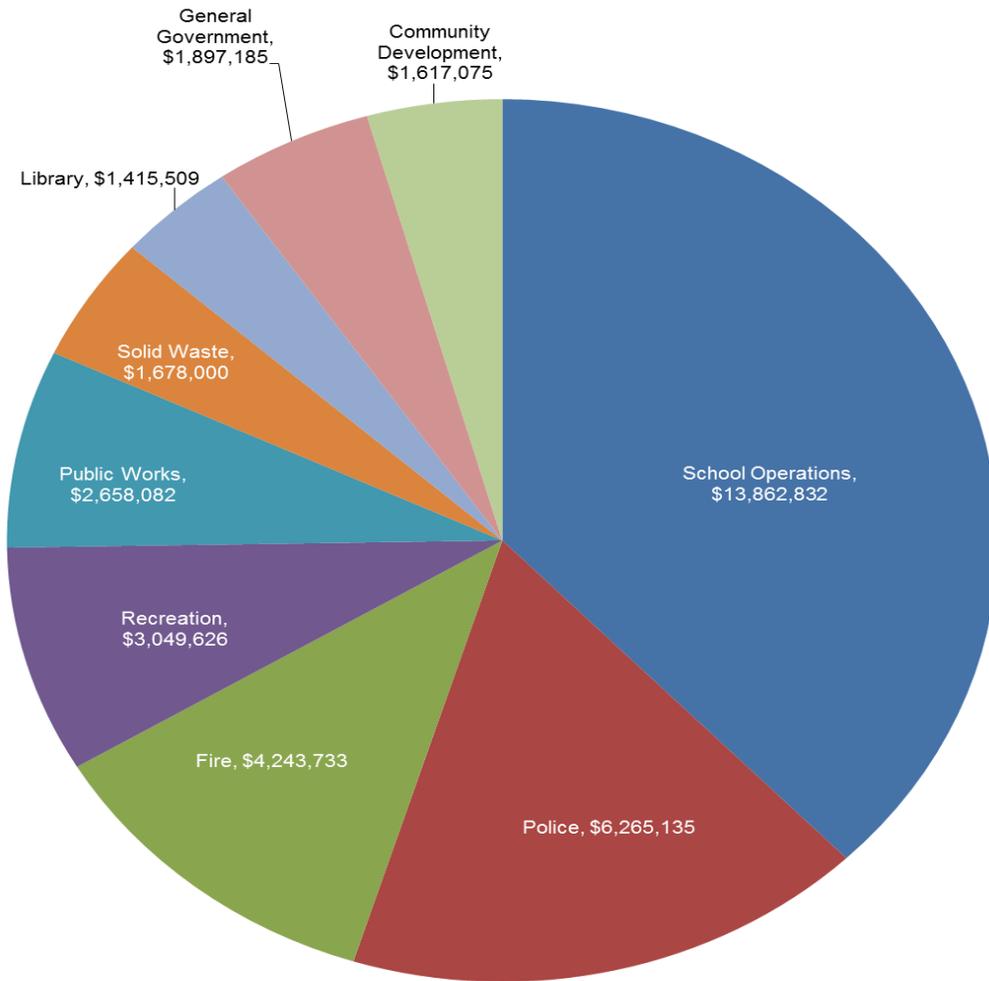
The revenues of the State Street Aid Fund (SSA) are insufficient to finance expenditure levels recorded in that Fund for street paving and routine street maintenance. In fiscal 1995, the City began a major Pavement Management Program with long-term goals of the program to provide adequate maintenance to City streets in order to prevent or prolong the need for more expensive street reconstruction. Funding for this program and other street maintenance costs are to be provided through operating transfers from the General Fund budgeted at \$660,000 in fiscal 2014, the same level as the prior year.

\$60,000 is budgeted for transfer to the Street & Public Transportation Fund to support the City's taxi coupon and public transit bus service programs. The revenue stream for the Street & Public Transportation Fund from state funding sources is insufficient to completely support these operations.

\$180,557 is budgeted for transfer to the Grant Fund for social service funding for Aid to Distressed Families of Appalachian Counties (ADFAC) (\$148,707) and the Anderson County Health Council (ACHC) for the Healthy Start program (\$31,850). ADFAC administers the City's social service program which provides assistance with rent, mortgage and utility payments, transportation for doctor appointments or job interviews, counseling toward self-sufficiency and referrals to appropriate agencies for further assistance to eligible citizens. The Anderson County Health Council Healthy Start program provides assistance, training and support program for young mothers. The \$8,707 increased funding for the Grant Fund in fiscal 2014 is for the contractual inflationary increase in the ADFAC contract.

A spreadsheet of the General Fund Summary of Gross Expenditures and Transfers by Object Code Classification is show on page [III-30](#). A spreadsheet of General Fund Expenditures and Operating Transfers for Fiscal Year 2014 can be found on page [III-31](#).

## General Fund Expenditures and Operating Transfers, Budget 2014:



## MULTIYEAR MODEL

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The City utilizes a multiyear model to calculate the required current budget year property tax rate and forecast future year property tax rates based on projected levels of General Fund revenues, expenditures and operating transfers. Debt service on long-term debt, excluding that of Proprietary Funds, is an intricate part of the multiyear model and is directly related to increases in the current and future property tax rates.

The multiyear model was designed to be used as a long-range planning tool for establishing a proposed property tax rate during the annual budget review process. This model is only concerned with the revenues, expenditures and operating transfers of the General Fund since only these items impact the property tax rate. The multiyear model on page III-23 contains projected revenues, expenditures and operating transfers through fiscal 2018. It contains debt service requirements for the General Fund on existing long-term debt issuances as well as establishment of a funding stream for a future potential debt issuance.

#### Model Assumptions:

- ◆ Expenditures for municipal operations and the operating transfer to the Oak Ridge Schools for operations are not projected to increase in fiscal 2014. The increase in municipal expenditures in fiscal 2014 is from the transfer of expenditures previously accounted for in the Economic Diversification Fund as outlined on page III-14. Municipal expenditures and the operating transfer to the Oak Ridge Schools are projected to increase annually by 2% from 2015 to 2018. Historical actual percentage increases have generally been in the 2.5% to 3.5% range until the past few years when they have decreased to 1.5% or less to retain a flat property tax rate.
- ◆ Revenues are anticipated to grow at the historical growth rate of each specific revenue source. The City's primarily revenue source is from property taxes and sales and use tax collections. Property assessment growth is projected to increase by 1.75% in fiscal 2014 due to an increase in development, particularly retail related construction during the past year. Assessment growth is projected at 3% in 2015 and at 2.0% annually thereafter as growth resumes to a more normal level of investment. The higher assessment growth in fiscal 2015 is based on ongoing retail development, particularly at the Kroger Marketplace site.
- ◆ Sales and use tax collections is the General Fund's other major revenue source. Actual collections levels in fiscals 2010 and 2011 were higher than normal due to ongoing modernization programs at federal sites in Oak Ridge and federal stimulus awards to federal contractors located within Oak Ridge. Collections declined 5.57% in fiscal 2012 and are projected to decline 4.68% in fiscal 2013 due to the ending of funding for this federal spending. A 1.44% sales tax collection growth is projected in fiscal 2014 based on recent retail development including 6 new restaurants, a new specialty grocery store and a new large gas/convenience center. Growth is projected at 6.5% in fiscal 2015 and 4.0% in 2016 and then stabilizing a 2.0% growth rate thereafter. Growth in fiscal 2015 is based on the opening of the 123,000 square-foot Kroger Marketplace, which is currently under construction. The site also includes a strip center and 5 out parcels. Planned future projects which will significantly impact sales tax collections include redevelopment of the Oak Ridge mall site and construction of a \$6.5 billion Uranium Processing Facility at DOE's Y-12 site. Sales and use tax collection projections will become more refined as the time tables for these projects become more defined.
- ◆ The fund balance of the General Fund combined with that of the General Purpose School Funds should stabilize at just under \$8 million.

#### Changes in Operating Transfers:

- ◆ Transfers to the Solid Waste Fund are projected to grow by 3% annually. The primary operations funded by this transfer for residential solid waste collections are provided under a contract with a private business. Annual contractual increases are set at 90% of the current rate of inflation as indicated by the Consumer Price-Index. During fiscal 2007, there was a fuel cost adjustment added to the contract.
- ◆ A \$50,000 annual operating transfer from the General Fund to the Economic Diversification (ED) Fund was established in 2012 to fund some of the City's housing initiative programs. The ED Fund will be closed at the end of fiscal 2013 and these programs will be accounted for in the General Fund beginning in fiscal 2014.
- ◆ Transfers to the Grant Fund for social service program funding are projected to increase by 3% annually. This transfer provides funding for Aid to Distressed Families of Appalachian Counties (ADFAC) and the Anderson County Health Council (ACHC) for the Healthy Start program. The ADFAC contract has an annual inflationary escalation.
- ◆ The City has two City Street Funds, the State Street Aid (SSA) Fund and the Street and Public Transportation (SPT) Fund. The City's major street resurfacing program and maintenance on non-state streets are accounted for in the SSA Fund. Public transportation assistance programs are funded through the SPT Fund. Revenues in both the street funds, which are primarily from state shared fuel taxes and grants, have been flat for many years and are insufficient to cover the cost of operations accounted for in these Funds. In fiscal 2014, the General Fund is budgeted to transfer \$720,000 to the two Street Funds with increases projected at 2.0% annually thereafter.

- ◆ In fiscal 2001, the City started a reserve to fund capital maintenance projects costing between \$10,000 and \$300,000 from operating transfers from the General Fund to the Capital Projects Fund. This program was initiated to reduce the usage of long-term debt issuances to finance the City's routine capital maintenance needs. Due to property tax rate concerns, the necessary funding to provide financing for these capital needs on a consistent annual basis has yet to be met. Proceeds from long-term debt issuances were used to offset a portion of the required funding levels required through fiscal 2011. The fiscal 2012 funding levels for capital maintenance projects were increased to \$1,512,000. Funding was reduced to \$500,000 in fiscal 2013 and is projected to remain at that level through 2018 in order to maintain a flat property tax rate in the model.
- ◆ The Debt Service – new projects line begins an annual funding stream, starting at \$20,000 in fiscal 2011 and increasing to \$100,000 in 2017, to provide funding for the annual debt service requirement on a proposed new debt issuance.
- ◆ The Debt Service existing transfer line only includes the annual operating transfer required to fund debt service on existing debt issuances. The current amortization schedule for General Long-Term Debt, which is funded through the operating transfer from the General Fund to the Debt Service Fund, is in Section IV of this document.

Based on these parameters in the multiyear model on page III-23, the projected property tax rate will remain at the current \$2.39 rate through 2018. The multiyear model presented here is to demonstrate how the City relates the impact of debt and other related increases in expenditure levels to the property tax rate. For each cent on the tax rate, General Fund revenues will increase approximately \$90,000. Therefore, the property tax rate must be increased by one-cent for each \$90,000 increase in expenditures. This amount will vary slightly from year-to-year based on assessment growth.

The City has utilized fund balance draws since 1986 to balance the budget (i.e. revenues equal expenditures). A fund balance draw of \$1,200,000 in fiscal 2014, \$585,000 in 2015, \$384,000 in 2016 \$286,000 in 2017 and \$219,000 in 2018 is included in the model.

The multiyear model is used for projection purposes and for management decisions concerning long-range projects. Obviously, the future property tax rates presented in these models will not necessarily be the rate that will be in effect during that fiscal year. The multiyear model is updated each year as a part of the budget process and is utilized by City staff to set the proposed property tax rate presented to City Council.



**GENERAL FUND MULTIYEAR FINANCIAL MODEL (IN THOUSANDS) - FY 2014 BUDGET**

Fiscal Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
	ACTUAL	ACTUAL	ACTUAL	PROJ.	PROJ.	PROJ.	PROJ.	PROJ.	PROJ.
<b>REVENUES:</b>									
General Property Taxes	18184	18578	18800	18445	19407	19990	20389	20797	21213
Prior Year Property Tax Year Collections	261	362	954	498					
Penalty & Interest On Taxes	183	138	440	200	135	135	135	135	135
Other Property Taxes	2940	3177	3376	3382	3445	3479	3514	3549	3584
Business Taxes	1628	1794	1963	1710	2243	2322	2392	2464	2538
Licenses & Permits	244	207	173	215	225	227	204	206	208
DOE In-Lieu of Taxes	1476	1663	1663	1662	1662	1662	1662	1662	1662
Local Sales Tax	9397	9648	9111	8685	8810	9383	9758	10002	10202
Intergovernmental	2719	2781	2712	2888	2750	2833	2918	3006	3096
Hall Income Tax	367	377	407	405	405	417	430	443	456
Charges for Services	312	349	368	353	326	336	346	356	367
Fines & Penalties	370	330	322	414	354	365	376	387	399
Photo Enforcement Fees	952								
Other Revenues	514	496	570	548	537	537	550	564	578
<b>TOTAL REVENUES</b>	<b>39547</b>	<b>39900</b>	<b>40859</b>	<b>39405</b>	<b>40299</b>	<b>41686</b>	<b>42674</b>	<b>43571</b>	<b>44438</b>
<b>TOTAL MUNICIPAL EXPENDITURES</b>									
	18438	18748	18995	19070	20246	20651	21064	21485	21915
Budget Multiplier City					0.0000	1.0200	1.0200	1.0200	1.0200
Budget Multiplier Schools					0.0000	1.0200	1.0200	1.0200	1.0200
<b>OPERATING TRANSFERS:</b>									
Gen. Purpose School Fund	13981	14470	14629	13863	13863	14140	14423	14712	15006
Solid Waste Fund	1293	1407	1522	1625	1678	1728	1780	1833	1888
Economic Diversification Fund (ED)			50	50					
Grant Fund	168	247	174	178	181	186	192	198	204
Public Transportation	30	55	55	60	60	61	62	63	64
Street Resurfacing	224	653	653	660	660	673	687	700	714
Capital Maintenance	80	476	1512	500	500	500	500	500	500
Debt Service - New Projects		20	45	45	45	65	85	100	100
Capital Projects - Debt Service Savings Roane State			500						
Debt Service	3500	3525	3000	4266	4266	4266	4266	4266	4266
<b>TOTAL OPERATING TRANSFERS</b>	<b>19276</b>	<b>20853</b>	<b>22140</b>	<b>21247</b>	<b>21253</b>	<b>21620</b>	<b>21995</b>	<b>22372</b>	<b>22742</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>37714</b>	<b>39601</b>	<b>41135</b>	<b>40317</b>	<b>41499</b>	<b>42271</b>	<b>43059</b>	<b>43857</b>	<b>44657</b>
<b>REVENUES LESS EXPEND. &amp; TRANS.</b>	<b>1833</b>	<b>299</b>	<b>-276</b>	<b>-912</b>	<b>-1200</b>	<b>-585</b>	<b>-384</b>	<b>-286</b>	<b>-219</b>
Economic Diversification Fund Balance				436					
Inter-fund Loan to Waterworks Fund		-5000	1667	1667	238	238	238	238	238
<b>CITY FUND BAL. (BOY):</b>	<b>7223</b>	<b>9056</b>	<b>4355</b>	<b>5747</b>	<b>6938</b>	<b>5976</b>	<b>5629</b>	<b>5483</b>	<b>5435</b>
<b>CITY FUND BAL. (EOY):</b>	<b>9056</b>	<b>4355</b>	<b>5747</b>	<b>6938</b>	<b>5976</b>	<b>5629</b>	<b>5483</b>	<b>5435</b>	<b>5454</b>
<b>SCHOOL FUND BAL. (2 Months Transfer):</b>	<b>2330</b>	<b>2412</b>	<b>2438</b>	<b>2311</b>	<b>2311</b>	<b>2357</b>	<b>2404</b>	<b>2452</b>	<b>2501</b>
<b>TOTAL FUND BALANCE (EOY):</b>	<b>11386</b>	<b>6767</b>	<b>8185</b>	<b>9249</b>	<b>8287</b>	<b>7986</b>	<b>7887</b>	<b>7887</b>	<b>7955</b>
Fund Balance As % Expend. & Trans.	30.19%	17.09%	19.90%	22.94%	19.97%	18.89%	18.32%	17.98%	17.81%
<b>PROPERTY TAX RATE:</b>	<b>277</b>	<b>239</b>							
% INCREASE PROPERTY TAX RATE	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
ASSESSMENT (0,000,000's)	68.51	80.72	80.94	79.81	81.20	83.64	85.31	87.02	88.76
<b>Total Tax rate Increase (Annual)</b>	<b>0.0</b>								
Ann. Assmnt. Growth	-0.43%	1.00%	0.27%	-1.39%	1.75%	3.00%	2.00%	2.00%	2.00%
Ann. Sales Tax Growth	16.16%	2.67%	-5.57%	-4.68%	1.44%	6.50%	4.00%	2.50%	2.00%
Average Household Monthly Tax Increase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# GENERAL FUND BUDGET DETAIL

## General Fund Budget Summary

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
Taxes	33,450,605	32,407,113	31,695,306	32,788,544	381,431	1.2
Licenses and Permits	173,178	203,000	215,000	225,000	22,000	10.8
Intergovernmental Revenues	3,119,028	3,246,000	3,293,302	3,155,000	(91,000)	-2.8
Charges for Services	365,472	347,000	352,500	326,000	(21,000)	-6.1
Fines and Forfeitures	324,694	362,000	413,942	354,000	(8,000)	-2.2
Other Revenues	570,568	528,333	548,333	536,667	8,334	1.6
<b>Total Revenues</b>	<b>38,003,547</b>	<b>37,093,446</b>	<b>36,518,383</b>	<b>37,385,211</b>	<b>291,765</b>	<b>0.8</b>
<b>EXPENDITURES:</b>						
General Government	1,822,241	1,876,803	1,839,574	1,897,185	20,382	1.1
Police	6,185,025	6,218,441	6,135,127	6,265,135	46,694	0.8
Fire	4,091,689	4,340,474	4,204,164	4,243,733	(96,741)	-2.2
Public Works	2,009,784	1,988,292	1,978,181	1,998,082	9,790	0.5
Community Development	639,248	709,382	667,983	1,376,518	667,136	94.0
Recreation and Parks	2,860,395	2,893,011	2,854,495	3,049,626	156,615	5.4
Library	1,386,989	1,426,847	1,390,233	1,415,509	(11,338)	-0.8
<b>Total Municipal Expenditures</b>	<b>18,995,371</b>	<b>19,453,250</b>	<b>19,069,757</b>	<b>20,245,788</b>	<b>792,538</b>	<b>4.1</b>
<b>Excess of Revenues Over Municipal Expenditures</b>	<b>19,008,176</b>	<b>17,640,196</b>	<b>17,448,626</b>	<b>17,139,423</b>	<b>(500,773)</b>	<b>-2.8</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating Transfers In:						
Electric Fund	1,423,445	1,466,085	1,438,863	1,466,085	-	0.0
Waterworks Fund	1,432,462	1,448,000	1,448,000	1,448,000	-	0.0
Operating Transfers Out:						
Oak Ridge Schools	(14,629,302)	(13,862,832)	(13,862,832)	(13,862,832)	-	0.0
General Fund Debt Service	(3,045,000)	(4,311,470)	(4,311,470)	(4,311,470)	-	0.0
Solid Waste Fund	(1,522,413)	(1,636,000)	(1,625,328)	(1,678,000)	42,000	-2.6
Capital Projects Fund	(2,012,000)	(500,000)	(500,000)	(500,000)	-	0.0
State Street Aid Fund	(653,000)	(660,000)	(660,000)	(660,000)	-	0.0
Economic Diversification Fund	(50,000)	(50,000)	(50,000)	-	(50,000)	100.0
Grant Fund	(174,090)	(171,850)	(177,865)	(180,557)	8,707	-5.1
Street & Public Transportation Fund	(55,000)	(60,000)	(60,000)	(60,000)	-	0.0
<b>Total Other Financing Source (Uses)</b>	<b>(19,284,898)</b>	<b>(18,338,067)</b>	<b>(18,360,632)</b>	<b>(18,338,774)</b>	<b>707</b>	<b>0.0</b>
<b>Excess (Deficiency) of Revenues Over Expenditures &amp; Other Financing Uses</b>	<b>(276,722)</b>	<b>(697,871)</b>	<b>(912,006)</b>	<b>(1,199,351)</b>	<b>(797,432)</b>	<b>114.3</b>
<b>TOTAL FUND BALANCE - 7/1</b>	<b>9,468,746</b>	<b>8,907,542</b>	<b>9,192,024</b>	<b>8,716,541</b>	<b>300,939</b>	<b>3.4</b>
ECONOMIC DIVERSIFICATION FUND BALANCE	-	-	436,523	-	-	0.0
<b>LESS NONSPENDABLE FUND BALANCE</b>	<b>(3,451,953)</b>	<b>(1,779,167)</b>	<b>(1,779,167)</b>	<b>(1,541,072)</b>	<b>(496,493)</b>	<b>100.0</b>
<b>REMAINING FUND BALANCE - 6/30</b>	<b>5,740,071</b>	<b>6,430,504</b>	<b>6,937,374</b>	<b>5,976,118</b>	<b>(680,796)</b>	<b>-10.6</b>

## General Fund Fiscal 2014 vs. 2013 Budget Variance Summary

	BUDGET 2013	BUDGET 2014	BUDGET 2014 % of TOTAL	BUDGET 14 vs 13	14 vs 13 % CHANGE
<b>REVENUES:</b>					
Property Taxes	\$ 19,870,000	\$ 20,073,431	48.37%	\$ 203,431	1.02%
Local Sales Taxes	9,060,000	8,810,000	21.23%	(250,000)	-2.76%
State Shared Taxes (Sales, Income, TVA, Excise, etc)	2,945,500	3,004,500	7.24%	59,000	2.00%
Other City Funds (In-lieu of Taxes & Rents)	2,914,085	2,914,085	7.02%	-	0.00%
Business Taxes (Business & Alcohol Wholesale)	1,815,000	2,243,000	5.40%	428,000	23.58%
DOE In-Lieu & Federal Grant	1,962,113	1,812,113	4.37%	(150,000)	-7.64%
Licenses and Permits - (Construction Permits, Beer/Liquor Sale, Animal Registration, ROW, Cable)	663,000	710,000	1.71%	47,000	7.09%
Charges for Services - (Recreation Usage Fees, Building & Facility Rentals, Animal Shelter Fees)	347,000	326,000	0.79%	(21,000)	-6.05%
Fines and Forfeitures - (Traffic Violations, City Court, Library Fines)	362,000	354,000	0.85%	(8,000)	-2.21%
Interest & Misc.	68,833	52,167	0.13%	(16,666)	-24.21%
Fund Balance Draw	697,871	1,199,351	2.89%	501,480	71.86%
<b>TOTAL REVENUES</b>	<b>\$ 40,705,402</b>	<b>\$ 41,498,647</b>	<b>100.00%</b>	<b>\$ 793,245</b>	<b>1.91%</b>
<b>EXPENDITURES AND OPERATING TRANSFERS:</b>					
Oak Ridge Schools Operations	\$ 13,862,832	\$ 13,862,832	34.06%	\$ -	0.00%
Police	6,218,441	6,265,135	15.28%	46,694	0.75%
Fire	4,340,474	4,243,733	10.66%	(96,741)	-2.24%
Debt Service (Principal & Interest Payments)	4,311,470	4,311,470	10.59%	-	0.00%
Recreation and Parks	2,893,011	3,049,626	7.11%	156,615	5.47%
Library	1,426,847	1,415,509	3.51%	(11,338)	-0.80%
Residential Garbage Pickup & Convenience Center	1,636,000	1,678,000	4.02%	42,000	2.76%
Capital Projects Funding	500,000	500,000	1.23%	-	0.00%
Traffic & Street Lighting	1,090,400	1,080,300	2.68%	(10,100)	-0.93%
Public Works (Building & Street Maintenance)	897,892	917,782	2.21%	19,890	2.05%
General Government (City Council, City Clerk, City Manger, City Court, Legal, Finance, Personnel, Information Services & Utilities Business Office)	1,876,803	1,897,185	4.61%	20,382	1.08%
Community & Economic Development & Social Services	931,232	1,557,075	2.29%	625,843	66.88%
Street Resurfacing	660,000	660,000	1.62%	-	0.00%
Street & Public Transportation Fund	60,000	60,000	0.15%	-	0.00%
<b>TOTAL EXPENDITURES &amp; OPERATING TRANSFERS</b>	<b>\$ 40,705,402</b>	<b>\$ 41,498,647</b>	<b>100.00%</b>	<b>\$ 793,245</b>	<b>1.91%</b>

## General Fund Summary of Revenues by Source

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b><u>TAXES:</u></b>						
Property Taxes:						
4101 General Property Taxes:						
4110 Real Property Taxes	18,392,368	17,900,000	17,664,000	17,971,000	71,000	0.4
4115 Personal Property	1,123,671	1,115,000	1,029,500	1,187,000	72,000	6.5
4120 Public Utilities	238,230	238,000	249,500	249,000	11,000	4.6
4125 Interest and Penalties	439,851	125,000	200,000	135,000	10,000	8.0
Total Property Taxes	<u>20,194,120</u>	<u>19,378,000</u>	<u>19,143,000</u>	<u>19,542,000</u>	<u>164,000</u>	<u>0.8</u>
Other Property Taxes:						
4130 Other than Assessed (In-Lieu)	520,219	492,000	495,193	531,431	39,431	8.0
4311 D.O.E. In-Lieu of Tax	1,662,113	1,662,113	1,662,113	1,662,113	-	0.0
Total Other Property Taxes	<u>2,182,332</u>	<u>2,154,113</u>	<u>2,157,306</u>	<u>2,193,544</u>	<u>39,431</u>	<u>1.8</u>
Local Sales Taxes:						
4187 City Sales Tax - Roane Co.	495,282	505,000	455,000	455,000	(50,000)	-9.9
County Shared Sales Taxes:						
4366 Oak Ridge/Anderson County	6,164,262	6,055,000	5,975,000	6,100,000	45,000	0.7
4370 Oak Ridge/Roane County	2,451,645	2,500,000	2,255,000	2,255,000	(245,000)	-9.8
Total Local Sales Taxes	<u>9,111,189</u>	<u>9,060,000</u>	<u>8,685,000</u>	<u>8,810,000</u>	<u>(250,000)</u>	<u>-2.8</u>
Other Taxes:						
4151 Gross Receipts Bus. Taxes:						
4155 Beer Wholesale Tax	602,682	592,000	620,000	620,000	28,000	4.7
4160 Liquor Wholesale Tax	242,197	243,000	240,000	243,000	-	0.0
4165 Room Occupancy Tax	-	-	-	500,000	500,000	100.0
4170 Business Taxes	1,118,087	980,000	850,000	880,000	(100,000)	-10.2
Total Other Taxes	<u>1,962,966</u>	<u>1,815,000</u>	<u>1,710,000</u>	<u>2,243,000</u>	<u>428,000</u>	<u>23.6</u>
<b>TOTAL TAXES</b>	<u><b>33,450,607</b></u>	<u><b>32,407,113</b></u>	<u><b>31,695,306</b></u>	<u><b>32,788,544</b></u>	<u><b>381,431</b></u>	<u><b>1.2</b></u>
<b><u>LICENSES AND PERMITS:</u></b>						
4205 Beer & Liquor Licenses & Permits	22,528	22,000	22,000	22,000	-	0.0
4225 Building Permits	104,521	125,000	135,000	145,000	20,000	16.0
4230 Electrical Permits	14,824	20,000	20,000	20,000	-	0.0
4235 Plumbing Permits	13,542	20,000	20,000	20,000	-	0.0
4250 Animal Registration Permits	10,420	9,000	10,500	10,500	1,500	16.7
4260 Other Permits and Fees	7,344	7,000	7,500	7,500	500	7.1
TOTAL LICENSES & PERMITS	<u>173,179</u>	<u>203,000</u>	<u>215,000</u>	<u>225,000</u>	<u>22,000</u>	<u>10.8</u>
<b><u>INTERGOVERNMENTAL:</u></b>						
4313 Federal Grants	0	300,000	150,000	150,000	(150,000)	-50.0
4355 State Grants in Aid	5,451	500	500	500	-	0.0
Shared State Taxes:						
4309 TVA Impact	241,628	100,000	238,546	100,000	-	0.0
4310 TVA Replacement Tax	342,149	350,000	337,756	335,000	(15,000)	-4.3
4320 Sales Tax	1,991,484	1,990,000	2,030,000	2,030,000	40,000	2.0
4325 Income Tax	406,846	381,000	405,000	405,000	24,000	6.3
4340 Excise Tax	9,663	10,000	10,000	10,000	-	0.0
4345 Beer Barrelage	14,398	14,500	14,500	14,500	-	0.0
4350 Mixed Drink Tax	107,409	100,000	107,000	110,000	10,000	10.0
TOTAL INTERGOVERNMENTAL	<u>3,119,028</u>	<u>3,246,000</u>	<u>3,293,302</u>	<u>3,155,000</u>	<u>(91,000)</u>	<u>-2.8</u>

## General Fund Summary of Revenues by Source (Continued)

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>CHARGES FOR SERVICES:</u>						
Charges for Current Services:						
4405 Records Processing	21,318	20,000	20,000	20,000	-	0.0
4417 General & Admin. Costs	20,500	23,000	15,000	20,000	(3,000)	-13.0
4430 Animal Shelter Fees	38,977	32,000	28,000	32,000	-	0.0
Use of Property Services:						
4440 Activities	3,841	5,000	4,500	5,000	-	0.0
4450 Outdoor Pool	110,687	100,000	104,000	105,000	5,000	5.0
4455 Indoor Pool	38,466	40,000	45,000	45,000	5,000	12.5
4460 Rental of Lands & Buildings	104,574	92,000	105,000	64,000	(28,000)	-30.4
4485 Community Center Building	27,111	35,000	31,000	35,000	-	0.0
TOTAL CHARGES FOR SERVICES	<u>365,474</u>	<u>347,000</u>	<u>352,500</u>	<u>326,000</u>	<u>(21,000)</u>	<u>-6.1</u>
<u>FINES, PENALTIES AND FORFEITURES:</u>						
4505 City Court - Fines	57,350	65,000	60,000	60,000	(5,000)	-7.7
4510 City Court - Costs	82,289	85,000	125,000	90,000	5,000	5.9
4515 Bail Forfeitures	140,943	160,000	185,943	160,000	-	0.0
4519 Misc. Court Revenues	3,809	2,000	5,000	4,000	2,000	100.0
4520 Library - Fines and Lost Books	40,303	50,000	38,000	40,000	(10,000)	-20.0
TOTAL FINES, PENALTIES, & FORFEITURES	<u>324,694</u>	<u>362,000</u>	<u>413,943</u>	<u>354,000</u>	<u>(8,000)</u>	<u>-2.2</u>
<u>OTHER REVENUES:</u>						
4610 Interest on Investments	13,426	30,000	10,000	25,000	(5,000)	-16.7
4610 Interest on Capital Outlay Notes	50,000	33,333	33,333	16,667	(16,666)	-50.0
4710 CATV Franchise	422,797	400,000	425,000	425,000	25,000	6.3
4750 Right-of-Way	60,000	60,000	60,000	60,000	-	0.0
4790 Miscellaneous	24,346	5,000	20,000	10,000	5,000	100.0
TOTAL OTHER REVENUES	<u>570,569</u>	<u>528,333</u>	<u>548,333</u>	<u>536,667</u>	<u>8,334</u>	<u>1.6</u>
TOTAL REVENUES	<u>38,003,551</u>	<u>37,093,446</u>	<u>36,518,384</u>	<u>37,385,211</u>	<u>291,765</u>	<u>0.8</u>
<u>TRANSFERS IN - IN-LIEU OF TAX:</u>						
4135 Electric Fund	1,423,445	1,466,085	1,438,863	1,466,085	-	0.0
4140 Waterworks Fund	1,432,462	1,448,000	1,448,000	1,448,000	-	0.0
TOTAL TRANSFERS IN	<u>2,855,907</u>	<u>2,914,085</u>	<u>2,886,863</u>	<u>2,914,085</u>	<u>-</u>	<u>0.0</u>
TOTAL REVENUES & OPERATING TRANSFERS	<u>40,859,458.00</u>	<u>40,007,531</u>	<u>39,405,247.00</u>	<u>40,299,296</u>	<u>291,765</u>	<u>0.7</u>
FUND BALANCE APPROPRIATION	276,722	697,871	912,006	1,199,351	501,480	71.9
TOTAL REVENUES, OPERATING TRANSFER & FUND BALANCE DRAW	<u>41,136,180</u>	<u>40,705,402</u>	<u>40,317,253</u>	<u>41,498,647</u>	<u>793,245</u>	<u>1.9</u>

## General Fund Summary of Expenditures and Transfers by Departments and Activities

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>General Government:</u>						
810 City Council	94,908	112,205	112,205	118,559	6,354	5.7
816 City Clerk	106,430	110,524	109,733	109,822	(702)	-0.6
820 City Manager	258,020	239,635	233,576	233,957	(5,678)	-2.4
832 City Court	206,651	207,608	207,278	208,252	644	0.3
843 Legal	239,175	236,264	235,237	238,558	2,294	1.0
845 Information Services	382,978	396,180	376,011	411,866	15,686	4.0
846 Personnel	224,368	238,949	235,109	238,744	(205)	-0.1
854 Stationery Stores	76,263	78,018	78,050	79,322	1,304	1.7
862 Finance	164,331	187,974	182,841	188,117	143	0.1
864 Business Office	69,120	69,446	69,534	69,988	542	0.8
Total General Government	<u>1,822,244</u>	<u>1,876,803</u>	<u>1,839,574</u>	<u>1,897,185</u>	<u>20,382</u>	<u>1.1</u>
<u>Police Department:</u>						
910 Supervision	326,429	299,890	296,406	298,814	(1,076)	-0.4
911 Investigations	965,812	970,032	1,004,311	1,039,944	69,912	7.2
912 Staff Services	450,222	381,583	383,700	395,248	13,665	3.6
913 Patrol	3,796,372	3,854,835	3,756,972	3,796,653	(58,182)	-1.5
915 Emergency Communications	315,120	317,829	311,299	320,857	3,028	1.0
916 Animal Control	233,458	284,658	293,295	300,685	16,027	5.6
917 School Resource Officer Program	97,609	109,614	89,144	112,934	3,320	3.0
Total Police Department	<u>6,185,022</u>	<u>6,218,441</u>	<u>6,135,127</u>	<u>6,265,135</u>	<u>46,694</u>	<u>0.8</u>
<u>Fire Department:</u>						
921 Supervision	207,078	205,744	203,003	205,635	(109)	-0.1
922 Fire Prevention	119,606	117,353	116,660	118,062	709	0.6
923 Fire Fighting	3,568,527	3,749,120	3,626,129	3,653,279	(95,841)	-2.6
924 Fire Stations	113,669	123,658	176,033	122,158	(1,500)	-1.2
925 Fire Specialists	82,812	144,599	82,339	144,599	-	0.0
Total Fire Department	<u>4,091,692</u>	<u>4,340,474</u>	<u>4,204,164</u>	<u>4,243,733</u>	<u>(96,741)</u>	<u>-2.2</u>
<u>Public Works Department:</u>						
930 Supervision	114,209	22,845	22,276	22,921	76	0.3
935 Engineering	133,591	135,679	127,877	128,482	(7,197)	-5.3
942 State Highway Maintenance	79,125	84,104	81,323	84,095	(9)	0.0
943 General Maintenance	388,524	374,638	369,263	400,558	25,920	6.9
946 Central Service Center	126,108	128,139	115,198	128,355	216	0.2
948 Municipal Building	146,060	152,487	191,944	153,371	884	0.6
953 Traffic Control and Lights	1,022,168	1,090,400	1,070,300	1,080,300	(10,100)	-0.9
Total Public Works Department	<u>2,009,785</u>	<u>1,988,292</u>	<u>1,978,181</u>	<u>1,998,082</u>	<u>9,790</u>	<u>0.5</u>
<u>Community Development</u>						
960 Supervision	182,697	192,302	188,062	192,654	352	0.2
962 Planning	124,607	128,903	128,389	129,873	970	0.8
963 Economic Development	-	-	-	38,038	38,038	100.0
964 Marketing	-	-	-	461,000	461,000	100.0
966 Code Enforcement	331,942	388,177	351,532	404,953	16,776	4.3
967 Housing Initiatives	-	-	-	150,000	150,000	100.0
Total Community Development	<u>639,246</u>	<u>709,382</u>	<u>667,983</u>	<u>1,376,518</u>	<u>667,136</u>	<u>94.0</u>

**General Fund Summary of Expenditures and Transfers by  
Departments and Activities  
(Continued)**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>Recreation and Parks Department:</u>						
970 Supervision	242,113	256,506	252,270	254,862	(1,644)	-0.6
971 Special Events	-	-	-	125,000	125,000	100.0
972 Indoor Aquatics	182,891	205,980	196,672	206,465	485	0.2
973 Outdoor Aquatics	300,393	279,747	268,579	285,657	5,910	2.1
974 Centers, Camps & Programs	715,893	744,836	738,550	753,915	9,079	1.2
975 Athletics	138,586	143,599	142,665	145,021	1,422	1.0
976 Parks	825,720	797,573	797,991	812,954	15,381	1.9
977 Scarboro Center	170,544	182,641	174,322	180,739	(1,902)	-1.0
978 Senior Center	284,258	282,129	283,446	285,013	2,884	1.0
Total Recreation and Parks Department	<u>2,860,398</u>	<u>2,893,011</u>	<u>2,854,495</u>	<u>3,049,626</u>	<u>156,615</u>	<u>5.4</u>
979 Public Library	<u>1,386,988</u>	<u>1,426,847</u>	<u>1,390,233</u>	<u>1,415,509</u>	<u>(11,338)</u>	<u>-0.8</u>
TOTAL MUNICIPAL EXPENDITURES	<u>18,995,375</u>	<u>19,453,250</u>	<u>19,069,757</u>	<u>20,245,788</u>	<u>792,538</u>	<u>4.0</u>
<u>Operating Transfers:</u>						
991 State Street Aid Fund	653,000	660,000	660,000	660,000	-	0.0
991 Street & Public Transportation Fund	55,000	60,000	60,000	60,000	-	0.0
992 Capital Projects Fund	2,012,000	500,000	500,000	500,000	-	0.0
995 Grant Fund	174,090	171,850	177,865	180,557	8,707	5.1
996 Economic Diversification Fund	50,000	50,000	50,000	-	(50,000)	-100.0
997 Debt Service	3,045,000	4,311,470	4,311,470	4,311,470	-	0.0
998 Solid Waste	1,522,413	1,636,000	1,625,328	1,678,000	42,000	2.6
999 Oak Ridge Schools	14,629,302	13,862,832	13,862,832	13,862,832	-	0.0
TOTAL OPERATING TRANSFERS	<u>22,140,805</u>	<u>21,252,152</u>	<u>21,247,495</u>	<u>21,252,859</u>	<u>707</u>	<u>0.0</u>
TOTAL EXPENDITURES AND OPERATING TRANSFERS	<u>41,136,180</u>	<u>40,705,402</u>	<u>40,317,252</u>	<u>41,498,647</u>	<u>793,245</u>	<u>1.9</u>

## Summary of Gross Expenditures & Transfers by Object Code Classification

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHNG
<b>PERSONAL SERVICES:</b>						
5111 Salaries-Regular Employees	10,210,884	10,649,540	10,232,309	10,666,399	16,859	0.2
5120 Salaries-Temporary Employees	285,607	352,493	307,397	327,168	(25,325)	-7.2
5131 Regular Overtime Pay	833,650	827,443	844,031	825,988	(1,455)	-0.2
5141 Social Security	833,589	904,955	836,475	904,243	(712)	-0.1
5150 Retirement	1,822,080	1,806,620	1,806,620	1,812,037	5,417	0.3
5160 Medical & Workers' Compensation	2,308,180	2,452,684	2,452,684	2,468,546	15,862	0.6
Total Personal Services	<u>16,293,990</u>	<u>16,993,735</u>	<u>16,479,516</u>	<u>17,004,381</u>	<u>10,646</u>	<u>0.1</u>
<b>CONTRACTUAL SERVICES:</b>						
5201 Rents	158,677	159,024	159,024	166,930	7,906	5.0
5205 Printing & Duplicating Charges	3,048	4,875	4,875	4,875	-	0.0
5206 Mailing & Delivery	90,555	92,000	92,000	92,000	-	0.0
5207 Dues, Memberships and Subscript.	83,946	59,888	59,888	59,888	-	0.0
5210 Professional & Contractual Services	1,172,928	823,991	890,991	807,769	(16,222)	-2.0
5210 Custodial Contract	182,966	241,196	230,496	230,496	(10,700)	-4.4
5210 Mowing Contract	370,456	358,375	339,203	355,975	(2,400)	-0.7
5210 Litter Contract	59,957	64,530	64,530	64,530	-	0.0
5236 Street Sweeping	27,269	27,492	27,673	28,251	759	2.8
5210 Demolition	-	-	-	125,000	125,000	100.0
5210 Economic Development	-	-	-	84,000	84,000	100.0
5210 Lobbying	-	-	-	70,000	70,000	100.0
5211 Advertising and Publicity	22,307	47,530	47,530	47,530	-	0.0
5212 Utility Services	1,050,902	1,237,320	1,085,460	1,198,780	(38,540)	-3.1
5212 Street & Traffic Lights	994,093	1,070,100	1,050,000	1,060,000	(10,100)	-0.9
5220 Travel, Schools and Conferences	160,234	177,965	177,965	179,065	1,100	0.6
5235 Repair & Maintenance	680,188	650,395	815,669	706,090	55,695	8.6
5236 Other Equipment Maintenance	420,171	420,597	420,597	420,597	-	0.0
5289 Vehicle/Equipment Use Charges	1,197,425	1,252,715	1,252,715	1,271,321	18,606	1.5
Total Contractual Services	<u>6,675,122</u>	<u>6,687,993</u>	<u>6,718,616</u>	<u>6,973,097</u>	<u>285,104</u>	<u>4.3</u>
<b>COMMODITIES:</b>						
5310 Commodities/Tools/Supplies	491,628	394,175	394,175	403,563	9,388	2.4
5320 Books/Education Materials	27,677	26,714	26,714	24,714	(2,000)	-7.5
5320 Library Materials	133,979	140,342	140,342	140,342	-	0.0
5325 Uniforms/Clothing	63,466	71,425	71,425	71,425	-	0.0
Total Commodities	<u>716,750</u>	<u>632,656</u>	<u>632,656</u>	<u>640,044</u>	<u>7,388</u>	<u>1.2</u>
<b>OTHER CHARGES:</b>						
5410 Insurance	278,596	278,396	278,396	278,396	-	0.0
5430 Grants/Subsidies/Contributions	22,000	22,000	22,000	772,000	750,000	3409.1
5499 Elections/Contingency/Other	753	5,350	5,350	5,350	-	0.0
Total Other Charges	<u>301,349</u>	<u>305,746</u>	<u>305,746</u>	<u>1,055,746</u>	<u>750,000</u>	<u>245.3</u>
<b>CAPITAL EXPENDITURES:</b>						
	<u>75,456</u>	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>100.0</u>
<b>TOTAL GROSS EXPENDITURES</b>	<u>24,062,667</u>	<u>24,620,130</u>	<u>24,136,534</u>	<u>25,698,268</u>	<u>1,078,138</u>	<u>4.4</u>
<b>REDUCTION OF COSTS:</b>						
5610 Recovered from Users	(473,243)	(376,282)	(400,911)	(414,910)	(38,628)	10.3
5670 Recovered from Funds	(4,594,049)	(4,790,598)	(4,665,866)	(5,037,570)	(246,972)	5.2
Total Reduction of Costs	<u>(5,067,292)</u>	<u>(5,166,880)</u>	<u>(5,066,777)</u>	<u>(5,452,480)</u>	<u>(285,600)</u>	<u>5.5</u>
<b>TOTAL MUNICIPAL EXPENDITURES</b>	<u>18,995,375</u>	<u>19,453,250</u>	<u>19,069,757</u>	<u>20,245,788</u>	<u>792,538</u>	<u>4.1</u>
<b>OPERATING TRANSFERS:</b>						
5710 Operating Transfers	<u>22,140,805</u>	<u>21,252,152</u>	<u>21,247,495</u>	<u>21,252,859</u>	<u>707</u>	<u>0.0</u>
<b>TOTAL NET EXPENDITURES</b>	<u>41,136,180</u>	<u>40,705,402</u>	<u>40,317,252</u>	<u>41,498,647</u>	<u>793,245</u>	<u>1.9</u>

## General Fund Expenditures & Operating Transfers

	BUDGET 2014	PERCENT OF GROSS	ACCUMULATED PERCENT OF GROSS
Personal Services (Salaries, FICA Retirement, Insurance)	\$ 17,004,381	36.22	
Oak Ridge School Operations	13,862,832	29.53	65.74
Debt Service (Principal & Interest) City & Schools	4,311,470	9.18	74.93
Equipment Maintenance, Operation & Replacement (Vehicle & Computer)	1,691,918	3.60	78.53
Residential Garbage & Convenience Center	1,678,000	3.57	82.10
Utilities (Electric, Water, Sewer, Phones, Internet.)	1,198,780	2.55	84.66
Streets Lights and Traffic Lights	1,060,000	2.26	86.91
Professional and Contractual Services	807,769	1.72	88.64
Other Grants/Subsidies/Contributions	772,000	1.64	90.28
Repairs & Maintenance (Buildings)	706,090	1.50	91.78
Custodial, Mowing, Litter Pick-Up & Street Sweeping Contracts	679,252	1.45	93.23
Street Resurfacing	660,000	1.41	94.64
Capital Maintenance Funding City & Schools & Grant Matches	500,000	1.06	95.70
Commodities (Including Small Tools & Supplies)	403,563	0.86	96.56
Insurance (Property & Liability)	278,396	0.59	97.15
Social Service Grants	180,557	0.38	97.54
Training & Conferences	179,065	0.38	97.92
Rents (Including Senior Center and Court)	166,930	0.36	98.27
Library Materials	140,342	0.30	98.57
Demolition	125,000	0.27	98.84
Mailing & Delivery	92,000	0.20	99.04
Economic Development	84,000	0.18	99.21
Uniforms/Clothing	71,425	0.15	99.37
Lobbying	70,000	0.15	99.52
Street & Public Transportation	60,000	0.13	99.64
Dues, Memberships and Subscriptions	59,888	0.13	99.77
Advertising and Publicity (includes Legal Notices)	47,530	0.10	99.87
Land Bank	25,000	0.05	99.93
Books/Education Materials	24,714	0.05	99.98
Contingency/Election/Other	5,350	0.01	99.99
Printing & Dup. Charges	4,875	0.01	100.00
GROSS EXPENDITURES AND OPERATING TRANSFERS	<u>46,951,127</u>		
Costs Recovered From Users	(414,910)		
Costs Transferred to Other City Funds	<u>(5,037,570)</u>		
NET EXPENDITURES AND OPERATING TRANSFERS	<u>\$ 41,498,647</u>		

# General Fund – Transfers to Other Funds, Interdepartmental Credits and Costs Recovered

Below are costs allocated to user Funds and costs recovered from external users by General Fund Department.

DEPARTMENT:	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND		COSTS RECOVERED		GENERAL FUND				
			WATER	WASTEWATER									
<b>GENERAL GOVERNMENT:</b>													
810 City Council	\$ 166,985	16%	\$ 26,718	7%	\$ 11,689	6%	\$ 10,019	\$ -	\$ -	71%	\$ 118,559		
816 City Clerk	154,678	16%	24,748	7%	10,827	6%	9,281	-	-	71%	109,822		
820 City Manager's Office	467,915	25%	116,979	12%	56,150	12%	56,150	1%	4,679	50%	233,957		
832 City Court	208,252	-	-	-	-	-	-	-	-	100%	208,252		
843 Legal	335,997	16%	53,759	7%	23,520	6%	20,160	-	-	71%	238,558		
845 Information Services	1,144,071	27%	308,898	15%	171,611	22%	251,696	-	-	36%	411,866		
846 Personnel	442,116	15%	66,317	13%	57,475	15%	66,317	3%	13,263	54%	238,744		
854 Stationary Stores	233,300	26%	60,658	20%	46,660	20%	46,660	-	-	34%	79,322		
862 Finance	895,798	37%	331,445	18%	161,244	20%	179,160	4%	35,832	21%	188,117		
864 Business Office	999,839	43%	429,931	27%	269,957	23%	229,963	-	-	7%	69,988		
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,048,951</b>	<b>28%</b>	<b>1,419,453</b>	<b>16%</b>	<b>809,133</b>	<b>17%</b>	<b>869,406</b>	<b>1%</b>	<b>53,774</b>	<b>-</b>	<b>38%</b>	<b>1,897,185</b>	
<b>POLICE DEPARTMENT:</b>													
910 Supervision	298,814	-	-	-	-	-	-	-	-	100%	298,814		
911 Investigations	1,039,944	-	-	-	-	-	-	-	-	100%	1,039,944		
912 Staff Services	395,248	-	-	-	-	-	-	-	-	100%	395,248		
913 Patrol	3,796,653	-	-	-	-	-	-	-	-	100%	3,796,653		
915 Emergency Communications	538,570	12%	64,628	6%	32,314	2%	10,771	20%	110,000	60%	320,857		
916 Animal Control	345,685	-	-	-	-	-	-	13%	45,000	88%	300,685		
917 School Resource Officer	112,934	-	-	-	-	-	-	-	-	100%	112,934		
<b>TOTAL POLICE DEPARTMENT</b>	<b>6,527,848</b>	<b>1%</b>	<b>64,628</b>	<b>50%</b>	<b>32,314</b>	<b>33%</b>	<b>10,771</b>	<b>0%</b>	<b>2%</b>	<b>155,000</b>	<b>96%</b>	<b>6,265,135</b>	
<b>FIRE DEPARTMENT:</b>													
921 Supervision	205,635	-	-	-	-	-	-	-	-	100%	205,635		
922 Fire Prevention	118,062	-	-	-	-	-	-	-	-	100%	118,062		
923 Fire Fighting	3,674,279	-	-	-	-	-	-	1%	21,000	99%	3,653,279		
924 Fire Stations	122,158	-	-	-	-	-	-	-	-	100%	122,158		
925 Fire Specialists	144,599	-	-	-	-	-	-	-	-	100%	144,599		
<b>TOTAL FIRE DEPARTMENT</b>	<b>4,264,733</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,000</b>	<b>100%</b>	<b>4,243,733</b>		
<b>PUBLIC WORKS DEPARTMENT:</b>													
930 Supervision	458,437	-	27%	123,778	53%	242,972	15%	68,766	-	5%	22,921		
935 Engineering	367,091	10%	36,709	20%	73,418	20%	73,418	15%	55,064	35%	128,482		
942 State Highway Maintenance	225,270	-	-	-	-	-	-	63%	141,175	37%	84,095		
943 General Maintenance	400,558	-	-	-	-	-	-	-	-	100%	400,558		
946 Central Services Complex	534,815	42%	224,622	18%	96,267	10%	53,482	6%	32,089	24%	128,355		
948 Municipal Building	225,546	15%	33,832	9%	20,299	8%	18,044	-	-	68%	153,371		
953 Traffic Control & Lighting	1,080,300	-	-	-	-	-	-	-	-	100%	1,080,300		
<b>TOTAL PUBLIC WORKS</b>	<b>3,292,017</b>	<b>9%</b>	<b>295,163</b>	<b>10%</b>	<b>313,762</b>	<b>12%</b>	<b>387,916</b>	<b>5%</b>	<b>155,919</b>	<b>4%</b>	<b>141,175</b>	<b>61%</b>	<b>1,998,082</b>
<b>COMMUNITY DEVELOPMENT:</b>													
960 Supervision	332,163	13%	43,181	13%	43,181	16%	53,147	-	-	58%	192,654		
962 Planning	199,804	13%	25,975	11%	21,978	11%	21,978	-	-	65%	129,873		
963 Economic Development	91,038	49%	45,000	4%	4,000	4%	4,000	-	-	42%	38,038		
964 Marketing and Tourism	625,000	23%	142,000	2%	11,000	2%	11,000	-	-	74%	461,000		
966 Code Enforcement	493,844	-	9%	44,446	9%	44,445	-	-	-	82%	404,953		
967 Housing Initiatives	150,000	-	-	-	-	-	-	-	-	100%	150,000		
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>1,891,849</b>	<b>14%</b>	<b>256,156</b>	<b>7%</b>	<b>124,605</b>	<b>7%</b>	<b>134,570</b>	<b>-</b>	<b>-</b>	<b>73%</b>	<b>1,376,518</b>		
<b>RECREATION &amp; PARKS:</b>													
970 Supervision	254,862	-	-	-	-	-	-	-	-	100%	254,862		
971 Speical Events	125,000	-	-	-	-	-	-	-	-	100%	125,000		
972 Indoor Aquatics	259,465	-	-	-	-	-	-	20%	53,000	87%	206,465		
973 Outdoor Aquatics	286,657	-	-	-	-	-	-	-	1,000	100%	285,657		
974 Centers, Camps & Programs	852,575	-	-	-	-	-	-	12%	98,660	88%	753,915		
975 Athletics	160,021	-	-	-	-	-	-	9%	15,000	91%	145,021		
976 Parks	827,954	-	-	-	-	-	-	2%	15,000	96%	812,954		
977 Scarboro Center	188,814	-	-	-	-	-	-	4%	8,075	97%	180,739		
978 Senior Center	287,013	-	-	-	-	-	-	1%	2,000	99%	285,013		
<b>TOTAL RECREATION &amp; PARKS</b>	<b>3,242,361</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6%</b>	<b>192,735</b>	<b>94%</b>	<b>3,049,626</b>		
<b>PUBLIC LIBRARY:</b>													
979 Public Library	1,430,509	-	-	-	-	-	-	-	15,000	99%	1,415,509		
<b>GRAND TOTAL</b>	<b>25,698,268</b>	<b>8%</b>	<b>2,035,400</b>	<b>5%</b>	<b>1,279,814</b>	<b>5%</b>	<b>1,402,663</b>	<b>1%</b>	<b>209,693</b>	<b>2%</b>	<b>524,910</b>	<b>79%</b>	<b>20,245,788</b>

# GENERAL GOVERNMENT

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# GENERAL GOVERNMENT

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**The General Government function includes the following activities: City Council, City Clerk, City Manager's Office, City Court, Legal, Information Services, Personnel, Stationary Stores, Finance and the Utility Business Office. Incorporated in 1960, the City of Oak Ridge operates under a charter providing for a modified City Manager-Council form of government, which combines the political leadership of elected officials in the form of a City Council with the managerial experience and expertise of a City Manager. City Council consists of seven members elected at large, with the Mayor and Mayor Pro Tem elected by fellow Council members for two-year terms. City Council members set policy and enact legislation, review and adopt the City budget, and appoint the City Manager and City Attorney.**

The City Clerk is responsible for recording legislative actions of City Council, assisting the City Manager in implementing ordinances and resolutions approved by City Council, serving as the City's official records keeper, and performing related functions.

The City Manager is responsible for the supervision of all City departments and serves as Council's chief advisor, providing Council with any information and recommendations they may request. He is also responsible for implementing Council approved policies.

The City Court has jurisdiction within the City over cases involving violations of City ordinance. The Court is presided over by a City Judge elected for a four-year term.

The Legal Department is responsible for providing legal assistance and guidance to the City Council and City Manager and keeping all department directors fully advised on any legal matters. The Department also represents the City in civil litigations and serves as the staff representative to the City's Beer Board. The City Attorney is appointed by City Council. The legal staff also contains a Senior Staff Attorney position.

The Information Services (IS) department has a staff of 10 employees and provides public affairs and intergovernmental support, along with information technology, data and computer support for the City departments. Areas of support include development of news releases, government relations, desktop and laptop computers, network and server infrastructure, City websites, data security and internet access, printers, cameras & door locks, and specialized software needs such as those for the Public Safety and the Utility departments. The IS department also operates a mainframe computer for the City's business functions. IS staff are responsible for providing and maintaining approximately 380 personal computers at workstations located in the Municipal Building, Library and Civic Center, Central Services Center, four fire stations, the animal shelter, neighborhood watch, water treatment plant, wastewater treatment plant, and various utility stations. This activity includes staff that assists in the management of relationships with the public and with external agencies and media organizations at the federal, state and local level.

The Personnel staff, comprised of 4 employees, is responsible for managing the personnel and training functions and risk management. Personnel also provides staff support to the City's Personnel Advisory Board. In fiscal 2014, the City's work force will be comprised of 464 full-time and part-time employees, which is the equivalent of 402.06 staff years. This department administers many services accounted for in the Insurance Fund. The City's various insurance programs are secured by a combination of commercial insurance and self-funding. The last citywide compensation plan review was completed in fiscal 2003 with employee job classification reviews performed by an independent contractor.

Stationary Stores is comprised of one employee who is responsible for printing and binding major City documents, maintaining a central copier and office supply facility for the Municipal Building, as well as the City's mail distribution.

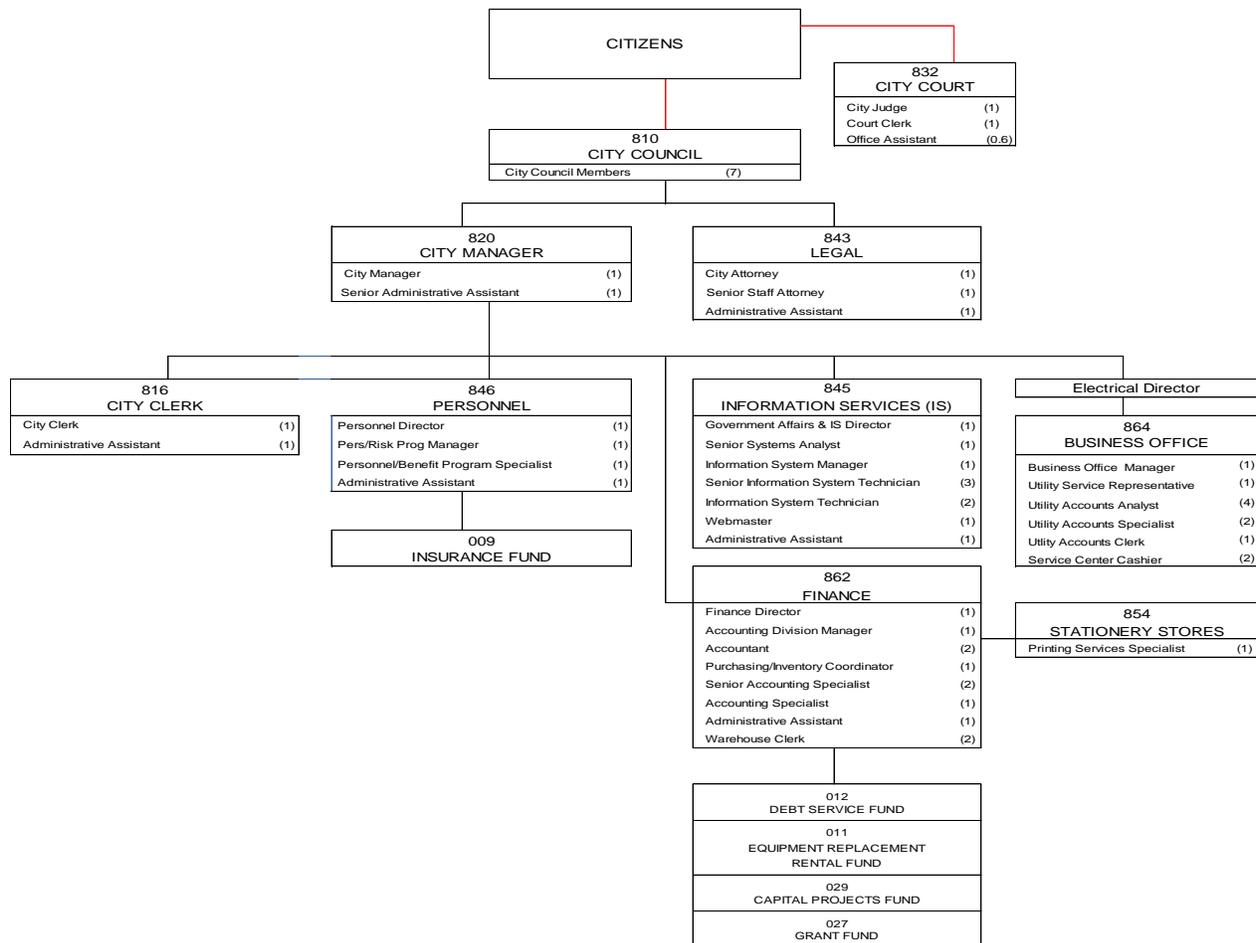
Finance is comprised of 11 employees and is responsible for the financial management activities of the City. Program responsibilities include serving as the centralized accounting office for the City, processing payment of all City obligations, cash management and investments, procurement and operation of the central warehouse facility and utility accounting systems. Other responsibilities include administration of the Equipment Replacement Rental, Grant, Debt Service Fund and Capital Projects Funds.

A primary function of Finance is the development and publishing of the City's audit and comprehensive annual financial report (CAFR) and annual operating budget. The City has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting since inception of the City in 1960 and the Distinguished Budget Presentation Award for the past 29 years. Staff is also responsible for the biennial utility rate study for the City's Waterworks Fund.

The Utilities Business Office comprised of 11 employees, under the direction of the Electric Department and is responsible for the billing, collection and customer service for the City's utility services and property taxes. The City has over 15,000 utility accounts and 14,000 parcels of property. The Business Office is responsible for the recording and depositing of all cash received by the City.

## ORGANIZATIONAL CHART

### GENERAL GOVERNMENT



## 2012-2013 ACCOMPLISHMENTS

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### **CITY CLERK**

- Developed first city-wide Open Records Request Policy and served as the City's Open Records Request Coordinator.
- Achieved certification of the State of Tennessee's Municipal Clerk and Recorder.
- Instituted enhanced filed supplies for better records management and conservation.
- Expanded City Clerk Database to include management of records for City Resolutions, Ordinances, and Proclamations.
- Coordinated the 2012 Boards and Commissions end-of-year election with 49 applicants seeking membership to 16 boards with four vacancies.
- Began coordinating and planning computer training for office staff.
- Utilized University of Tennessee, Masters of Public Administration (MPA) students to help complete laborious, specific projects for the City Clerk's Office.

### **LEGAL**

- Provided timely legal opinions for the City Manager, City Departments, City Boards and Commissions, and City Council.
- Provided effective prosecution in City Court for all contested cases.
- Provided effective defense for claims and lawsuits against the City.
- Provided timely bid and contract preparation for City Departments, consisting of approximately twenty-four (24) bid packages, three (3) requests for proposals/qualifications and three hundred (300) contracts.
- Drafted necessary parking ordinances to implement part of the "Not in Our City" campaign and provided training to law enforcement on the parking ordinances.
- Drafted the necessary ordinance to update the City's solicitation permit process.
- Tennessee Local Land Bank Pilot Program legislation.
- As staff liaison to the Oak Ridge Beer Permit Board, processed approximately twenty-nine (29) manager applications and twenty-eight (28) beer permit applications.
- Assisted in the update of various administrative policies.

### **INFORMATION SERVICES: GOVERNMENT AND PUBLIC AFFAIRS FUNCTIONS**

- Developed City's Annual State and Federal Legislative Agenda and provided staff support to governmental affairs consultants.
- Assisted in the development of federal legislation regarding the Manhattan Project National Historical Park.
- Supported the successful passage of State Land Bank Legislation.
- Assisted with preparation of TDOT Enhancement Grant application.
- Assisted in the development and adoption of a new Interlocal Agreement for implementation of the Tennessee Oversight Agreement between DOE and the State of TN.
- Completed reorganization of the Information Services Department.
- Prepared comprehensive public information and provided staff support for website.
- Prepared approximately sixty press releases.
- Provided staff support for Secret City Festivals.
- Provided staff support to Center for Oak Ridge Oral History Project (COROH).
- Represented City Manager's office in activities of the Energy Communities Alliance (ECA); Energy, Technology and Environmental Business Association (ETEBA); Oak Ridge Chamber of Commerce; League of Women Voters of Oak Ridge; East Tennessee Economic Council (ETEC); TN Municipal League; and U.S. Department of Energy (DOE).

### **INFORMATION SERVICES: COMPUTER & DATA SERVICES FUNCTIONS**

- Facilitated improvements to Internet broadcast of City Council meetings.
- Completed several key projects in support of conversion to new website.
- Deployed ArcGIS server and ArcSDE server for GIS data sharing and storage.
- Added Recreation and Parks and Library departments to VOIP phone system.
- Completed transition to oakridgetn.gov domain name for website and email.
- Deployed digital signage technologies for the city departments and to our AT&T PEG channel.
- Upgraded the Police Records Management Software (RMS) and server.
- Updated tax inquiry system and made progress on payment option for citizens.
- Implemented new Help Desk software which has a lower cost and improves ease-of-use for users.

### **PERSONNEL**

- Prepared and implemented changes to the Personnel Plan/Ordinance that added an additional holiday; revised the injury leave provisions, modified the nepotism policy, provided for benefits in the case of regular employees losing employment through layoffs or reorganization and clarified the political activity section.
- With the concurrence of the Personnel Advisory Board and the City Council, fourteen new job descriptions were prepared and implemented thirteen existing job descriptions were revised.
- Civility Training was provided with 100% compliance from employees.
- \$50,000 savings in insurance premiums by changing the way some City properties are insured.
- Conducted twenty-five recruitment campaigns.

### **FINANCE DEPARTMENT**

- Prepared the FY13 Budget Documents and received notification of the obtainment of the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the FY12 Budget Document. Awaiting review notification for the FY13 Budget Document.
- Prepared the FY12 Comprehensive Annual Financial Report (CAFR) and received notification of the obtainment of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) for the FY11 CAFR. Awaiting review notification of the FY12 CAFR.
- Hired a new Accountant position and began reorganization of duties in the Finance Department.

### **UTILITY BUSINESS OFFICE**

- Developed Mission Statement.
- Conducted continuing customer service training.
- Upgraded security and accountability in cash handling.
- Produced, billed and collected utility bills and tax assessments.
- Continued to reduce bad debts across the utility services.
- Performed customer satisfaction survey of operations.
- Implemented new TVA programs in the area of energy efficiency and green power.

## 2013-2014 GOALS

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### **CITY MANAGER**

#### **Quality of Life**

- Initiate progress of the Climate Action Plan (CAP).
- Develop the visionary concept of the Manhattan Project National Historical Park and coordinate with local and national officials to move this project forward.
- Enhance the promotional image and marketing of Oak Ridge as a professional, innovative, and progressive city through its various contractual entities and regional partners.
- Coordinate the City support of events that provide recognizable return on investment and community economy.
- Monitor and support the planning of the City waterfront into a community asset of constantly evolving activities.
- Develop the implementation of the Bicycle-Pedestrian Plan as recently adopted by City Council.
- Support the educational needs of the community through “growing our own” or other such programs, including service/emergency personnel.

#### **Economics**

- Develop further sources of sales tax revenues through Chamber recruitment.
- Develop marketing strategies for use of tax increment programs to incentivize further retail and commercial activity, including other areas.
- Work with the IDB in actively completing the marketing and build out of Horizon Center and its complimentary infrastructure, as well as pursue other areas and other opportunities.
- Assess regional initiatives and make determinations as to value and return on investment.
- Implement major sewer rate increase to offset costs associated with EPA Administrative Order, including bond financing plan that minimizes rate impact.
- Assess free resources provided by the City for functions and events.
- Actively pursue the use of grants.

#### **Safety**

- Incorporate the Oak Ridge Police Department in a targeted approach to eliminating ongoing repeat offenders or locations.
- Enjoin the Oak Ridge Housing Authority into utilizing its resources and powers to overcome housing locations and housing vouchers that harbor criminal or drug activity and aggressive pursue violators of HUD and ORHA policy.
- Develop Neighborhood Watches to support level for Police Department through advanced volunteer programs.
- Use existing ordinances to accomplish neighborhood improvements through code enforcement, housing inspections and vehicle parking.
- Improve infiltration and inflow into City sewer system through capital repairs.

#### **Governance**

- Enhance communication and reporting from City boards and commissions.
- Develop Comprehensive Plan update on Housing.
- Maintain and improve existing response times for city controlled processes in commercial development.
- Conduct additional focused Council special work sessions governing budget overviews, including better understanding of school budget processes and needs.
- Conduct 1-2 joint meetings with the School Board.
- Appoint new Boards and Commissions utilizing talents needed to accomplish Council defined goals.

## **Housing**

- Conduct a HUD level inspection program on residential housing during occupancy changes with particular focus on City utilities, including sewer system I&I confirmation.
- Develop legislation and implementation Oak Ridge Community Land Bank.
- Utilize new grant resources for Oak Ridge housing programs through CDBG and contracted parties like ADFAC.
- Examine city policies that can change highly dense housing pockets in City.

## **CITY CLERK**

- Continue to establish a suitable environment for conservation, maintenance, and accessibility of city records contained in the City Clerk's Office.
- Increase training with office staff to advance knowledge of current trends in local government, computer hardware and software, records management, and laws and regulations pertaining to the department's procedures and tasks.
- Examine existing Open Records Administrative Policy to better establish mechanism for efficiently fulfilling request and recouping city costs.
- Develop and implement a process that allows for electronic document management with the City Clerk's Office that complies with applicable laws and regulations.
- Create a streamlined and efficient means of producing the City Council agenda packets, while creating a uniformed, professional appearance.
- Develop a five year strategic plan with emphasis on document management/ imaging application.

## **LEGAL**

- Continue to provide legal assistance and support to City Manager, City Departments, City Boards and Commissions, and City Council.
- Continue to provide legal representation through prosecution in City Court and defense in civil litigation.
- Continue to attend meetings of the Oak Ridge Beer Permit Board as staff liaison.
- Continue to function as the City's Title VI Coordinator for purposes of Title VI compliance.
- Update the City Code for clarity and State law compliance.
- Provide legal assistance for the following City projects: Oak Ridge Land Bank, Kroger Marketplace, Applewood Redevelopment/Litigation, EPA Administrative Order Compliance, Southern Appalachia Railroad Museum, Oak Ridge Mall Project, and Woodland Town Center Development.

## **INFORMATION SERVICES**

- Help secure passage of federal legislation to establish the Manhattan Project National Historical Park.
- Support implementation of the Tennessee Oversight Interlocal Agreement.
- Begin implementation of city-wide fiber ring project.
- Complete departmental policies and procedures.
- Implement deposit program improvements to enhance efficiency and customer service.
- Update documentation all of the city's major software and support agreements for IT resources.
- Develop strategic recommendations regarding IT needs and organizational priorities.
- Enhance professional development and training for IS employees in key areas, including emergency preparedness, disaster recovery, and customer service.
- Implement GIS for the Infor system within Public Works.
- Complete the replacement of aging servers with Windows Distributed File System Replication (DFSR).
- Update the Public Safety mobile communication server and software.
- Assist the Police Department with upgrades to reporting software and server.
- Complete upgrading personal computers to more secure operating system.

## **PERSONNEL**

- Develop on-line capability for submission of employment application and other forms.
- Complete overhaul of Personnel sections of the Intranet.
- Continue to modify Personnel Plan/Ordinance, especially the Grievance Procedure.
- Continue to modify Personnel-related Administrative Policy and Procedure Manual guidelines.
- Development of a revised Work Force Diversity Plan.
- Review partnership with the State for providing medical insurance for cost reduction or soliciting bids for a new provider.

## **FINANCE DEPARTMENT**

- Obtainment of the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the City's 2014 budget document.
- Obtainment of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) for the City's 2013 Comprehensive Annual Financial Report (CAFR).
- Review of the City's fixed asset inventory and asset systems toward streamlining processes and replacement of accounting software for these systems.
- Continue departmental reorganization and reallocation of duties.
- Begin Review of GFOA Best Practices toward updating or formulating new City Policies.

## **UTILITY BUSINESS OFFICE**

- Redesign past due collection procedures to improve results.
- Examine available options for replacing or upgrading utility billing systems.
- Produce, deliver and collect all utility and tax bills.
- Continue employee development through technical and customer service training.
- Perform customer satisfaction survey for utility and tax operations.
- Begin key account outreach program making sure customers are aware of services provided.

# EXPENDITURES OVERALL

## Summary of Positions and Staff Years for General Government:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
816 City Clerk	2	2	2	2.00	2.00	2.00
820 City Manager	4	2	2	4.00	2.00	2.00
832 City Court	3	3	3	2.60	2.60	2.60
843 Legal	3	3	3	3.00	3.00	3.00
845 Information Services	9	10	10	9.00	10.00	10.00
846 Personnel	4	4	4	4.00	4.00	4.00
854 Stationery Stores	1	1	1	1.00	1.00	1.00
862 Finance	10	11	11	10.00	11.00	11.00
864 Business Office	11	11	11	11.00	11.00	11.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>46.60</b>	<b>46.60</b>	<b>46.60</b>

## General Government Summary of Net Expenditures by Activity:

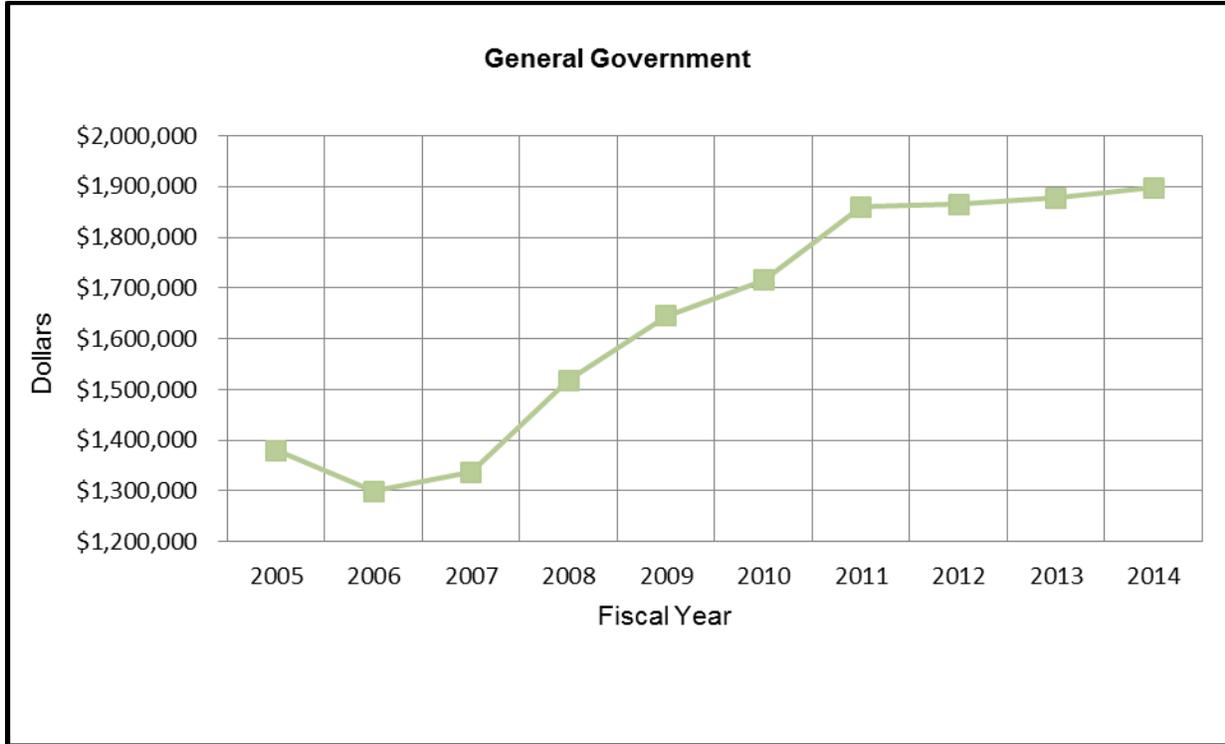
	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>General Government:</b>						
810 City Council	94,908	112,205	112,205	118,559	6,354	5.7
816 City Clerk	106,430	110,524	109,733	109,822	(702)	-0.6
820 City Manager	258,020	239,635	233,576	233,957	(5,678)	-2.4
832 City Court	206,651	207,608	207,278	208,252	644	0.3
843 Legal	239,175	236,264	235,237	238,558	2,294	1.0
845 Information Services	382,978	396,180	376,011	411,866	15,686	4.0
846 Personnel	224,368	238,949	235,109	238,744	(205)	-0.1
854 Stationery Stores	76,263	78,018	78,050	79,322	1,304	1.7
862 Finance	164,331	187,974	182,841	188,117	143	0.1
864 Business Office	69,120	69,446	69,534	69,988	542	0.8
<b>Total General Government</b>	<b>1,822,244</b>	<b>1,876,803</b>	<b>1,839,574</b>	<b>1,897,185</b>	<b>20,382</b>	<b>1.1</b>

## FY2014 General Fund Budget – General Government Activities - Costs Allocated to Other Funds and Costs Recovered:

DEPARTMENT:	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND					
			WATER	WASTEWATER								
<b>GENERAL GOVERNMENT:</b>												
810 City Council	\$ 166,985	16%	\$ 26,718	7%	\$ 11,689	6%	\$ 10,019	\$ -	\$ -	71%	\$ 118,559	
816 City Clerk	154,678	16%	24,748	7%	10,827	6%	9,281	-	-	71%	109,822	
820 City Manager's Office	467,915	25%	116,979	12%	56,150	12%	56,150	1%	4,679	-	50%	233,957
832 City Court	208,252	-	-	-	-	-	-	-	-	100%	208,252	
843 Legal	335,997	16%	53,759	7%	23,520	6%	20,160	-	-	71%	238,558	
845 Information Services	1,144,071	27%	308,898	15%	171,611	22%	251,696	-	-	36%	411,866	
846 Personnel	442,116	15%	66,317	13%	57,475	15%	66,317	3%	13,263	-	54%	238,744
854 Stationery Stores	233,300	26%	60,658	20%	46,660	20%	46,660	-	-	34%	79,322	
862 Finance	895,798	37%	331,445	18%	161,244	20%	179,160	4%	35,832	-	21%	188,117
864 Business Office	999,839	43%	429,931	27%	269,957	23%	229,963	-	-	-	7%	69,988
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,048,951</b>	<b>28%</b>	<b>1,419,453</b>	<b>16%</b>	<b>809,133</b>	<b>17%</b>	<b>869,406</b>	<b>1%</b>	<b>53,774</b>	<b>-</b>	<b>38%</b>	<b>1,897,185</b>

**Chart of General Government Net General Fund Expenditures – Actual 2005 to Budget 2014:**

Reductions in fiscal 2006 and 2007 were due to the turn-over in the City Manager position during this time frame. Additions in fiscal 2008 were an Administrative Assistant position for Economic Development & Public Affairs functions and funding for special project/ communication resources.



## DEPARTMENT ACTIVITIES

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### City Council – Activity No. 810

**Activity Description:**

The City of Oak Ridge is governed by a seven-member City Council, which is the legislative and policy-making body of the City. Council members are elected at large for four-year, staggered terms, in elections held biennially on the date of the general state election on the first Tuesday after the first Monday in November of even-numbered years in accordance with the general election laws of the State of Tennessee. Following the election, the council elects one of its members to serve as Mayor for a term of two years and also chooses a member to serve as Mayor Pro Tem in the temporary absence or disability of the Mayor.



The responsibilities of the City Council include (1) adopting ordinances, resolutions and policies necessary for the proper governing of the City's affairs; (2) reviewing and adopting the annual budget; (3) reviewing and acting on recommendations from various boards and commissions; (4) appointing a City Manager, City Attorney, and residents to various boards and commissions; (5) issuing directives and initiating measures to promote the general welfare of the City and the safety and health of its residents; and (6) representing the City at official functions.

City Council conducts its official business in regular meetings held in the Courtroom of the Municipal Building typically on the second Monday of each month. The fourth Monday of each month is generally reserved for work sessions, and is typically held at the Central Services Complex.

**Program Comments:**

This activity provides for the engagement of an independent firm of certified public accountants to conduct an annual audit of the official accounting records of the City. A comprehensive annual financial report is prepared by the Finance Department, submitted to the Council, and made a part of the City's records.

Additional items provided for in this activity are memberships in the Tennessee Municipal League, the National League of Cities, the East Tennessee Development District, and the Energy Communities Alliance; and attendance by City Council members at meetings and conferences conducted by the Tennessee Municipal League, the National League of Cities, and the Energy Communities Alliance.

**Significant Expenditure Changes Compared to Prior Year:**

Professional and Contractual services increased \$9,150 for an increase in funding for the annual independent financial audit due to the inclusion of additional work for footnote preparation and contractual inflationary increases.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## City Clerk – Activity No. 816

**Activity Description:**

The City Clerk's office is responsible for recording and preserving the legislative actions of City Council and performing related functions as prescribed by the City Charter, City Manager and City Council. Implementation of these general functions involves preparation and distribution of Council meeting agenda materials and production of Council meeting minutes; filing and storage of official records; maintenance of the City Charter and Code; licensing and titling of City vehicles; and providing administrative and clerical support services for the City Manager, the Mayor and members of City Council.



**Performance Objectives:**

1. To accurately record the legislative actions of City Council.
2. To effectively respond to all requests for information.
3. To provide efficient administrative and clerical support to the City Manager and City Council.
4. To provide reliable records management service.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
City Council Agenda Production-Number of Sessions	21	21	24	20
Minutes Recorded	21	19	24	20
Ordinances Adopted	17	21	18	18
Resolutions Adopted	114	117	115	115
Proclamations	18	22	20	20
Administrative Action Referrals	266	255	260	265
Publications/Legal Notices	47	40	52	55
Official Notices Mailed to Individuals*	0	25	0	0
Open Record Requests Processed	13	0	15	19

\*This is no longer a function performed by the City Clerk's Office, but has been returned to the Community Development Department

**Significant Expenditure Changes Compared to Prior Year:**

Personal Services decreased by \$1,047 due to staff turnover in the prior year.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## City Manager's Office – Activity No. 820

### Activity Description:

The City Charter establishes the City Manager as the chief executive officer of the City. The City Manager is responsible for planning, organizing, directing, controlling and evaluating the operations of the municipal government. The City Manager's job is to implement Council policies in an effective, fair and economical manner.

In carrying out these responsibilities, the City Manger interprets and implements Council-determined policy and oversees the enforcement of all laws and ordinances. The City Manager is charged with overseeing the activities of each and every employee and department. The City Manager provides general guidance and prepares the annual operating and capital improvement budgets. The City Manager works closely with the City Council in providing the strategic direction of the City government. He prepares agenda materials; provides information to local media; recommends legislation that appears necessary and desirable; advises Council of the financial conditions and future needs of the City; informs the public through reports to Council and other governmental and private agencies.



It is the goal of this activity to provide coordination and administrative direction to City departments in the delivery of municipal services to the residents of Oak Ridge, while also informing and advising the City Council of the ongoing City issues, requirements and problems. In an effort to enhance communication internally and within the community, the City Manager through the Government and Public Affairs functions of the Information Services Department, perform functions to:

- Research, develop, and coordinate the City's legislative and policy agendas;
- Facilitate intergovernmental and community relations;
- Develop press releases and coordinate media relations;
- Provide information to Oak Ridge Citizens through website and publications;
- Produce quarterly *Report to the Citizens* newsletter; and
- Support special projects and communications.

### Program Comments:

Annually, the City Manager coordinates a set of goals and objectives for the fiscal year through the budgeting process and evaluation process with the City Council. These goals and objectives serve as critical measures of performance for this activity and the activities throughout the organization.

### Performance Measures:

- Compare legislative agenda with outcomes;
- Compare FY13 website for usage, complaints, and social media use with prior years; and evaluate city-sponsored events, e.g. Council's Night Out.

### Significant Expenditure Changes Compared to Prior Year:

Salaries for part-time employees decreased \$12,120, for the elimination of funding for an intern position. As part of the incorporation of economic development functions into the General Fund from the closed Economic Diversification (ED) Fund, \$70,000 of the City Managers budget for contingency and communication resources was allocated to fund the City's lobbying efforts.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## City Court – Activity No. 832

**Activity Description:**

The City Court, presided over by a judge elected for a four-year term, has jurisdiction within the City over cases involving violations of City ordinances. The City Judge can assess fines of up to \$50 and can sentence convicted defendants to terms of up to ninety days in the County jail for violations of City ordinances. The City Judge is empowered, in his capacity as a Judicial Magistrate, to sign and issue State criminal arrest warrants and search warrants. This provides an additional judicial service to the Oak Ridge Police Department and the citizens of the City of Oak Ridge as well as facilitating the operations of the General Sessions Court. A major goal of the Oak Ridge City Court is to contribute to an orderly society by providing adjudication in compliance with the Constitutional guarantees of promptness and impartiality.

The City Court Clerk's office records and maintains permanent records of cases, which come before the City Court. City warrants, Show Cause Orders, Court Orders, subpoenas, appearance bonds, and cash bonds are issued by this office. Money for fines and court costs is received in this office and is revenue to the General Fund.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Number of Court Cases:				
City Violations	4,907	4,000	4,6000	4,6000
Fines and other Costs Collected	\$320,000	\$340,000	\$395,000	\$340,000

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

## Legal – Activity No. 843

**Activity Description:**

The Legal Department provides legal services and guidance to the City. The City Attorney is responsible for representing and defending the City in all litigation in which the City is a party, attending all City Council meetings, advising City Council and advising City boards and commissions. The City Attorney is appointed by and serves at the pleasure of City Council.



Legal staff is responsible for providing legal counsel to the City Manager, all departments, city staff and the Oak Ridge Beer Permit Board. Other responsibilities include researching/drafting ordinances and resolutions; preparing, reviewing, and administering contracts, deeds, bonds, leases, and other official documents; prosecuting violations of City ordinances in City Court and Juvenile Court, as well as higher courts should cases be appealed; tracking legislation, both state and federal, to be up to date on issues affecting local governments; processing bankruptcy claims when the City is a creditor; assisting in collections when necessary; and handling other matters as needed. The Senior Staff Attorney also serves as the City's Title VI (of the Civil Rights Act of 1964) Coordinator.

**Performance Objectives:**

1. Collect or recommend other methods of disposition for outstanding City fines and costs.
2. Continue review and revision of the City Code in order to be in compliance with State law.

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Information Services – Activity No. 845

**Activity Description:**

The Information Services Department (IS) supports the city organization in the areas of public and intergovernmental affairs, and in information technology to provide a management and communications network of telephones, computers, servers, Internet and website for the business of municipal operations.

Departmental goals are to (1) maintain a secure city network for municipal users; (2) analyze functional and management information needs of all municipal activities; (3) recommend innovative and cost-effective solutions utilizing information technology; (4) enhance public, media and intergovernmental relations; and (5) conduct research and analysis in support of city programs and policies.



The department is comprised of 10 staff that provides a range of services that includes preparation of news releases, social media and website information; installation and maintenance of desktop and laptop computers and notebook devices; maintenance of network server infrastructure, City websites; data security and Internet access, printers, security cameras and door locks, and specialized software needs such as those for public safety and utility departments. Most computers and major software purchases are funded by the Equipment Replacement Rental Fund.

The IS department also operates a Midrange computer for the City's business functions. IS staff are responsible for providing and maintaining approximately 380 personal computers at workstations located in the Municipal Building and at the Public Library, Civic Center, Central Services Complex, four fire stations, the animal shelter, the Highland View police precinct, water treatment plant, wastewater treatment plant, and various utility stations. IS provides phone maintenance and support service to all City departments and plays an active role in recommending and securing innovations in automation that promote organizational efficiency.

**Performance Objectives: (IS)**

1. Provide system accessibility 24/7.
2. Maintain system reliability as close to 100% as possible for normal work hours.
3. Maintain and improve the City's network of servers, including all server applications.
4. Maintain and improve technical support for the City Geographic Information System (GIS).
5. Maintain and improve key AS 400 applications for the City operations.
6. Support citywide compliance with state, federal, and other requirements for computer software and hardware.

7. Maintain reliability as close to 100% as possible for the City's telecommunication system.
8. Provide timely and accurate information to internal and external customers.
9. Continue to improve the City's website and social media applications to enhance transparency and service delivery.



**Performance Objectives: (Government and Public Affairs)**

1. Facilitate intergovernmental, public, and media relations to support City's strategic goals and vision.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Help Desk Requests	4,324	5,000	5,000	5,000
Remote sites supported	23	23	23	26
Applications supported	45	45	45	47
Computer peripheral devices maintained (printers, scanners, copiers)	255	270	270	275
Computer and Servers maintained	350	400	400	415
Network devices maintained (switches, routers, and firewalls)	185	190	190	195
Physical security - proximity card readers, DVRs and cameras	70	75	75	82
Replacement personal computers deployed	100	100	100	100

**Significant Expenditure Changes Compared to Prior Year:**

Salaries and benefits increased by \$45,074 with the budget reflecting the merging of public affairs and the IT department during the prior fiscal year as well as the 1% cost of living adjustment. Utility Services decreased by \$2,000 due to the planned transition of the phone service carrier during fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Personnel – Activity No. 846

**Activity Description:**

Personnel is a service activity that coordinates personnel management functions for all City departments. Services include (1) recruitment, selection, and retention of competent employees; (2) maintenance of the classification plan; (3) coordination of the merit system, employee performance evaluation and compensation plan; (4) coordination of training and development; and (5) management of employment benefits. The activity provides staff and clerical support to the Personnel Advisory Board. Personnel is also responsible for administering the City's risk management program, employee safety program and all insurance coverage (Insurance Fund). This activity is responsible for managing the risks of the City in order to minimize the loss of physical, financial and human resources; including management of exposure and accidents, acts of nature, liability, theft and vandalism, and safety and employee health.

**Performance Objectives:**

1. Process all solicited applications (in response to recruitment notices) and forward to hiring manager within three days after application deadline.
2. Ensure the selection process used to fill each opening is valid and nondiscriminatory toward any applicant.
3. Promote positive employee attitudes toward the work experience through new employee orientation, assisting with benefits and mediation.
4. Coordinate safety inspections of all City facilities and work areas with OSHA and TML.
5. Coordinate safety and other meetings to assist departments in meeting their training needs.
6. Maintain a combination of insurance and City funds to satisfy foreseeable losses.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Applications received and processed	1,029	1,000	1,029	1,000
Minority applicants	10.9%	8.5%	8.5%	8.5%
Regular positions filled	34	30	35	30
Dental, Vision and Hearing claims processed	1,082	900	1,000	1,000
Injuries requiring medical attention	44	35	40	35
Legitimate non-automotive liability claims	18	25	20	25
Automobile accidents preventable by employee	2	5	5	5

**Significant Expenditure Changes Compared to Prior Year:**

Utility Services funding decreased by \$1,100, a 27.5% reduction, reflecting the planned transition of phone services to a new carrier during fiscal 2014..

A portion of the costs of this activity is distributed to the utility funds and the State Street Aid Fund due to involvement in the operations of these funds.

## Stationary Stores – Activity No. 854

**Activity Description:**

Under the direction of the Finance Department, this activity is responsible for providing printing, duplicating and related publication services to all City departments. This activity also provides daily mail service for City departments and serves as a centralized store of office supplies for departments located in the Municipal Building and Civic Center. The activity's goal is to provide these services in an effective and efficient manner.

**Performance Objectives:**

1. Complete all major duplicating requests by date requested.
2. Maintain minimum level of office and printing supplies inventory.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Proposed Annual Budgets Printed	25	50	25	25
Adopted Annual Budgets Printed	20	50	30	30
Annual Financial Reports Printed	50	125	40	50
Requests Completed on Schedule	100%	100%	100%	100%

**Significant Expenditure Changes Compared to Prior Year:**

Rents increased by \$3,500 for copier rentals.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Finance – Activity No. 862

**Activity Description:**

The Finance activity provides centralized control over the procurement, storage and distribution of all materials, supplies and services that are required for City operations, serves as the centralized accounting service for utility accounting functions and is responsible for paying all City obligations. This activity is responsible for determining the cost of maintaining City streets, the electrical distribution system, water distribution system and treatment plant, sewage collection system and treatment plants, equipment repair shop and the service department. The Finance activity assists with the establishment of City internal controls and preparation of the annual city budget and is responsible for the accounting of the City's Equipment Rental Replacement Fund.

The Finance Director and city-wide accounting and financial functions are accounted for in this activity. This includes preparation of the city's annual financial statements and budget documents, biennial utility rate reviews, financial analysis, coordinating long-term debt issuances, and administering the City's cash management program and investing funds accordingly. The activity is responsible for the establishment of city internal controls and recording all City financial transactions in accordance with generally accepted accounting principles (GAAP).

**Performance Objectives:**

1. Prepare the city's annual budget and Comprehensive Annual Financial Report (CAFR).
2. Provide effective support services to other City departments.
3. Maintain adequate stock levels for inventory items by establishing economic reorder points and quantities.
4. Obtain needed goods and services at the lowest cost and at required quality.
5. Process cost distribution of labor and materials timely and accurately.
6. Retain the GFOA Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Award.
7. Contribute to the financial stability of the City by providing timely financial data to City Management.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Purchase Orders issued	4,947	5,000	4,950	4,950
Purchase Orders for Stock Purchases	803	900	800	800
Checks Written	7,641	7,700	7,650	7,650

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

A portion of the costs of this activity is distributed to the utility fund and the State Street Aid Fund due to involvement in the operations of these funds.

## Business Office – Activity No. 864

**Activity Description:**

This activity is responsible for reading all electric and water meters monthly and for billing and collecting monthly charges. All service requests for utility connections and meter installations and removals are processed by this office, along with the administration of a TVA residential heat pump program. This activity is also responsible for billing and collecting all real, personal and public utility property taxes and initial business licenses. The activity's goal is to bill and collect all utility and tax bills in a timely manner and to equitably administer all state statutes and City codes and ordinances relative to utility collections, tax assessments, and business licensing.



**Performance Objectives:**

1. Meet the pre-established utility billing schedule for 100 percent of billings.
2. Improve the collection process in order to reduce loss of revenue from bad debt.
3. Issue all delinquent notices within 60 days after delinquencies occur.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Utility billings prepared on schedule	100%	100%	100%	100%
Utility customers billed (monthly)	14,528	16,000	16,000	16,000
Tax parcels billed	14,475	14,300	14,480	14,500

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## BUDGET DETAIL

### City Council – Activity No. 810 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	14,325	14,400	14,400	14,400	-	0.0
5141. Social Security	1,096	1,102	1,102	1,102	-	0.0
<b>Total Personal Services</b>	<b>15,421</b>	<b>15,502</b>	<b>15,502</b>	<b>15,502</b>	<b>-</b>	<b>0.0</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	20,040	18,000	18,000	18,000	-	0.0
5210. Prof. & Contractual Ser.	51,700	53,800	53,800	62,950	9,150	17.0
5211. Advertising & Publicity	41	500	500	500	-	0.0
5212. Utility Services	1,912	2,000	2,000	1,800	(200)	-10.0
5220. Training & Travel	16,420	38,000	38,000	38,000	-	0.0
5235. Repair & Maintenance	6,886	2,600	2,600	2,600	-	0.0
5236.13 Other Equipment Maint.	524	524	524	524	-	0.0
5289. Vehicle/Equip Use Charge	3,090	3,017	3,017	3,017	-	0.0
<b>Total Contractual Services</b>	<b>100,613</b>	<b>118,441</b>	<b>118,441</b>	<b>127,391</b>	<b>8,950</b>	<b>7.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,238	3,440	3,440	3,440	-	0.0
5320. Books/Education Material	-	200	200	200	-	0.0
<b>Total Commodities</b>	<b>1,238</b>	<b>3,640</b>	<b>3,640</b>	<b>3,640</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	15,402	15,402	15,402	15,402	-	0.0
5420. Litigation/Judicial Costs	20	50	50	50	-	0.0
5499. Contingency	579	5,000	5,000	5,000	-	0.0
<b>Total Other Charges</b>	<b>16,001</b>	<b>20,452</b>	<b>20,452</b>	<b>20,452</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>133,673</b>	<b>158,035</b>	<b>158,035</b>	<b>166,985</b>	<b>8,950</b>	<b>5.7</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(38,765)	(45,830)	(45,830)	(48,426)	(2,596)	5.7
<b>Total Reduction of Costs</b>	<b>(38,765)</b>	<b>(45,830)</b>	<b>(45,830)</b>	<b>(48,426)</b>	<b>(2,596)</b>	<b>5.7</b>
<b>TOTAL NET EXPENDITURES</b>	<b>94,908</b>	<b>112,205</b>	<b>112,205</b>	<b>118,559</b>	<b>6,354</b>	<b>5.7</b>

## City Clerk - Activity No. 816 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	83,468	86,744	84,267	85,697	(1,047)	-1.2
5131. Regular Overtime Pay	642	1,320	2,785	1,320	-	0.0
5141. Social Security	6,229	6,737	6,634	6,657	(80)	-1.2
5150. Retirement	14,343	13,663	13,663	13,800	137	1.0
5160. Medical & Workers Comp	20,613	21,844	21,844	21,844	-	0.0
<b>Total Personal Services</b>	<b>125,295</b>	<b>130,308</b>	<b>129,193</b>	<b>129,318</b>	<b>(990)</b>	<b>-0.8</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	136	600	600	600	-	0.0
5210. Prof. & Contractual Ser.	3,050	2,400	2,400	2,400	-	0.0
5211. Advertising & Publicity	10,002	12,000	12,000	12,000	-	0.0
5212. Utility Services	1,947	2,050	2,050	1,700	(350)	-17.1
5220. Training & Travel	2,266	4,000	4,000	4,000	-	0.0
5236.13 Other Equipment Maint.	1,260	1,260	1,260	1,260	-	0.0
<b>Total Contractual Services</b>	<b>18,661</b>	<b>22,310</b>	<b>22,310</b>	<b>21,960</b>	<b>(350)</b>	<b>-1.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	5,772	2,500	2,500	2,850	350	14.0
5320. Books/Education Material	173	350	350	350	-	0.0
<b>Total Commodities</b>	<b>5,945</b>	<b>2,850</b>	<b>2,850</b>	<b>3,200</b>	<b>350</b>	<b>12.3</b>
<b>Other Charges</b>						
5420. Litigation/Judicial Costs	-	200	200	200	-	0.0
<b>Total Other Charges</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>149,901</b>	<b>155,668</b>	<b>154,553</b>	<b>154,678</b>	<b>(990)</b>	<b>-0.6</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(43,471)	(45,144)	(44,820)	(44,856)	288	-0.6
<b>Total Reduction of Costs</b>	<b>(43,471)</b>	<b>(45,144)</b>	<b>(44,820)</b>	<b>(44,856)</b>	<b>288</b>	<b>-0.6</b>
<b>TOTAL NET EXPENDITURES</b>	<b>106,430</b>	<b>110,524</b>	<b>109,733</b>	<b>109,822</b>	<b>(702)</b>	<b>-0.6</b>

## City Manager's Office - Activity No. 820 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%	CHG
<b>Personal Services</b>							
5111. Salaries-Reg. Employees	283,834	204,069	204,069	206,091	2,022	1.0	
5120. Salaries-PT/Seasonal Employees	-	12,120	-	-	(12,120)	-100.0	
5131. Regular Overtime Pay	3,861	4,555	4,555	4,555	-	0.0	
5141. Social Security	19,808	16,887	16,887	16,162	(725)	-4.3	
5150. Retirement	50,380	33,186	33,186	33,512	326	1.0	
5160. Medical & Workers Comp	42,185	22,932	22,932	22,932	-	0.0	
<b>Total Personal Services</b>	<b>400,068</b>	<b>293,749</b>	<b>281,629</b>	<b>283,252</b>	<b>(10,497)</b>	<b>-3.6</b>	
<b>Contractual Services</b>							
5207. Dues, Memberships & Sub.	3,369	2,000	2,000	2,000	-	0.0	
5210. Prof. & Contractual Ser.	60,995	100,000	100,000	30,000	(70,000)	-70.0	
5210. Lobbying	-	-	-	70,000	70,000	100.0	
5211. Advertising & Publicity	3,928	28,000	28,000	28,000	-	0.0	
5212. Utility Services	6,076	6,200	6,200	5,340	(860)	-13.9	
5220. Training & Travel	11,879	15,200	15,200	15,200	-	0.0	
5235. Repair & Maintenance	3,719	225	225	225	-	0.0	
5236.13 Other Equipment Maint.	2,844	2,844	2,844	2,844	-	0.0	
5289. Vehicle/Equip Use Charge	12,773	13,052	13,052	13,052	-	0.0	
<b>Total Contractual Services</b>	<b>105,583</b>	<b>167,521</b>	<b>167,521</b>	<b>166,661</b>	<b>(860)</b>	<b>-0.5</b>	
<b>Commodities</b>							
5310. Commodities/Tools/Supplies	1,417	2,100	2,100	2,100	-	0.0	
5320. Books/Education Material	909	500	500	500	-	0.0	
<b>Total Commodities</b>	<b>2,326</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>-</b>	<b>0.0</b>	
<b>Other Charges</b>							
5410. Liability Insurance	15,402	15,402	15,402	15,402	-	0.0	
<b>Total Other Charges</b>	<b>15,402</b>	<b>15,402</b>	<b>15,402</b>	<b>15,402</b>	<b>-</b>	<b>0.0</b>	
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	
<b>TOTAL GROSS EXPENDITURES</b>	<b>523,379</b>	<b>479,272</b>	<b>467,152</b>	<b>467,915</b>	<b>(11,357)</b>	<b>-2.4</b>	
<b>Reduction of Costs</b>							
5610. Recovered from Users	(6,169)	-	-	-	-	0.0	
5670. Recovered from Funds	(259,190)	(239,637)	(233,576)	(233,958)	5,679	-2.4	
<b>Total Reduction of Costs</b>	<b>(265,359)</b>	<b>(239,637)</b>	<b>(233,576)</b>	<b>(233,958)</b>	<b>5,679</b>	<b>-2.4</b>	
<b>TOTAL NET EXPENDITURES</b>	<b>258,020</b>	<b>239,635</b>	<b>233,576</b>	<b>233,957</b>	<b>(5,678)</b>	<b>-2.4</b>	

## City Court - Activity No. 832 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	104,632	105,212	103,790	105,753	541	0.5
5131. Regular Overtime Pay	6,159	6,019	7,189	6,019	-	0.0
5141. Social Security	8,285	8,509	8,431	8,551	42	0.5
5150. Retirement	16,818	17,100	17,100	17,161	61	0.4
5160. Medical & Workers Comp	30,782	32,223	32,223	32,223	-	0.0
<b>Total Personal Services</b>	<b>166,676</b>	<b>169,063</b>	<b>168,733</b>	<b>169,707</b>	<b>644</b>	<b>0.4</b>
<b>Contractual Services</b>						
5201. Rents	30,280	30,000	30,000	30,000	-	0.0
5210. Prof. & Contractual Ser.	4,448	1,800	1,800	2,400	600	33.3
5212. Utility Services	1,948	2,200	2,200	1,600	(600)	-27.3
5220. Training & Travel	425	674	674	674	-	0.0
5236.13 Other Equipment Maint.	1,746	1,746	1,746	1,746	-	0.0
<b>Total Contractual Services</b>	<b>38,847</b>	<b>36,420</b>	<b>36,420</b>	<b>36,420</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	944	2,025	2,025	2,025	-	0.0
5320. Books/Education Material	94	100	100	100	-	0.0
<b>Total Commodities</b>	<b>1,038</b>	<b>2,125</b>	<b>2,125</b>	<b>2,125</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>206,561</b>	<b>207,608</b>	<b>207,278</b>	<b>208,252</b>	<b>644</b>	<b>0.3</b>
<b>Reduction of Costs</b>						
<b>Total Reduction of Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>206,561</b>	<b>207,608</b>	<b>207,278</b>	<b>208,252</b>	<b>644</b>	<b>0.3</b>

## Legal - Activity No. 843 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	218,668	219,726	218,692	222,215	2,489	1.1
5141. Social Security	15,980	16,809	16,396	16,999	190	1.1
5150. Retirement	34,104	34,619	34,619	34,972	353	1.0
5160. Medical & Workers Comp	31,681	32,920	32,920	32,920	-	0.0
<b>Total Personal Services</b>	<b>300,433</b>	<b>304,074</b>	<b>302,627</b>	<b>307,106</b>	<b>3,032</b>	<b>1.0</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	3,426	2,500	2,500	2,500	-	0.0
5210. Prof. & Contractual Ser.	505	1,710	1,710	1,710	-	0.0
5211. Advertising & Publicity	1,029	750	750	750	-	0.0
5212. Utility Services	3,865	3,800	3,800	4,000	200	5.3
5220. Training & Travel	3,130	4,293	4,293	4,293	-	0.0
5236.13 Other Equipment Maint.	2,158	2,158	2,158	2,158	-	0.0
5289. Vehicle/Equip Use Charge	260	-	-	-	-	0.0
<b>Total Contractual Services</b>	<b>14,373</b>	<b>15,211</b>	<b>15,211</b>	<b>15,411</b>	<b>200</b>	<b>1.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,793	1,000	1,000	1,000	-	0.0
5320. Books/Education Material	18,113	12,380	12,380	12,380	-	0.0
<b>Total Commodities</b>	<b>21,906</b>	<b>13,380</b>	<b>13,380</b>	<b>13,380</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5420. Litigation/Judicial Costs	154	100	100	100	-	0.0
<b>Total Other Charges</b>	<b>154</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>336,866</b>	<b>332,765</b>	<b>331,318</b>	<b>335,997</b>	<b>3,232</b>	<b>1.0</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(97,691)	(96,501)	(96,081)	(97,439)	(938)	1.0
<b>Total Reduction of Costs</b>	<b>(97,691)</b>	<b>(96,501)</b>	<b>(96,081)</b>	<b>(97,439)</b>	<b>(938)</b>	<b>1.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>239,175</b>	<b>236,264</b>	<b>235,237</b>	<b>238,558</b>	<b>2,294</b>	<b>1.0</b>

## Information Services – Activity No. 845 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	431,957	524,305	475,778	556,275	31,970	6.1
5131. Regular Overtime Pay	3,079	3,350	-	3,350	-	0.0
5141. Social Security	32,346	40,366	36,219	42,811	2,445	6.1
5150. Retirement	88,215	83,713	83,713	89,085	5,372	6.4
5160. Medical & Workers Comp	93,076	103,547	103,547	108,834	5,287	5.1
<b>Total Personal Services</b>	<b>648,673</b>	<b>755,281</b>	<b>699,257</b>	<b>800,355</b>	<b>45,074</b>	<b>6.0</b>
<b>Contractual Services</b>						
5201. Rents	2,440	2,200	2,200	2,700	500	22.7
5207. Dues, Memberships & Sub.	747	1,175	1,175	1,175	-	0.0
5210. Prof. & Contractual Ser.	253,985	101,235	101,235	101,235	-	0.0
5212. Utility Services	99,271	80,775	80,775	78,775	(2,000)	-2.5
5220. Training & Travel	337	2,908	2,908	2,908	-	0.0
5235. Repair & Maintenance	-	3,500	3,500	3,500	-	0.0
5236.13 Other Equipment Maint.	133,703	133,703	133,703	133,703	-	0.0
5289. Vehicle/Equip Use Charge	8,450	7,200	7,200	7,200	-	0.0
<b>Total Contractual Services</b>	<b>498,933</b>	<b>332,696</b>	<b>332,696</b>	<b>331,196</b>	<b>(1,500)</b>	<b>-0.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	12,828	12,520	12,520	12,520	-	0.0
5320. Books/Education Material	167	-	-	-	-	0.0
<b>Total Commodities</b>	<b>12,995</b>	<b>12,520</b>	<b>12,520</b>	<b>12,520</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>1,160,601</b>	<b>1,100,497</b>	<b>1,044,473</b>	<b>1,144,071</b>	<b>43,574</b>	<b>4.0</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(21)	-	-	-	-	0.0
5670. Recovered from Funds	(777,602)	(704,317)	(668,462)	(732,205)	(27,888)	4.0
<b>Total Reduction of Costs</b>	<b>(777,623)</b>	<b>(704,317)</b>	<b>(668,462)</b>	<b>(732,205)</b>	<b>(27,888)</b>	<b>4.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>382,978</b>	<b>396,180</b>	<b>376,011</b>	<b>411,866</b>	<b>15,686</b>	<b>4.0</b>

## Personnel - Activity No. 846 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	251,910	260,439	254,952	260,851	412	0.2
5131. Regular Overtime Pay	1,424	1,015	736	1,015	-	0.0
5141. Social Security	18,219	20,001	18,661	20,033	32	0.2
5150. Retirement	39,449	40,709	40,709	40,985	276	0.7
5160. Medical & Workers Comp	42,119	43,738	43,738	43,738	-	0.0
<b>Total Personal Services</b>	<b>353,121</b>	<b>365,902</b>	<b>358,796</b>	<b>366,622</b>	<b>720</b>	<b>0.2</b>
<b>Contractual Services</b>						
5201. Rents	772	-	-	-	-	0.0
5207. Dues, Memberships & Sub.	5,307	2,862	2,862	2,862	-	0.0
5210. Prof. & Contractual Ser.	43,737	52,919	52,919	52,919	-	0.0
5211. Advertising & Publicity	4,854	4,000	4,000	4,000	-	0.0
5212. Utility Services	3,624	4,000	4,000	2,900	(1,100)	-27.5
5220. Training & Travel	-	1,500	1,500	1,500	-	0.0
5236.13 Other Equipment Maint.	2,344	2,344	2,344	2,344	-	0.0
<b>Total Contractual Services</b>	<b>60,638</b>	<b>67,625</b>	<b>67,625</b>	<b>66,525</b>	<b>(1,100)</b>	<b>-1.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,736	6,890	6,890	6,890	-	0.0
5320. Books/Education Material	-	1,479	1,479	1,479	-	0.0
5325. Uniforms/Safety Equip.	-	600	600	600	-	0.0
<b>Total Commodities</b>	<b>1,736</b>	<b>8,969</b>	<b>8,969</b>	<b>8,969</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	-	-	-	-	-	0.0
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>415,495</b>	<b>442,496</b>	<b>435,390</b>	<b>442,116</b>	<b>(380)</b>	<b>-0.1</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(191,127)	(203,547)	(200,281)	(203,372)	175	-0.1
<b>Total Reduction of Costs</b>	<b>(191,127)</b>	<b>(203,547)</b>	<b>(200,281)</b>	<b>(203,372)</b>	<b>175</b>	<b>-0.1</b>
<b>TOTAL NET EXPENDITURES</b>	<b>224,368</b>	<b>238,949</b>	<b>235,109</b>	<b>238,744</b>	<b>(205)</b>	<b>-0.1</b>

## Stationary Stores - Activity No. 854 Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	48,031	48,171	47,760	48,642	471	1.0
5131. Regular Overtime Pay	7,273	7,351	7,840	7,351	-	0.0
5141. Social Security	4,122	4,247	4,258	4,283	36	0.8
5150. Retirement	8,408	8,537	8,537	8,612	75	0.9
5160. Medical & Workers Comp	10,351	10,888	10,888	10,888	-	0.0
<b>Total Personal Services</b>	<b>78,185</b>	<b>79,194</b>	<b>79,283</b>	<b>79,776</b>	<b>582</b>	<b>0.7</b>
<b>Contractual Services</b>						
5201. Rents	23,346	21,000	21,000	24,500	3,500	16.7
5206. Mailing & Delivery	90,534	92,000	92,000	92,000	-	0.0
5212. Utility Services	1,138	1,250	1,250	1,000	(250)	-20.0
5235. Repair & Maintenance	900	-	-	-	-	0.0
5236.13 Other Equipment Maint.	1,774	1,774	1,774	1,774	-	0.0
5289. Vehicle/Equip Use Charge	3,820	4,250	4,250	4,250	-	0.0
<b>Total Contractual Services</b>	<b>121,512</b>	<b>120,274</b>	<b>120,274</b>	<b>123,524</b>	<b>3,250</b>	<b>2.7</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	24,605	30,000	30,000	30,000	-	0.0
<b>Total Commodities</b>	<b>24,605</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>224,302</b>	<b>229,468</b>	<b>229,557</b>	<b>233,300</b>	<b>3,832</b>	<b>1.7</b>
<b>Reduction</b>						
5670. Recovered from Funds	(148,039)	(151,450)	(151,507)	(153,978)	(2,528)	1.7
<b>Total Reduction of Costs</b>	<b>(148,039)</b>	<b>(151,450)</b>	<b>(151,507)</b>	<b>(153,978)</b>	<b>(2,528)</b>	<b>1.7</b>
<b>TOTAL NET EXPENDITURES</b>	<b>76,263</b>	<b>78,018</b>	<b>78,050</b>	<b>79,322</b>	<b>1,304</b>	<b>1.7</b>

## Finance - Activity No. 862 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	466,939	584,679	563,479	585,059	380	0.1
5131. Regular Overtime Pay	1,809	3,553	3,041	3,553	-	0.0
5141. Social Security	33,983	45,000	42,266	45,029	29	0.1
5150. Retirement	80,917	91,791	91,791	92,062	271	0.3
5160. Medical & Workers Comp	103,612	119,357	119,357	119,357	-	0.0
<b>Total Personal Services</b>	<b>687,260</b>	<b>844,380</b>	<b>819,934</b>	<b>845,060</b>	<b>680</b>	<b>0.1</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	989	1,635	1,635	1,635	-	0.0
5210. Prof. & Contractual Ser.	50,557	4,000	4,000	5,000	1,000	25.0
5212. Utility Services	6,201	6,200	6,200	5,200	(1,000)	-16.1
5220. Training & Travel	4,002	4,800	4,800	4,800	-	0.0
5235. Repair & Maintenance	2,217	500	500	500	-	0.0
5236.13 Other Equipment Maint.	10,718	10,718	10,718	10,718	-	0.0
5289. Vehicle/Equip Use Charge	7,560	9,735	9,735	9,735	-	0.0
<b>Total Contractual Services</b>	<b>82,244</b>	<b>37,588</b>	<b>37,588</b>	<b>37,588</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	11,926	10,500	10,500	10,500	-	0.0
5320. Books/Education Material	85	700	700	700	-	0.0
5325. Uniforms/Safety Equip.	1,019	1,950	1,950	1,950	-	0.0
<b>Total Commodities</b>	<b>13,030</b>	<b>13,150</b>	<b>13,150</b>	<b>13,150</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>782,534</b>	<b>895,118</b>	<b>870,672</b>	<b>895,798</b>	<b>680</b>	<b>0.1</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(618,203)	(707,144)	(687,831)	(707,681)	(537)	0.1
<b>Total Reduction of Costs</b>	<b>(618,203)</b>	<b>(707,144)</b>	<b>(687,831)</b>	<b>(707,681)</b>	<b>(537)</b>	<b>0.1</b>
<b>TOTAL NET EXPENDITURES</b>	<b>164,331</b>	<b>187,974</b>	<b>182,841</b>	<b>188,117</b>	<b>143</b>	<b>0.1</b>

## Business Office - Activity No. 864 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	406,781	435,397	435,841	441,405	6,008	1.4
5131. Regular Overtime Pay	14,861	15,115	17,129	15,115	-	0.0
5141. Social Security	30,698	34,464	33,271	34,924	460	1.3
5150. Retirement	77,172	70,713	70,713	71,552	839	1.2
5160. Medical & Workers Comp	113,364	120,199	120,199	120,199	-	0.0
<b>Total Personal Services</b>	<b>642,876</b>	<b>675,888</b>	<b>677,153</b>	<b>683,195</b>	<b>7,307</b>	<b>1.1</b>
<b>Contractual Services</b>						
5201. Rents	2,304	2,600	2,600	2,600	-	0.0
5205. Printing & Dup. Charges	1,024	-	-	-	-	0.0
5207. Dues, Memberships & Sub.	9,678	100	100	100	-	0.0
5210. Prof. & Contractual Ser.	254,655	239,000	239,000	239,000	-	0.0
5212. Utility Services	8,251	6,800	6,800	7,250	450	6.6
5220. Training & Travel	616	7,500	7,500	7,500	-	0.0
5235. Repair & Maintenance	5,386	480	480	480	-	0.0
5236.13 Other Equipment Maint.	17,035	13,187	13,187	13,187	-	0.0
5289. Vehicle/Equip Use Charge	25,625	25,699	25,699	25,699	-	0.0
<b>Total Contractual Services</b>	<b>324,574</b>	<b>295,366</b>	<b>295,366</b>	<b>295,816</b>	<b>450</b>	<b>0.2</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	13,350	14,215	14,215	14,215	-	0.0
5320. Books/Education Material	-	100	100	100	-	0.0
5325. Uniforms/Safety Equip.	2,979	2,850	2,850	2,850	-	0.0
<b>Total Commodities</b>	<b>16,329</b>	<b>17,165</b>	<b>17,165</b>	<b>17,165</b>	<b>-</b>	<b>0.0</b>
<b>Other</b>						
5410. Liability Insurance	3,663	3,663	3,663	3,663	-	0.0
<b>Total Other Charges</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>987,442</b>	<b>992,082</b>	<b>993,347</b>	<b>999,839</b>	<b>7,757</b>	<b>0.8</b>
<b>Reduction Costs</b>						
5670. Recovered from Funds	(918,322)	(922,636)	(923,813)	(929,851)	(7,215)	0.8
<b>Total Reduction of Costs</b>	<b>(918,322)</b>	<b>(922,636)</b>	<b>(923,813)</b>	<b>(929,851)</b>	<b>(7,215)</b>	<b>0.8</b>
<b>TOTAL NET EXPENDITURES</b>	<b>69,120</b>	<b>69,446</b>	<b>69,534</b>	<b>69,988</b>	<b>542</b>	<b>0.8</b>

# POLICE DEPARTMENT

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# POLICE DEPARTMENT

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The Oak Ridge Police Department is responsible for enhancing the safety and security of all residents and other persons working in or visiting the City. The Department strives to maintain peace and order throughout the community by education, prevention of criminal activity, response to calls for assistance, and reports of criminal law violations. Comprised of 64 uniform officers (includes Animal Control), 14 non-uniform support personnel and 7 part-time school crossing guards, the Department is organized into the following activities: Supervision, Investigations, Staff Services, Patrol, Emergency Communications, Animal Control and School Resource Officer Program. A Police Chaplain and other associate chaplains provide counseling assistance to crime victims, indigent families and individuals, and departmental personnel on a voluntary basis.

The Department is also responsible for administering the Drug Fund and the Emergency Communications District Fund. The Drug Fund is a Special Revenue Fund utilized to account for drug related revenue and expenditures directly related to drug curtailment activities. The Emergency Communications Fund is an Enterprise Fund utilized to account for the proceeds of a surcharge on telephones in the City's 911 district which is used to support the City's 911 and other emergency communication systems. The Police Department is responsible for the City's ongoing operation and maintenance of the 800 MHz radio system.

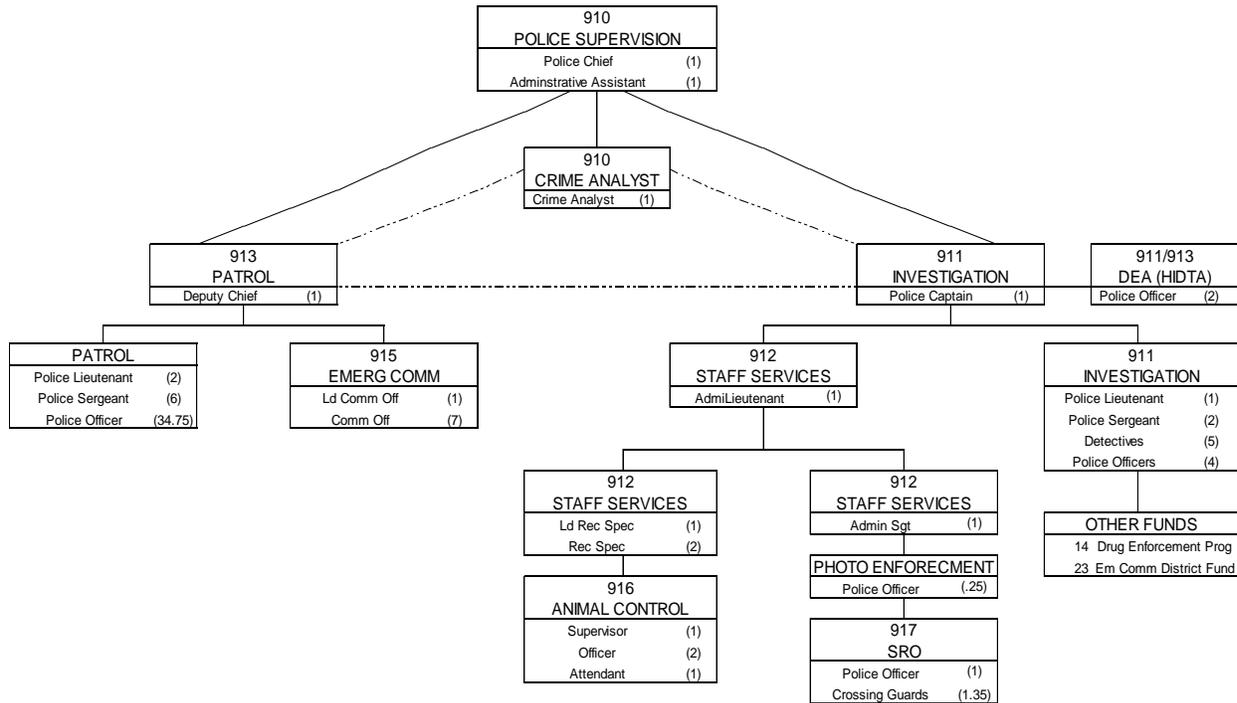


The Investigations and Patrol activities work jointly to investigate all serious crimes, which include murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft.

The Animal Control activity, in cooperation with the Anderson County Humane Society, operates a model animal control program. Anderson County, the City of Clinton, and the City of Oliver Springs utilize the animal shelter facility on a fee basis.

The School Resource Officer Program utilizes a police officer that is dedicated solely to working within the Oak Ridge school system at the High School. The objectives of this program are not only to decrease the number of crimes committed at or near school property, but to provide educational programs on topics such as drugs, law and justice, and to provide a means for positive interaction between the police and youth of the community.

# ORGANIZATIONAL CHART



## 2012-2013 ACCOMPLISHMENTS

- Initiated Volunteers in Police Service (VIPS) Program.
- Records Management System (RMS) upgrade completed.
- Implementation of Crime Analysis Program.
- Collocation of 7<sup>th</sup> Judicial Crime Task Force with the Special Projects Unit (SPU).
- Citizens Academy Program reinitiated.
- Drop of 9% in reported crime in 2012 over the previous year.

## 2013-2014 GOALS

- Renovation of Animal Shelter; Opening of full-time clinic.
- Complete first phase of Police Headquarters renovation.
- Expansion of the “Take-Home” Vehicle Program.
- Next Generation 911 compliance.
- TN State Accreditation.
- Utilize Crime Analysis functions for potential application of predictive policing algorithms while enhancing intelligence-led police practices in patrol duties.
- Increase school public safety through clearly defining roles and responsibilities of School Resource Officers (SROs) via a signed memorandum of understanding (MOU) with the Oak Ridge school system; while also increasing utilization of patrol personnel and resources to augment SRO duties.

# EXPENDITURES OVERALL

## Summary of Positions and Staff Years for Police Department:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
910 Police Supervision	3	3	3	3.00	3.00	3.00
911 Investigations	11	12	13	11.00	12.00	13.00
912 Staff Services	5	5	5	5.00	5.00	5.00
913 Patrol	46	45	44	45.75	44.75	43.75
915 Emergency Communications	8	8	8	8.00	8.00	8.00
916 Animal Control	4	4	4	3.50	3.50	4.00
917 School Resource Officer Program	8	8	8	2.35	2.35	2.35
026 Special Programs Fund	-	-	-	0.25	0.25	0.25
<b>TOTAL POLICE DEPARTMENT</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>78.85</b>	<b>78.85</b>	<b>79.35</b>

## Police Department Summary of Net Expenditures by Activity:

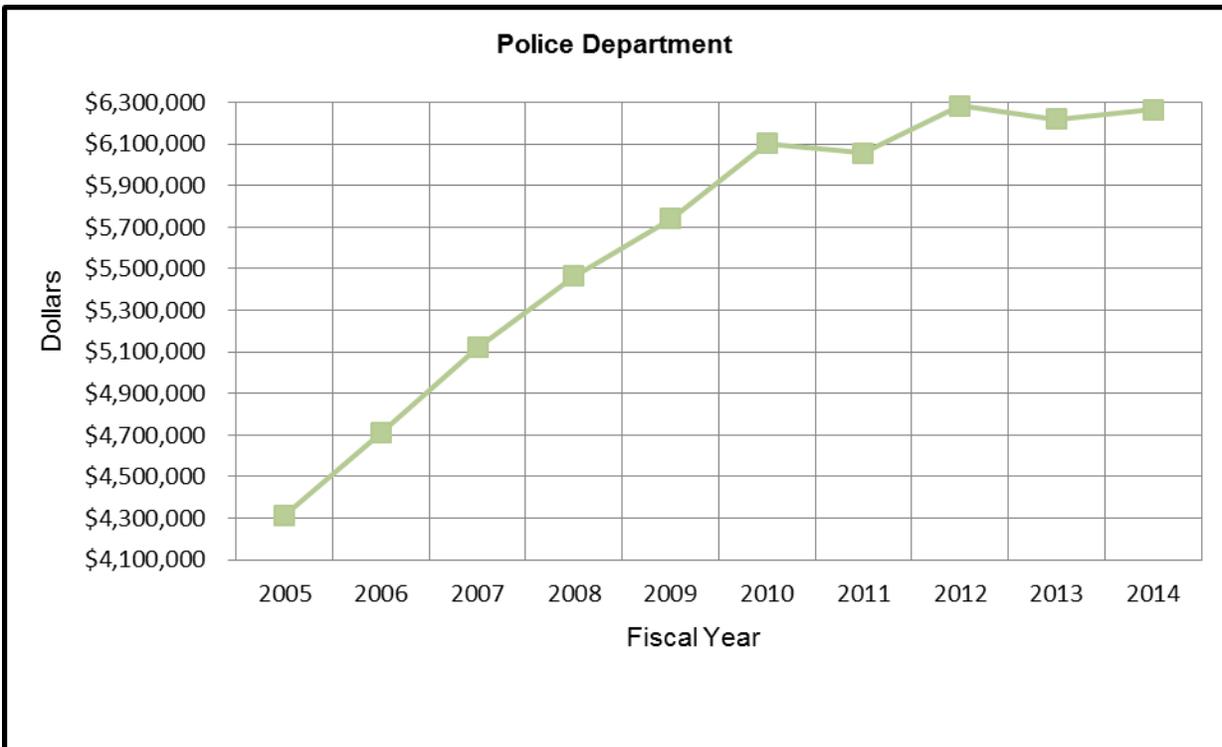
	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>Police Department:</u>						
910 Supervision	326,429	299,890	296,406	298,814	(1,076)	-0.4
911 Investigations	965,812	970,032	1,004,311	1,039,944	69,912	7.2
912 Staff Services	450,222	381,583	383,700	395,248	13,665	3.6
913 Patrol	3,796,372	3,854,835	3,756,972	3,796,653	(58,182)	-1.5
915 Emergency Communications	315,120	317,829	311,299	320,857	3,028	1.0
916 Animal Control	233,458	284,658	293,295	300,685	16,027	5.6
917 School Resource Officer Program	97,609	109,614	89,144	112,934	3,320	3.0
Total Police Department	6,185,022	6,218,441	6,135,127	6,265,135	46,694	0.8

## FY2014 General Fund Budget – Police Department Activities - Costs Allocated to Other Funds and Costs Recovered:

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND				STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND
			WATER	WASTEWATER					
<u>POLICE DEPARTMENT:</u>									
910 Supervision	298,814	-	-	-	-	-	-	100%	298,814
911 Investigations	1,039,944	-	-	-	-	-	-	100%	1,039,944
912 Staff Services	395,248	-	-	-	-	-	-	100%	395,248
913 Patrol	3,796,653	-	-	-	-	-	-	100%	3,796,653
915 Emergency Communications	538,570	12% 64,628	6% 32,314	2% 10,771	-	20% 110,000	60%	320,857	
916 Animal Control	345,685	-	-	-	-	13% 45,000	88%	300,685	
917 School Resource Officer	112,934	-	-	-	-	0%	100%	112,934	
<b>TOTAL POLICE DEPARTMENT</b>	<b>6,527,848</b>	<b>1% 64,628</b>	<b>0% 32,314</b>	<b>0% 10,771</b>	<b>-</b>	<b>2% 155,000</b>	<b>98%</b>	<b>6,265,135</b>	

### Chart of Police Department Net General Fund Expenditures – Actual 2005 to Budget 2014:

Increases for FY06 to FY08, included the addition of 5 Police Officer positions funded by a DOE grant in FY06 and 1 Officer added in FY08. The reduction in FY11 is related to vacancies caused by employee turnover, including the Police Chief position. The reduction in FY13 is related to the retirement of long-term employees.



## DEPARTMENT ACTIVITIES

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### Police Supervision – Activity No. 910

#### Activity Description:

Police Supervision administers the resources of the Police Department, supervises all police operations and plans and coordinates programs designed to accomplish the department's objectives.

The primary goals of the Police Department are as follows: (1) protection of life and property; (2) maintenance of law and order with justice; (3) identification and arrest of criminals; (4) prevention of crime; (5) regulation of non-criminal behavior; (6) provision of public assistance; and (7) promotion of department professionalism and training.

The Department's first priority is responding to emergency situations, including areas of responsibility imposed by law and tradition and other emergencies for which no other governmental agency is responsible. Second priority is the suppression of crime and prosecution of violators. Third priority is the apprehension of violators of other laws and ordinances, including traffic offenses.

**Performance Objectives:**

1. Oversee and manage the accomplishment of the department's performance objectives.
2. Oversee the development of operational action plans to achieve department objectives.
3. Maintain a current Policy and Procedures Manual through periodic update.
4. Continue to enhance and expand community oriented policing.
5. Identify and provide necessary training.

**Significant Expenditure Changes Compared to Prior Year:**

Overall contractual services decreased by \$1,351 for phone service charges reflecting a planned carrier change and vehicle maintenance costs based on actual performance levels..

## Investigations – Activity No. 911

**Activity Description:**

The Investigations division conducts follow-up investigations of violent and serious crimes; drug enforcement, vice crime and all reported hate crimes. The division consists of general criminal and drug enforcement investigators that conduct covert operations.

**Performance Objectives:**

1. Maintain a 50 percent serious crime clearance rate.
2. Maintain a 60 percent clearance rate of violent serious crimes.
3. Continue to reduce number of reported burglaries while continuing to increase clearance rate (3% higher in 2013 than 2012). Goal is to achieve a 20% clearance rate for burglaries.
4. Continue partnership with Drug Enforcement Administration in fight against illegal drug activity.
5. Continue to be contributing partner in 7<sup>th</sup> Judicial Crime Task Force and 9<sup>th</sup> Judicial Drug Task Force along with District Attorneys General and surrounding police agencies.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Group A Crimes Against Persons	456	475	400	475
Crimes Against Persons Clearance Rate	59%	50%	50%	50%
Group A Crimes Against Property	1,752	1,800	1,092	1,800
Crimes Against Property Clearance Rate	38%	40%	40%	40%
Group A Crimes Against Society	271	300	272	300
Crimes Against Society Clearance Rate	91%	90%	90%	90%

**Significant Expenditure Changes Compared to Prior Year:**

The \$65,820 addition in funding for salaries and benefits and the \$4,392 increase in vehicle equipment use charges reflects the transfer of a Police Lieutenant position and vehicle from Patrol

## Staff Services – Activity No. 912

**Activity Description:**

The Staff Services section supervises Police Records, monitors training for sworn personnel in accordance with minimum POST standards, maintains custody of all evidence and performs any other staff functions as assigned. The mission of police records is to maintain information on investigations and supporting files, provide limited statistical analysis, and provide for the dissemination of appropriate information to the public and other law enforcement agencies in accordance with legal requirements and departmental policy.

**Performance Objectives:**

1. Monitor training received by sworn personnel to ensure compliance with minimum POST standards.
2. Maintenance and quality control of submitted records and the records management system.
3. Monitor the property control system and conduct random internal audits.
4. Maintain compliance with F.B.I. and T.B.I. requirements for records and crime reporting.
5. Provide information to the public without unreasonable delay and in accordance with legal requirements.
6. Continue training records personnel in use of reporting software.
7. Complete major upgrade of records management software system.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Projected minimum training to meet:				
POST requirements	2,240	3,400	2,440	2,500
Projected non-POST training	1,256	960	1,360	1,500

**Significant Expenditure Changes Compared to Prior Year:**

The \$14,515 increase in salaries and benefits reflects a transition in staffing for administrative management personnel.

## Patrol – Activity No. 913

**Activity Description:**

The basic responsibility of the uniformed Patrol force is to ensure community peace through the prevention, detection and investigation of crimes; the apprehension of criminal and traffic law violators; the regulation and control of traffic on city streets; and the provision of miscellaneous information and services to citizens and visitors on non-criminal matters.

Activity goals are to deter crime through visible patrol; to investigate crimes and apprehend criminal violators; to regulate traffic in such a manner as to ensure, to the greatest extent possible, the safe movement of traffic; to provide non-criminal assistance to the public as appropriate

**Performance Objectives:**

1. Reduce the number of serious crimes in 2013 from 2012.
2. Increase the ratio of arrests to reported serious offenses from the FY 2012 level of 45%.
3. Increase the level of criminal traffic enforcement in 2013.
4. Increase personnel certified in CIT training.
5. Increase cooperation and patrols with DOE and NNSA components and their properties.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Group A Crimes (Against Persons, Property, Society)	2,288	2,400	1,764	2,400
Group A and B Arrests	1,185	1,350	1,456	1,500
All Other Arrests (Traffic, Code Violations, etc.)	2,222	2,300	2,356	2,400
Assaults- All	367	400	328	350
Burglaries	214	250	132	200
DUI	77	80	76	80
Narcotics Violations	252	270	268	270

**Significant Expenditure Changes Compared to Prior Year:**

The \$68,976 reduction in funding for salaries and benefits reflects the transfer of a Police Lieutenant position to the Investigations Division. Funding for Contractual Services has increased by \$10,794. Vehicle and Equipment use charges are up by \$11,250, for fuel and maintenance of patrol vehicles. Funding for all areas was reviewed and reallocated based on current funding requirements.

## Emergency Communications – Activity No. 915

**Activity Description:**

The Emergency Communications activity provides emergency communication and dispatch services for Fire, Police and county ambulance services in Oak Ridge. In addition this activity coordinates maintenance for and manages the city's 800MHz trunked radio system and the 911 telephone system. The goal is to provide effective methods of communication between citizens and the members of all emergency services of the City.

**Performance Objectives:**

1. Dispatch all police, fire, and ambulance calls timely and accurately.
2. Maintain training of all Public Safety Dispatchers in accordance with APCO standards and compliance with statutory requirements.
3. Continuation of West End Communication Expansion and Communication Interoperability Project.
4. Continue planning for Next Generation 911 process. (Advanced system to access emergency care with enhanced data capabilities).

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Total calls for service	30,717	39,000	37,340	39,000

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant changes for this activity.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Animal Control – Activity No. 916

**Activity Description:**

This activity includes operation of the Animal Shelter and the enforcement of City animal control ordinances through animal registration, city patrol, apprehension of animals running at large, quarantine of bites, answering of citizen complaints, and follow-up on suspected rabies cases.

**Performance Objectives:**

1. Increase the number of registered animals through enforcement and public education.
2. Continue to improve shelter health care by working with staff veterinarian and humane society volunteers.
3. Reduce the number of animal apprehensions through public education and public relations campaigns.
4. Certify new employees through NACA (National Animal Control Association).
5. Maintain all employee and facility certifications and licenses.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Animal bites reported	22	35	28	30
Animal bites attributable to at-large animals	4	10	7	10
Animal apprehensions	953	3,000	1,976	2,500
Registered animals	5,536	4,000	6,304	6,500

**Significant Expenditure Changes Compared to Prior Year:**

Funding salaries and benefits increased \$17,669 due to the upgrade of a part-time Animal Shelter Attendant position to full-time status with benefits. Funding for Contractual Services increased \$12,358 to fund increase hours for contracted veterinary services. Funding for all areas was reviewed and reallocated based on current funding requirements

Reduction of Costs includes fees charged to Anderson County and the City of Clinton for care, boarding and disposal of animals apprehended by those entities.

## School Resource Officer Program – Activity No. 917

**Activity Description:**

During fiscal year 1995, the Police Department began the initial startup of a full time School Resource Officer Program. The mission of this program is to work primarily in the area of proactive or preventive police services. In this program, one police officer is dedicated solely to working within the school system, dividing time among the various City schools. This activity also accounts for seven part-time Schools Crossing Guard positions.

The goals of the School Resource Officer Program are:

- To improve the police image in the eyes of the staff and the students.
- To develop a close coordination between a school and police community team that works on mutual problems.
- To prevent delinquent behavior through early detection by working closely with students, their parents and the community to redirect antisocial behavior.

- To investigate violations of criminal law in the schools.
- Increased education and training through specialized courses designed for School Resource Officer Certification.

**Performance Objectives:**

1. To decrease the number of crimes committed on or near school property, and at school sponsored activities.
2. To provide a confidential setting conducive to youth's willingness to report crimes committed against themselves or their property.
3. To provide positive interaction between the police, school officials, and youth in the community.
4. To improve educational efforts in the schools concerning law, justice, and safety.
5. To help initiate and maintain police/school relations and to aid in the referral of juveniles to appropriate helping persons and agencies.
6. To provide early identification of youth who have potential behavior problems.
7. To provide support to Youth Advisory Board activities.

**Significant Expenditure Changes Compared to Prior Year:**

Budgeted funding for Contractual Services increased by \$3,865 to accumulate funds through equipment use charges to the Equipment Replacement Rental Fund for future replacement of the vehicle utilized by this division as well as fuel and maintenance costs.

## BUDGET DETAIL

### Police Supervision – Activity No. 910 Budget Detail

	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
	FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	201,473	194,519	191,437	194,481	(38)	0.0
5131. Regular Overtime Pay	590	863	659	863	-	0.0
5141. Social Security	15,154	14,947	14,749	14,944	(3)	0.0
5150. Retirement	28,367	31,134	31,134	31,450	316	1.0
5160. Medical & Workers Comp	30,855	32,562	32,562	32,562	-	0.0
Total Personal Services	276,439	274,025	270,541	274,300	275	0.1
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	2,100	1,000	1,000	1,000	-	0.0
5210. Prof. & Contractual Ser.	7,465	-	-	-	-	0.0
5212. Utility Services	2,089	2,125	2,125	1,675	(450)	-21.2
5220. Training & Travel	8,820	3,000	3,000	3,000	-	0.0
5235. Repair & Maintenance	31	-	-	-	-	0.0
5236.13 Other Equipment Maint.	4,033	4,034	4,034	4,034	-	0.0
5289. Vehicle/Equip Use Charge	20,553	13,706	13,706	12,805	(901)	-6.6
Total Contractual Services	45,091	23,865	23,865	22,514	(1,351)	-5.7
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,947	1,885	1,885	1,885	-	0.0
5325. Uniforms/Safety Equip.	952	115	115	115	-	0.0
Total Commodities	4,899	2,000	2,000	2,000	-	0.0
<b>Other Charges</b>						
Total Other Charges	-	-	-	-	-	0.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>326,429</b>	<b>299,890</b>	<b>296,406</b>	<b>298,814</b>	<b>(1,076)</b>	<b>-0.4</b>
<b>Reduction of Costs</b>						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>326,429</b>	<b>299,890</b>	<b>296,406</b>	<b>298,814</b>	<b>(1,076)</b>	<b>-0.4</b>

## Investigations – Activity No. 911 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	565,563	568,821	603,646	613,672	44,851	7.9
5131.	Regular Overtime Pay	54,548	47,369	44,919	47,369	-	0.0
5141.	Social Security	47,495	47,139	49,043	50,570	3,431	7.3
5150.	Retirement	93,118	97,307	97,307	104,270	6,963	7.2
5160.	Medical & Workers Comp	112,559	129,537	129,537	140,112	10,575	8.2
<b>Total Personal Services</b>		<b>873,283</b>	<b>890,173</b>	<b>924,452</b>	<b>955,993</b>	<b>65,820</b>	<b>7.4</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	365	400	400	400	-	0.0
5210.	Prof. & Contractual Ser.	14,537	5,000	5,000	5,000	-	0.0
5212.	Utility Services	1,164	1,250	1,250	950	(300)	-24.0
5220.	Training & Travel	4,882	4,083	4,083	4,083	-	0.0
5235.	Repair & Maintenance	85	-	-	-	-	0.0
5236.13	Other Equipment Maint.	4,712	4,712	4,712	4,712	-	0.0
5289.	Vehicle/Equip Use Charge	37,079	39,608	39,608	44,000	4,392	11.1
<b>Total Contractual Services</b>		<b>62,824</b>	<b>55,053</b>	<b>55,053</b>	<b>59,145</b>	<b>4,092</b>	<b>7.4</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	8,838	5,000	5,000	5,000	-	0.0
5325.	Uniforms/Safety Equip.	2,961	2,100	2,100	2,100	-	0.0
<b>Total Commodities</b>		<b>11,799</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>							
5410.	Liability Insurance	17,906	17,706	17,706	17,706	-	0.0
<b>Total Other Charges</b>		<b>17,906</b>	<b>17,706</b>	<b>17,706</b>	<b>17,706</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>		<b>965,812</b>	<b>970,032</b>	<b>1,004,311</b>	<b>1,039,944</b>	<b>69,912</b>	<b>7.2</b>
<b>Reduction of Costs</b>							
<b>Total Reduction of Costs</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>		<b>965,812</b>	<b>970,032</b>	<b>1,004,311</b>	<b>1,039,944</b>	<b>69,912</b>	<b>7.2</b>

## Staff Services – Activity No. 912 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	291,303	223,240	226,043	235,060	11,820	5.3
5131. Regular Overtime Pay	3,194	5,075	4,819	5,075	-	0.0
5141. Social Security	21,801	17,466	17,036	18,370	904	5.2
5150. Retirement	38,389	35,760	35,760	37,551	1,791	5.0
5160. Medical & Workers Comp	52,002	54,771	54,771	54,771	-	0.0
<b>Total Personal Services</b>	<b>406,689</b>	<b>336,312</b>	<b>338,429</b>	<b>350,827</b>	<b>14,515</b>	<b>4.3</b>
<b>Contractual Services</b>						
5201. Rents	3,161	3,250	3,250	3,250	-	0.0
5207. Dues, Memberships & Sub.	175	110	110	110	-	0.0
5210. Prof. & Contractual Ser.	17	-	-	-	-	0.0
5212. Utility Services	3,913	4,000	4,000	3,150	(850)	-21.3
5220. Training & Travel	203	1,830	1,830	1,830	-	0.0
5236.13 Other Equipment Maint.	31,381	31,381	31,381	31,381	-	0.0
<b>Total Contractual Services</b>	<b>38,850</b>	<b>40,571</b>	<b>40,571</b>	<b>39,721</b>	<b>(850)</b>	<b>-2.1</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	4,041	3,565	3,565	3,565	-	0.0
5325. Uniforms/Safety Equip.	642	1,135	1,135	1,135	-	0.0
<b>Total Commodities</b>	<b>4,683</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>450,222</b>	<b>381,583</b>	<b>383,700</b>	<b>395,248</b>	<b>13,665</b>	<b>3.6</b>
<b>Reduction of Costs</b>						
<b>Total Reduction of Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>450,222</b>	<b>381,583</b>	<b>383,700</b>	<b>395,248</b>	<b>13,665</b>	<b>3.6</b>

## Patrol – Activity No. 913 Budget Detail

	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
	FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	1,794,575	1,896,560	1,820,668	1,849,671	(46,889)	-2.5
5131. Regular Overtime Pay	250,912	176,000	170,000	176,000	-	0.0
5141. Social Security	151,237	158,551	142,390	154,964	(3,587)	-2.3
5150. Retirement	333,012	328,611	328,611	320,686	(7,925)	-2.4
5160. Medical & Workers Comp	459,804	486,941	486,941	476,366	(10,575)	-2.2
Total Personal Services	<u>2,989,540</u>	<u>3,046,663</u>	<u>2,948,610</u>	<u>2,977,687</u>	<u>(68,976)</u>	<u>-2.3</u>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	1,772	3,500	3,500	3,500	-	0.0
5207. Dues, Memberships & Sub.	403	400	400	400	-	0.0
5210. Prof. & Contractual Ser.	1,140	1,300	1,300	1,300	-	0.0
5212. Utility Services	8,481	8,307	8,497	7,850	(457)	-5.5
5220. Training & Travel	23,286	12,164	12,164	12,165	1	0.0
5235. Repair & Maintenance	4,366	6,908	6,908	6,908	-	0.0
5236.13 Other Equipment Maint.	82,122	82,122	82,122	82,122	-	0.0
5289. Vehicle/Equip Use Charge	548,015	565,000	565,000	576,250	11,250	2.0
Total Contractual Services	<u>669,585</u>	<u>679,701</u>	<u>679,891</u>	<u>690,495</u>	<u>10,794</u>	<u>1.6</u>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	33,361	25,000	25,000	25,000	-	0.0
5320. Books/Education Material	334	1,280	1,280	1,280	-	0.0
5325. Uniforms/Safety Equip.	18,627	16,450	16,450	16,450	-	0.0
Total Commodities	<u>52,322</u>	<u>42,730</u>	<u>42,730</u>	<u>42,730</u>	<u>-</u>	<u>0.0</u>
<b>Other Charges</b>						
5410. Liability Insurance	85,741	85,741	85,741	85,741	-	0.0
Total Other Charges	<u>85,741</u>	<u>85,741</u>	<u>85,741</u>	<u>85,741</u>	<u>-</u>	<u>0.0</u>
<b>Capital Expenditures</b>						
Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0</u>
<b>TOTAL GROSS EXPENDITURES</b>	<u>3,797,188</u>	<u>3,854,835</u>	<u>3,756,972</u>	<u>3,796,653</u>	<u>(58,182)</u>	<u>-1.5</u>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(816)	-	-	-	-	0.0
Total Reduction of Costs	<u>(816)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0</u>
<b>TOTAL NET EXPENDITURES</b>	<u><u>3,796,372</u></u>	<u><u>3,854,835</u></u>	<u><u>3,756,972</u></u>	<u><u>3,796,653</u></u>	<u><u>(58,182)</u></u>	<u><u>-1.5</u></u>

## Emergency Communications – Activity No. 915 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	302,092	308,296	297,808	311,350	3,054	1.0
5131. Regular Overtime Pay	48,641	35,525	38,472	35,525	-	0.0
5141. Social Security	26,262	26,302	25,680	26,536	234	0.9
5150. Retirement	52,224	53,922	53,922	54,418	496	0.9
5160. Medical & Workers Comp	82,086	86,818	86,818	86,818	-	0.0
<b>Total Personal Services</b>	<b>511,305</b>	<b>510,863</b>	<b>502,700</b>	<b>514,647</b>	<b>3,784</b>	<b>0.7</b>
<b>Contractual Services</b>						
5201. Rents	8,000	8,000	8,000	8,000	-	0.0
5207. Dues, Memberships & Sub.	92	150	150	150	-	0.0
5210.08 Prof. & Contractual Ser.	15	-	-	-	-	0.0
5212. Utility Services	150	150	150	150	-	0.0
5220. Training & Travel	642	1,200	1,200	1,200	-	0.0
5235. Repair & Maintenance	238	1,800	1,800	1,800	-	0.0
5236.13 Other Equipment Maint.	2,930	2,930	2,930	2,930	-	0.0
<b>Total Contractual Services</b>	<b>12,067</b>	<b>14,230</b>	<b>14,230</b>	<b>14,230</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	911	1,330	1,330	1,330	-	0.0
5325. Uniforms/Safety Equip.	954	2,200	2,200	2,200	-	0.0
<b>Total Commodities</b>	<b>1,865</b>	<b>3,530</b>	<b>3,530</b>	<b>3,530</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	6,163	6,163	6,163	6,163	-	0.0
<b>Total Other Charges</b>	<b>6,163</b>	<b>6,163</b>	<b>6,163</b>	<b>6,163</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>531,400</b>	<b>534,786</b>	<b>526,623</b>	<b>538,570</b>	<b>3,784</b>	<b>0.7</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(216,280)	(216,957)	(215,324)	(217,713)	(756)	0.3
<b>Total Reduction of Costs</b>	<b>(216,280)</b>	<b>(216,957)</b>	<b>(215,324)</b>	<b>(217,713)</b>	<b>(756)</b>	<b>0.3</b>
<b>TOTAL NET EXPENDITURES</b>	<b>315,120</b>	<b>317,829</b>	<b>311,299</b>	<b>320,857</b>	<b>3,028</b>	<b>1.0</b>

## Animal Control – Activity No. 916 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	107,639	106,842	97,635	128,970	22,128	20.7
5120. Salaries-PT/Seasonal Employ	10,333	12,580	18,118	-	(12,580)	-100.0
5131. Regular Overtime Pay	12,250	15,530	13,284	10,000	(5,530)	-35.6
5141. Social Security	9,525	10,324	9,576	10,631	307	3.0
5150. Retirement	21,657	19,605	19,605	22,374	2,769	14.1
5160. Medical & Workers Comp	30,648	32,573	32,573	43,148	10,575	32.5
<b>Total Personal Services</b>	<b>192,052</b>	<b>197,454</b>	<b>190,791</b>	<b>215,123</b>	<b>17,669</b>	<b>8.9</b>
<b>Contractual Services</b>						
5201. Rents	504	600	600	600	-	0.0
5207. Dues, Memberships & Sub.	120	140	140	140	-	0.0
5210. Prof. & Contractual Ser.	8,120	13,722	15,722	26,250	12,528	91.3
5210.202 Custodial Contract	652	1,380	680	680	(700)	-50.7
5210.203 Mowing Contract	1,505	1,750	1,750	1,750	-	0.0
5211. Advertising & Publicity	251	-	-	-	-	0.0
5212. Utility Services	30,422	40,125	34,125	40,655	530	1.3
5220. Training & Travel	3,642	965	965	965	-	0.0
5235. Repair & Maintenance	13,810	10,300	30,300	10,300	-	0.0
5236.13 Other Equipment Maint.	1,534	2,833	2,833	2,833	-	0.0
5289. Vehicle/Equip Use Charge	19,124	20,500	20,500	20,500	-	0.0
<b>Total Contractual Services</b>	<b>79,684</b>	<b>92,315</b>	<b>107,615</b>	<b>104,673</b>	<b>12,358</b>	<b>13.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	8,958	21,000	21,000	21,000	-	0.0
5325. Uniforms/Safety Equip.	870	930	930	930	-	0.0
<b>Total Commodities</b>	<b>9,828</b>	<b>21,930</b>	<b>21,930</b>	<b>21,930</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	3,959	3,959	3,959	3,959	-	0.0
<b>Total Other Charges</b>	<b>3,959</b>	<b>3,959</b>	<b>3,959</b>	<b>3,959</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>285,523</b>	<b>315,658</b>	<b>324,295</b>	<b>345,685</b>	<b>30,027</b>	<b>9.5</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(52,065)	(31,000)	(31,000)	(45,000)	(14,000)	45.2
<b>Total Reduction of Costs</b>	<b>(52,065)</b>	<b>(31,000)</b>	<b>(31,000)</b>	<b>(45,000)</b>	<b>(14,000)</b>	<b>45.2</b>
<b>TOTAL NET EXPENDITURES</b>	<b>233,458</b>	<b>284,658</b>	<b>293,295</b>	<b>300,685</b>	<b>16,027</b>	<b>5.6</b>

## School Resource Officer Program – Activity No. 917 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	42,091	37,301	36,849	37,306	5	0.0
5120. Salaries-PT/Seasonal Employ	20,186	36,005	19,149	35,480	(525)	-1.5
5131. Regular Overtime Pay	(620)	3,385	1,592	3,385	-	0.0
5141. Social Security	5,156	5,867	4,498	5,827	(40)	-0.7
5150. Retirement	8,653	6,438	6,438	6,453	15	0.2
5160. Medical & Workers Comp	10,323	10,900	10,900	10,900	-	0.0
<b>Total Personal Services</b>	<b>85,789</b>	<b>99,896</b>	<b>79,426</b>	<b>99,351</b>	<b>(545)</b>	<b>-0.5</b>
<b>Contractual Services</b>						
5220. Training & Travel	2,507	2,000	2,000	2,000	-	0.0
5236.13 Other Equipment Maint.	1,085	1,085	1,085	1,085	-	0.0
5289. Vehicle/Equip Use Charge	247	510	510	4,375	3,865	757.8
<b>Total Contractual Services</b>	<b>3,839</b>	<b>3,595</b>	<b>3,595</b>	<b>7,460</b>	<b>3,865</b>	<b>107.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	340	2,140	2,140	2,140	-	0.0
5320. Books/Education Material	4,338	-	-	-	-	0.0
5325. Uniforms/Safety Equip.	-	680	680	680	-	0.0
<b>Total Commodities</b>	<b>4,678</b>	<b>2,820</b>	<b>2,820</b>	<b>2,820</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	3,303	3,303	3,303	3,303	-	0.0
<b>Total Other Charges</b>	<b>3,303</b>	<b>3,303</b>	<b>3,303</b>	<b>3,303</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>97,609</b>	<b>109,614</b>	<b>89,144</b>	<b>112,934</b>	<b>3,320</b>	<b>3.0</b>
<b>Reduction of Costs</b>						
<b>Total Reduction of Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>97,609</b>	<b>109,614</b>	<b>89,144</b>	<b>112,934</b>	<b>3,320</b>	<b>3.0</b>

# Fire Department

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# FIRE DEPARTMENT

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**The Fire Department's mission is to instill a sense of safety, security and pride in those we serve with our exceptional staff, using traditional and innovative methods to provide high levels of community protection in emergency response, hazard mitigation, public education and prevention services.**

The Fire Department is composed of two offices, Operations and Prevention that work in unison to fulfill its mission. The Prevention Office is an activity to itself, Activity 922. The Operations Office consists of three activities; Firefighting - Activity 923; Fire Stations - Activity 924; and Fire Specialists - Activity 925. Both of these offices work under the direction of the Fire Chief accounted for in Fire Supervision - Activity 921.



The mission of the Fire Prevention Office is to increase public safety through education, engineering and enforcement. The Office achieves this mission through a number of public outreach programs. Some examples include: distributing and installing smoke alarms; managing the Juvenile Fire Setter Program; and the commercial building inspection program. The Juvenile Fire Setter Program is nationally recognized and provides training and education to juvenile offenders. The Prevention Office also assists with the infant car seat installation and inspection program and bicycle helmet safety program.

phases. The Fire Prevention Office inspects commercial occupancies on a periodic basis and these inspections facilitate the enforcement of the City's Fire Code.

The Prevention Office is actively involved in the pre-development process. It ensures compliance with the City's safety standards in the planning and construction

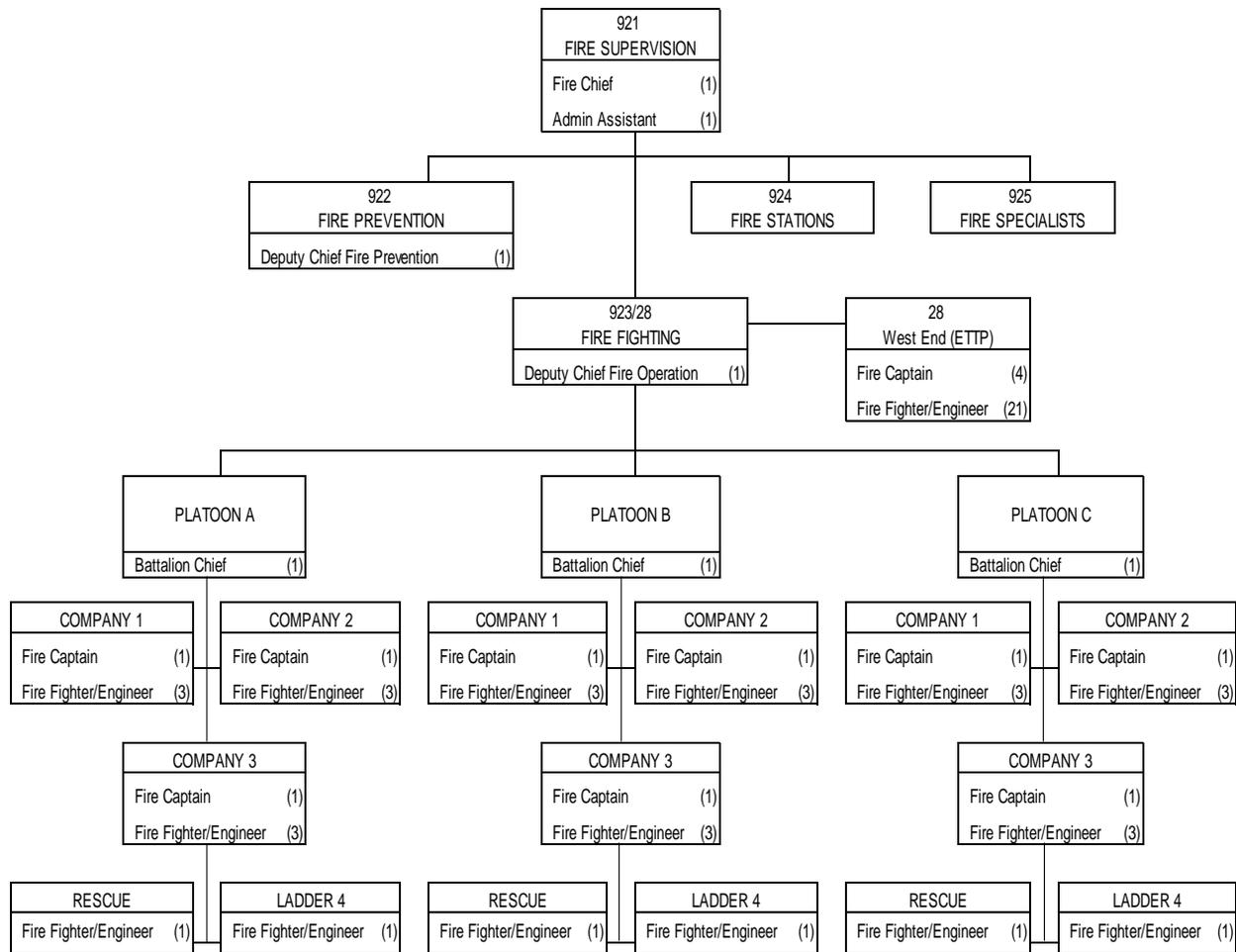
The Operations Office is responsible for short and long-term strategic planning designed to achieve the highest level of effectiveness and efficiency while enabling the Department to meet the goals of the City Council and the needs of the citizens. A major objective of the Operations office is to facilitate partnerships with other agencies, both internal and external to the organization. These agencies share similar interests and goals in specific areas such as training, fire suppression, rescue operations and emergency medical services.

The Operations Office delivers services activated by the E-911 system. It provides for emergency response to "all risks" in the community including those associated with fire, emergency medical services (EMS), technical rescue, hazardous materials, and disaster response. Utilizing a three shift system, the department provides required staffing to complete its mission 24 hours a day/365 days a year. The shifts are led by Battalion Chiefs who have collateral duties in providing oversight for EMS, suppression, and other special operations while providing the crew with the leadership of a Chief Officer. Fleet Services is also a key component of the battalion chief duties. The Battalion Chief, in a coordinated effort with Public Works Fleet Management, ensures the readiness of our apparatus to respond.

The Operation Office is under the supervision of a Deputy Chief and is responsible for Department training, internal affairs, safety, succession planning and accreditation of the ambulance service licensure. Training is provided in the areas of fire suppression, operational strategy and tactics, emergency medical certifications, hazardous materials response, technical rescue and firefighter safety and survival. Continuing education for basic emergency medical technicians and paramedics is also provided by in-house fire department instructors working under the supervision of the University of Tennessee. The

deputy chief of operations reviews the accident reports, injuries, personnel actions and customer complaints. Succession planning activities includes recruitment and testing of entry level personnel and internal promotion of officer candidates. In addition, the Operations Office forecasts and plans for the long and short-term personnel needs and equipment purchases. The Deputy Chief of Operations is an accredited Chief Fire Officer (CFO) through the Center for Public Safety Excellence, Commission for Professional Credentialing.

## ORGANIZATIONAL CHART



## 2012-2013 ACCOMPLISHMENTS

- Replaced the roof on fire station 4 at ETPP.
- Ordered a new Fire Medic Ambulance to be stationed at ETPP (expected delivery Oct 2012).
- Designed and placed out for bid a replacement light rescue vehicle (expected delivery Nov. 2012).
- Provided dedicated technical rescue (confined space and high angle rope) teams for high risk work being performed at the Department of Energy's (DOE) East Tennessee Technology Park.

- Provided dedicated technical rescue (confined space and high angle rope) teams for high risk work being performed at the Tennessee Valley Authority – Bull Run Steam Plant.
- Actively participated in planning and conducting the 10th Annual Secret City Festival.
- Through various State and Federal grants updated the command module on the Anderson County Hazardous Materials Response Vehicle.
- Inspected 70% of the commercial buildings in Oak Ridge.
- Conducted a variety of simulation training drills with our DOE partners at various DOE locations.
- Revised and updated a memorandum of agreement (MOA) with Anderson County for the staffing, maintenance, and response of the Anderson County HazMat vehicle.
- Implemented a program to provide smoke alarms and educational outreach materials to high risk citizens and acquired private donations to purchase additional smoke alarms.
- Provided classroom instruction and fire education to nearly 5000 citizens ranging from pre-school students to senior citizens, on topics including fire safety, emergency preparedness, CPR and fire extinguisher training.
- Updated our emergency generator to provide power to our living spaces at station 4 during severe storms events or extended power outages with manual switching equipment.
- Hired four new employees.
- Continued Implementation of the 2011 – 2015 Strategic Plan.



## 2013-2014 GOALS

The Oak Ridge Fire Department's Strategic Plan, has identified Common Vision, Organizational Discipline, Recruitment and Development, Service programs, Planning and Communications as the six primary focus areas to be addressed beginning immediately. To move this plan forward, several goals have been established:

- Begin the replacement plan of 3 fire suppression apparatus (Engines 1, 2, and 3).
- Updating the Community Alerting System to notify residence of local emergencies or severe weather alerts.
- Continue the review and updating of our Procedure Guidelines.
- Revise the Job descriptions for fire suppression personnel.
- Implement teaching the 4 week (128 hour) Fire Academy - Fire Officer I and II class in-house.
- Continue to educate officer staff at the National Fire Academy at a minimum of one 2-week class per year per Officer.
- Continue to implement the I-Pad for conducting Commercial Building Inspections.
- Work with MTAS, CTAS and Tennessee Fire Chiefs to develop an Incident Management Team for the East Tennessee region.
- Develop table top exercises to test the City's Emergency Operations Center (EOC) and train battalion chiefs to staff the EOC along with other city departments.
- Continue to provide outreach training to businesses on fire safety and extinguisher use and CPR.
- Continue to work with Anderson County for the updating of the Hazard Mitigation Plan along with other local planning documents.
- Continue to aggressively seek grant opportunities to fund programs that otherwise would need to be curtailed.

## EXPENDITURES OVERALL

In support of maintaining the City's current property tax rate, the Fire Department is making significant efforts to do its part in reducing expenses within the department and partnering with others to accomplish our mission.

### Summary of Positions and Staff Years for Fire Department:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
921 Fire Supervision	2	2	2	2.00	2.00	2.00
922 Fire Prevention	1	1	1	1.00	1.00	1.00
923 Fire Fighting	42	42	42	42.00	42.00	42.00
028 West End Fund	29	29	29	29.00	29.00	29.00
<b>TOTAL FIRE DEPARTMENT</b>	<b>74</b>	<b>74</b>	<b>74</b>	<b>74.00</b>	<b>74.00</b>	<b>74.00</b>

The Oak Ridge Fire Department responded to over 4,700 calls last calendar year, including commercial and residential fires, hazardous materials incidents and emergency medical assistance. In addition to these emergency activities, the Emergency Medical Services Division is also very active and visible in the DOE community.

Call Volume	Actual 10	Actual 11	Actual 12	Projected 13	Budget 14
Totals	4,653	4,667	4,744	4,800	4,900
Fires\Alarms	853	1202	1,158	1,200	1,250
Rescues	211	218	227	200	250
EMS	2,702	2,658	2,990	3,000	3,200
Other Service Calls	887	589	369	400	410

The Oak Ridge Fire Department also assists our neighbors responding out of the city on mutual aid calls for assistance 82 times last year. The Department responded with a multitude of other agencies to structure fires, transportation accidents and hazardous materials events including the coal silo fire at the TVA- Bull Run Fossil Plant. Over the last year our Department has provided mutual aid to several of our local volunteer agencies and the Anderson County Ambulance Service upon request. Our relationship with our neighboring departments, including the City of Knoxville Fire Department, has never been stronger. Employees of the Oak Ridge Fire Department are also involved at the National and State level emergency service organizations. We have been invited to participate with the Tennessee Association of Fire Chiefs Professional Development Committee, the Sevier County Fire Chiefs Association's Chief Officer Development Class and the Tennessee Mutual Aid Coordinating Committee. Oak Ridge Fire Department personnel hold offices on the boards of the Anderson County Fire Board and serve as adjunct instructors for the Tennessee Fire Service and Codes Academy and as board members of the Anderson County Ambulance Services Committee.

Please note that the West End fire station, although listed in the activities above, is not funded through the General Fund. The operations of the West End fire station are accounted for in a special revenue fund, the West End Fund. In fiscal 2008, the West End fire station was transferred from the US Department of Energy (DOE) to the City of Oak Ridge and the operations of that station are currently almost entirely funded under a Memorandum of Agreement (MOA) with DOE through September 30, 2015. Renewal of the contract is expected to be extended through 2019. Additional information on the West End Fund is contained in Section VI, Special Revenue Funds, of this document.

**Fire Department Summary of Net Expenditures by Activity:**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>Fire Department:</u>						
921 Supervision	207,078	205,744	203,003	205,635	(109)	-0.1
922 Fire Prevention	119,606	117,353	116,660	118,062	709	0.6
923 Fire Fighting	3,568,527	3,749,120	3,626,129	3,653,279	(95,841)	-2.6
924 Fire Stations	113,669	123,658	176,033	122,158	(1,500)	-1.2
925 Fire Specialists	82,812	144,599	82,339	144,599	-	0.0
Total Fire Department	4,091,692	4,340,474	4,204,164	4,243,733	(96,741)	-2.2

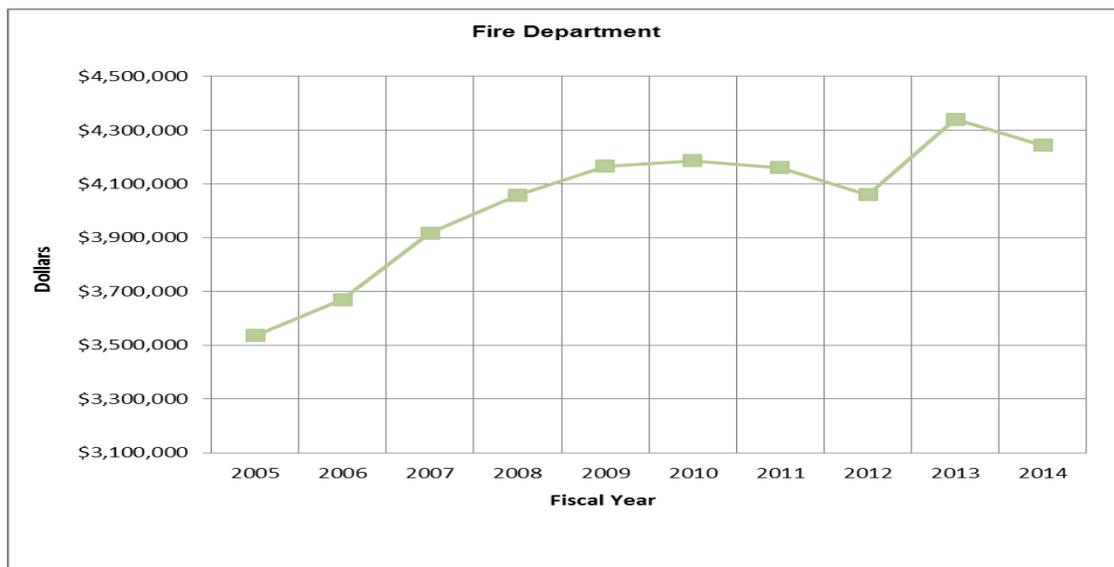
**FY2014 General Fund Budget – Fire Department Activities - Costs Allocated to Other Funds and Costs Recovered:**

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STREET AID FUND	COSTS RECOVERED		GENERAL FUND	
			WATER	WASTEWATER					
<u>FIRE DEPARTMENT:</u>									
921 Supervision	205,635	-	-	-	-	-	-	100%	205,635
922 Fire Prevention	118,062	-	-	-	-	-	-	100%	118,062
923 Fire Fighting	3,674,279	-	-	-	-	1%	21,000	99%	3,653,279
924 Fire Stations	122,158	-	-	-	-	-	-	100%	122,158
925 Fire Specialists	144,599	-	-	-	-	-	-	100%	144,599
TOTAL FIRE DEPARTMENT	4,264,733	-	-	-	-		21,000	100%	4,243,733

Due to the nature of the services provided, fire costs are not allocated to other City Funds.

**Chart of Fire Department Net General Fund Expenditures – Actual 2005 to Budget 2014:**

The chart below shows the ten year trend of Fire Expenditure funded through the General Fund including projected 2013 and budget 2014. The increases over time are due to normal salary and benefit increases and routine equipment maintenance and replacement costs. The reduction in fiscal 2011 and 2012 reflects the retirement of long-term employees.



## DEPARTMENTAL ACTIVITIES

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### Fire Supervision – Activity No. 921

**Activity Description:**

The Fire Department, under the direction of the Fire Chief, is responsible for the protection of life and property against fire and other disastrous emergencies. This responsibility is affected through the supervision of the department in its efforts to prevent and extinguish fires and to reduce life safety hazards. The Fire Chief coordinates the other activities within the department and external interaction necessary to accomplish department's goals and objectives. The goals of the department include the maintenance of an environment free from the devastating effects of fire and other potential hazards of a disastrous nature and the confinement of damage from hostile fires to the room of origin. These goals are furthered by conducting public education programs and encouraging the installation of smoke detectors and fire suppression systems.

Fire Supervision administers the department; supervises all fire operations; plans for emergency operations, fire prevention programs and in-service training; and directs public education and fire safety programs.

**Performance Objectives:**

1. Maintain the current disaster plan and participate in community-wide exercises utilizing agencies other than City departments.
2. Evaluate record keeping procedures. Insure the maintenance of adequate departmental records to monitor performance, while eliminating forms and records no longer needed.
3. Develop training programs, both on the job and formal, that will allow employees seeking promotion to the officer level to meet selected guidelines of the National Fire Protection Association, and that will allow other employees to develop their skills to the extent they desire.
4. Return site review comments to Development Implementation within two days of receipt.
5. Maintain the Fire Department's positive image in the community by taking advantage of as many opportunities as possible to make presentations to groups, especially adults.
6. Finalize plans to provide fire response consistent with other fire department goals.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Newly constructed or substantially renovated commercial structures with automatic fire suppression systems or early alarm systems	100%	100%	100%	100%
Building fires confined to room of origin	97%	98%	95%	95%

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014. Funding for all areas was reviewed and reallocated based on current funding requirements.

## Fire Prevention – Activity No. 922

**Activity Description:**

This activity, under the direction of the Deputy Chief-Fire Prevention, performs functions intended to prevent fires through the abatement of potential fire causes. Abatement activities include review of site and building plans for new commercial construction and initial compliance inspections for Certificate of Occupancy permits. In addition to these duties, this activity is responsible for investigating fire code violations and complaints; for performing code compliance inspections and surveys that are conducted by firefighting personnel; and for conducting fire safety education efforts such as lectures and press releases. This activity also investigates and prepares reports on all fire incidents. Suspicious fires are physically investigated and, through this office, information and evidence are gathered in support of a police investigation.

**Performance Objectives:**

1. Conduct fire prevention surveys of all commercial property on an annual basis. Some specific properties are surveyed on a semi-annual basis.
2. Ensure compliance with fire protection standards for commercial development by reviewing construction plans within seven days and by monitoring the Certificate of Occupancy program.
3. Use an aggressive public fire safety education program to reduce the number of residential fires in the top "Ignition Factor" category by 25 percent and increase attendance at fire safety education presentations.
4. Reduce fires resulting from intentional causes by thoroughly and accurately identifying all occurrences of incendiary fires through the development of a fire investigation program, and increase the number of arson cases successfully closed.
5. Assure the installation of appropriate fire detection and suppression systems in all new and substantially renovated properties through the plans review and inspection processes.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Commercial fire prevention surveys conducted annually	816	1,250	578	1,250
Violations reported by department inspection	1,736	1,200	860	1,000
Construction plans reviewed within 7 days	100%	100%	100%	100%
Attendance at presentations	8,000	8,000	8,860	9,000
Residential fires from "electrical causes"	9	5	4	5

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014. Funding for all areas was reviewed and reallocated based on current funding requirements.

## Fire Fighting – Activity No. 923

**Activity Description:**

Under the direction of the Fire Chief, this activity includes the trained on-duty firefighting staff and equipment necessary to provide a range of services to respond to fires, accidents, or natural disasters; to reduce the frequency and severity of fires through fire prevention activities; and to prevent neighborhood deterioration through voluntary inspections and community education. Additional activities include commercial inspections, firefighting pre-planning, residential safety inspections and hydrant inspection and maintenance.



**Performance Objectives:**

1. Confine all fires to the damage level existing at the arrival time of fire suppression units.
2. Maintain fire suppression performance levels that exceed national standards.
3. Maintain firefighting training levels that exceed national standards.
4. Conduct routine preventive maintenance on City fire hydrants in the most cost effective manner, permanently identify with current color coding (NFPA standards), and flow test all hydrants to determine capacity on a three year schedule.
5. Identify all locations within the City where regulatory quantities of hazardous materials are located and prepare pre-incident plans to control fires and/or spills for these locations. Update one-third of the pre-incident plans annually.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Average Response Time	5.16/6.53 mins	5.0 mins	5.20/ 7.55	5 min
Average Control Time (after arrival)	16.09	6.0 mins	15.58	14 min
Employees certified at NFPA Fire Fighter II	70	70	63	70
Fire hydrants maintained annually	2,500	2,550	2,908	2,540

**Significant Expenditure Changes Compared to Prior Year:**

Funding for salaries and benefits decreased \$95,841 due to the retirement of long-term employees.

## Fire Stations – Activity No. 924

**Activity Description:**

Building maintenance and operation of the three fire stations listed below are charged to this activity:

- Station No. 1 - 2097 Oak Ridge Turnpike (West End)
- Station No. 2 - 609 Oak Ridge Turnpike (East End)
- Station No. 3 - 333 Tuskegee Drive

**Performance Objectives:**

1. Maintain average energy consumption at fire stations at FY 1994 levels.
2. Maintain an accident-free environment for the fire station activities.
3. Maximize cost effectiveness in application of materials, equipment and supplies related to site use and maintenance.

<b>Performance Measures:</b>	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Energy Consumption: KWH of electricity used		315,000		

**Significant Expenditure Changes Compared to Prior Year:**

Overall fiscal 2014 budgeted funding decreased by 1.2%, totaling \$1,500 primarily for utility services reflecting the stabilization of natural gas charges.

## Fire Specialists – Activity No. 925

**Activity Description:**

Fire Specialists are off-duty Fire Fighters on stand-by. Upon receiving notice of an alarm, they respond directly to the scene of a structural fire in order to supplement on duty Fire Fighters arriving from the fire stations. Fire Specialists are on call on a regularly scheduled basis and are equipped with a radio pager, firefighting gear, and a City vehicle.

**Performance Objectives:**

1. 100% response of Specialists on stand-by to all structural fires.
2. Staff four specialists per day.

**Programs Comments:**

Fire Specialists are compensated at both a standby rate, which is fixed annually, and a per-call rate. Job classification, pay step and uniform rank determine the per-call rate. In order to comply with Fair Labor Standards Act (FLSA), all nonexempt City employees performing as Fire Specialists are compensated at the overtime rate associated with their regular job when those hours are served in addition to their basic workweek. The Personal Services total represents the average overtime rate for those employees currently enrolled in the program that are in pay classifications 1 through 9, using a minimum of four responses daily as basic compensation in place of standby pay.

The Fire Specialist Program remains cost effective in that the cost of providing fire suppression services through the more traditional method of adding personnel to the on-duty strength of fire units would cost approximately \$864,000 rather than \$144,599 budgeted annually. This would result in the addition of four Fire Fighters (a number equal to the number of Fire Specialists on-duty each day of the year) to each of the department's three duty shifts, for a total of twelve fire fighters.

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.



## BUDGET DETAIL

### Fire Supervision - Activity No. 921 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	127,710	129,827	127,012	129,303	(524)	-0.4
5131. Regular Overtime Pay	817	822	1,567	822	-	0.0
5141. Social Security	8,429	9,995	9,324	9,955	(40)	-0.4
5150. Retirement	23,252	20,455	20,455	20,660	205	1.0
5160. Medical & Workers Comp	20,924	21,995	21,995	21,995	-	0.0
Total Personal Services	181,132	183,094	180,353	182,735	(359)	-0.2
<b>Contractual Services</b>						
5201. Rents	627	450	450	1,300	850	188.9
5207. Dues, Memberships & Sub.	354	500	500	500	-	0.0
5210. Prof. & Contractual Ser.	2,350	500	500	500	-	0.0
5212. Utility Services	7,895	6,900	6,900	6,300	(600)	-8.7
5220. Training & Travel	121	1,875	1,875	1,875	-	0.0
5235. Repair & Maintenance	1,054	-	-	-	-	0.0
5236.13 Other Equipment Maint.	2,280	2,158	2,158	2,158	-	0.0
5289. Vehicle/Equip Use Charge	5,903	6,867	6,867	6,867	-	0.0
Total Contractual Services	20,584	19,250	19,250	19,500	250	1.3
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	5,362	3,000	3,000	3,000	-	0.0
5320. Books/Education Material	-	400	400	400	-	0.0
Total Commodities	5,362	3,400	3,400	3,400	-	0.0
<b>Other Charges</b>						
Total Other Charges	-	-	-	-	-	0.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>207,078</b>	<b>205,744</b>	<b>203,003</b>	<b>205,635</b>	<b>(109)</b>	<b>-0.1</b>
<b>Reduction of Costs</b>						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>207,078</b>	<b>205,744</b>	<b>203,003</b>	<b>205,635</b>	<b>(109)</b>	<b>-0.1</b>

## Fire Prevention – Activity No. 922 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	54,702	61,939	61,573	62,737	798	1.3
5131. Regular Overtime Pay	1,547	-	200	-	-	0.0
5141. Social Security	3,921	4,738	4,211	4,799	61	1.3
5150. Retirement	9,940	9,892	9,892	9,992	100	1.0
5160. Medical & Workers Comp	10,370	11,015	11,015	11,015	-	0.0
<b>Total Personal Services</b>	<b>80,480</b>	<b>87,584</b>	<b>86,891</b>	<b>88,543</b>	<b>959</b>	<b>1.1</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	-	775	775	775	-	0.0
5207. Dues, Memberships & Sub.	1,387	2,000	2,000	2,000	-	0.0
5210.08 Prof. & Contractual Ser.	4,935	-	-	-	-	0.0
5212. Utility Services	1,277	1,550	1,550	1,300	(250)	-16.1
5220. Training & Travel	6,639	4,600	4,600	4,600	-	0.0
5236.13 Other Equipment Maint.	2,394	2,394	2,394	2,394	-	0.0
5289. Vehicle/Equip Use Charge	10,194	8,700	8,700	8,700	-	0.0
<b>Total Contractual Services</b>	<b>26,826</b>	<b>20,019</b>	<b>20,019</b>	<b>19,769</b>	<b>(250)</b>	<b>-1.2</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	10,907	7,500	7,500	9,500	2,000	26.7
5320. Books/Education Material	606	2,000	2,000	-	(2,000)	-100.0
5325. Uniforms/Safety Equip.	787	250	250	250	-	0.0
<b>Total Commodities</b>	<b>12,300</b>	<b>9,750</b>	<b>9,750</b>	<b>9,750</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>119,606</b>	<b>117,353</b>	<b>116,660</b>	<b>118,062</b>	<b>709</b>	<b>0.6</b>
<b>Reduction of Costs</b>						
<b>Total Reduction of Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>119,606</b>	<b>117,353</b>	<b>116,660</b>	<b>118,062</b>	<b>709</b>	<b>0.6</b>

## Fire Fighting - Activity No. 923 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	1,704,057	1,772,670	1,625,640	1,689,957	(82,713)	-4.7
5131.	Regular Overtime Pay	349,618	400,925	443,600	405,000	4,075	1.0
5141.	Social Security	151,685	166,280	147,644	160,264	(6,016)	-3.6
5150.	Retirement	346,539	343,488	343,488	332,301	(11,187)	-3.3
5160.	Medical & Workers Comp	431,350	456,597	456,597	456,597	-	0.0
<b>Total Personal Services</b>		<b>2,983,249</b>	<b>3,139,960</b>	<b>3,016,969</b>	<b>3,044,119</b>	<b>(95,841)</b>	<b>-3.1</b>
<b>Contractual Services</b>							
5201.	Rents	215	-	-	-	-	0.0
5205.	Printing & Dup. Charges	252	-	-	-	-	0.0
5206.	Mailing & Delivery	21	-	-	-	-	0.0
5207.	Dues, Memberships & Sub.	1,228	460	460	460	-	0.0
5210.	Prof. & Contractual Ser.	17,939	17,420	17,420	17,420	-	0.0
5212.	Utility Services	64,938	66,600	66,600	66,600	-	0.0
5220.	Training & Travel	44,084	40,000	40,000	40,000	-	0.0
5235.	Repair & Maintenance	29,920	5,000	5,000	5,000	-	0.0
5236.13	Other Equipment Maint.	10,984	6,750	6,750	6,750	-	0.0
5289.	Vehicle/Equip Use Charge	305,666	350,000	350,000	350,000	-	0.0
<b>Total Contractual Services</b>		<b>475,247</b>	<b>486,230</b>	<b>486,230</b>	<b>486,230</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	57,946	60,000	60,000	60,000	-	0.0
5320.	Books/Education Material	817	4,500	4,500	4,500	-	0.0
5325.	Uniforms/Safety Equip.	25,758	32,920	32,920	32,920	-	0.0
<b>Total Commodities</b>		<b>84,521</b>	<b>97,420</b>	<b>97,420</b>	<b>97,420</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>							
5410.	Liability Insurance	46,510	46,510	46,510	46,510	-	0.0
<b>Total Other Charges</b>		<b>46,510</b>	<b>46,510</b>	<b>46,510</b>	<b>46,510</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>		<b>3,589,527</b>	<b>3,770,120</b>	<b>3,647,129</b>	<b>3,674,279</b>	<b>(95,841)</b>	<b>-2.5</b>
<b>Reduction of Costs</b>							
5610.	Recovered from Users	(21,000)	(21,000)	(21,000)	(21,000)	-	0.0
<b>Total Reduction of Costs</b>		<b>(21,000)</b>	<b>(21,000)</b>	<b>(21,000)</b>	<b>(21,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>		<b>3,568,527</b>	<b>3,749,120</b>	<b>3,626,129</b>	<b>3,653,279</b>	<b>(95,841)</b>	<b>-2.6</b>

## Fire Stations - Activity No. 924 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5201. Rents	-	225	225	-	(225)	-100.0
5210. Prof. & Contractual Ser.	3,712	535	535	535	-	0.0
5212. Utility Services	54,032	66,050	58,425	64,775	(1,275)	-1.9
5235. Repair & Maintenance	20,065	22,741	82,741	22,741	-	0.0
5236.13 Other Equipment Maint.	6,822	8,867	8,867	8,867	-	0.0
5289. Vehicle/Equip Use Charge	1,759	2,200	2,200	2,200	-	0.0
Total Contractual Services	86,390	100,618	152,993	99,118	(1,500)	-1.5
Commodities						
5310. Commodities/Tools/Supplies	25,329	21,090	21,090	21,090	-	0.0
Total Commodities	25,329	21,090	21,090	21,090	-	0.0
Other Charges						
5410. Liability Insurance	1,950	1,950	1,950	1,950	-	0.0
Total Other Charges	1,950	1,950	1,950	1,950	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>113,669</b>	<b>123,658</b>	<b>176,033</b>	<b>122,158</b>	<b>(1,500)</b>	<b>-1.2</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>113,669</b>	<b>123,658</b>	<b>176,033</b>	<b>122,158</b>	<b>(1,500)</b>	<b>-1.2</b>

## Fire Specialists - Activity No. 925 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	22,308	55,000	21,295	55,000	-	0.0
5131. Regular Overtime Pay	12,846	35,525	11,360	35,525	-	0.0
5141. Social Security	2,692	6,925	2,535	6,925	-	0.0
5150. Retirement	14,490	14,575	14,575	14,575	-	0.0
<b>Total Personal Services</b>	<b>52,336</b>	<b>112,025</b>	<b>49,765</b>	<b>112,025</b>	<b>-</b>	<b>0.0</b>
<b>Contractual Services</b>						
5289. Vehicle/Equip Use Charge	26,813	27,411	27,411	27,411	-	0.0
<b>Total Contractual Services</b>	<b>26,813</b>	<b>27,411</b>	<b>27,411</b>	<b>27,411</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	-	500	500	500	-	0.0
5325. Uniforms/Safety Equip.	-	1,000	1,000	1,000	-	0.0
<b>Total Commodities</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	3,663	3,663	3,663	3,663	-	0.0
<b>Total Other Charges</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>82,812</b>	<b>144,599</b>	<b>82,339</b>	<b>144,599</b>	<b>-</b>	<b>0.0</b>
<b>Reduction of Costs</b>						
<b>Total Reduction of Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>82,812</b>	<b>144,599</b>	<b>82,339</b>	<b>144,599</b>	<b>-</b>	<b>0.0</b>

# Public Works Department

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# PUBLIC WORKS DEPARTMENT

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**The Public Works Department is responsible for maintaining city-owned streets and rights-of-way, water and wastewater treatment plants, water distribution system, wastewater collection system, city vehicles and equipment, city-owned buildings and Solid Waste contractual services for residential refuse collection.**

The Department consists of 104 employees and seven divisions including Supervision/Administration, Engineering, Wastewater Treatment, Water Treatment, West End Waterworks, Equipment and Fleet Maintenance, and Work Pool. The activities and functions performed by the Department are included in the General Fund, Waterworks Fund, State Street Aid Fund, Equipment Replacement Rental Fund and Solid Waste Fund. The Department serves as the City staff representative to the Traffic Safety Advisory Board, and also prepares and administers the Solid Waste Collection Contract.



The Work Pool Division is responsible for the Water Distribution System Maintenance; Wastewater Collection System Maintenance including the Management Operation Maintenance (MOM) program; Water and Wastewater Treatment Plant Maintenance. Employee crew assignments are flexible in order to allow for shifting of workers to various crews as necessary to satisfy large project demands or deadlines. Maintenance of the water distribution system performed by the Waterworks Division involves maintaining approximately 247.3 miles of water main piping, 2,540 fire hydrants, 5,559 main valves, 8,982 service laterals, 12,926 water meters, 6 elevated water storage tanks, 2 in-ground reservoirs, 11 water pumping stations and 76 main pressure reducing valves. Maintenance of the wastewater collection system performed by the Waterworks Division involves 6,344 manholes and 261 miles of wastewater collection mains.

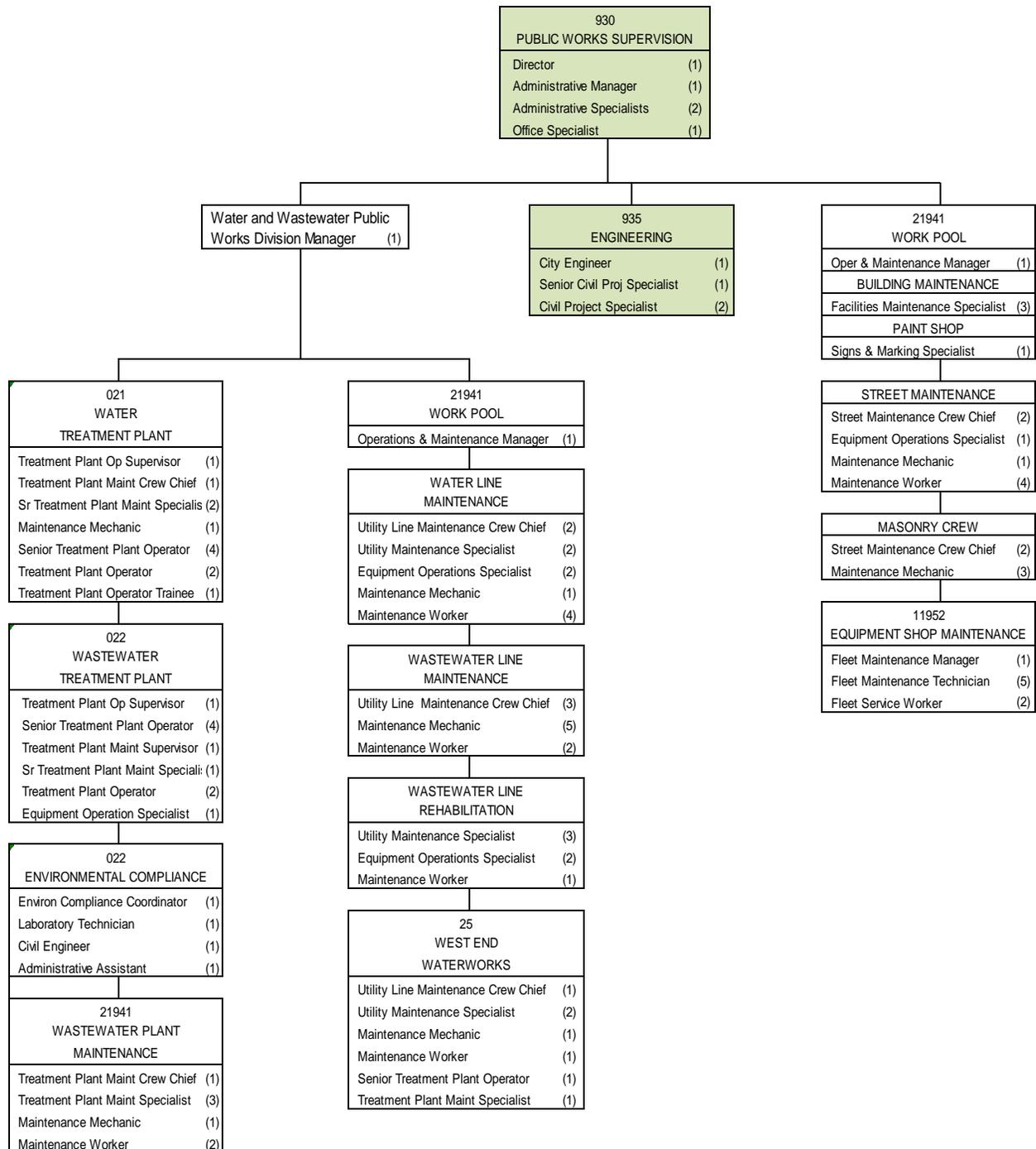
The Public Works Department operates the water and wastewater treatment facilities. The main 10 millions of gallons per day (MGD) capacity wastewater treatment plant serve most of the city and current daily flow averages 4-5 MGD from City and Federal customers. A new 0.6 MGD wastewater treatment plant has been constructed to serve the west end of Oak Ridge including the Preserve at Clinch River, ETTP and Horizon Center Business Park. The City water plant near Y-12 produces 10-12 MGD of drinking water for the City, Y-12 and Oak Ridge National Lab. In addition to maintaining all treatment plants, the Treatment Plant maintenance staff maintains 47 wastewater-pumping stations, two raw water intake pump stations and a raw water booster pumping station. In 2008, the City also assumed ownership of the K-25 WTP at ETTP and added an additional 4 MGD Treatment Plant, 2 storage tanks and an intake to its operation and maintenance responsibilities.

The Streets, Facilities and Fleet Maintenance Division of Public Works is responsible for maintaining approximately 230 miles of streets including the curbing and signage, 120 miles of sidewalks and the publicly maintained storm drainage systems; all city-owned buildings, including the Municipal Building, Civic Center and Central Services Complex, and the entire fleet of vehicles and equipment which includes 72 sedans, 78 light duty trucks, 40 SUV's including four hybrid vehicles, 84 heavy duty trucks, 23 fire vehicles, three ambulances, three police motorcycles and other various light and heavy equipment. This Division is also responsible for coordinating the "Not In Our City" Cleanup Container Program along with the annual leaf pick-up and brush and rubbish pick-up programs. Management of the Winter Weather Plan for snow and ice removal is also the responsibility of this division.

In fiscal year 2011, the Department came under an Administrative Order (AO) from EPA to rehabilitate the wastewater collection system. Additional information regarding the impact of this AO is in Section VI, Enterprise Funds, of this document.

## ORGANIZATIONAL CHART

Areas highlighted in green are funded through the General Fund.



## 2012-2013 ACCOMPLISHMENTS

---

### General

#### IDB

- PILT Reports – Transferred the collection, filing and analysis of the IDB annual PILT reporting to the Finance Department.

#### Grants

- Clean Tennessee Energy Grant Program – Applied for \$250,000 grant for use with energy efficient lighting replacement projects in the Municipal Building and the Civic Center Complex. If awarded, the grant will be matched with a 60% match amount of funding from the Capital Improvements Fund. The grant will be for a period of two years ending June 30, 2015.
- Social Services Grant – Administered the grant between the City of Oak Ridge and ADFAC, funded through the Grant Fund with FY2013 being the second of four renewal options for the grant contract.

#### Contracts

- COR 96-01 Amendment – Negotiated a contract amendment with Waste Connections for an adjustment in the house count effective April 1, 2013 and an agreed upon method to adjust the house count each year for the remainder of the contract through June 30, 2021.
- Contract Renewals – Provided information to the Legal Department in a timely manner for the annual renewal of six contracts, each in excess of \$25,000.

#### GIS

- Provided assistance with interviewing GIS Specialist candidates and choosing the employee hired. Provide department scheduling and information to the GIS Specialist for the conversion of assets into the GIS mapping system.

### Engineering

- Served as Project Manager/Inspector to complete the final stages of the pedestrian improvements project along South Illinois Avenue to construct missing sidewalk sections and to improve pedestrian safety at multiple intersections.
- Completed in-house design/specifications and inspection of a safety improvement project for three pedestrian crossings on Melton Lake Drive near the Marina.
- Completed in-house design of a sidewalk improvement project on the south side of Oak Ridge Turnpike from Tulane Avenue to Rutgers Avenue. Construction proposed in FY 2014.
- Selected engineering firm and began design process to complete a pedestrian improvement project along Oak Ridge Turnpike at select intersections as identified in the Oak Ridge Bicycle and Pedestrian Plan.
- Prepared amendment changes to the Erosion Control and Storm Water Management Ordinance to better address allowable storm water detention basin construction methods and to define property owner's platting and perpetual maintenance responsibilities. Ordinance approval envisioned in FY14.
- Conducted field reviews, prepared punch-list and work with DOE and Heritage Center LLC on necessary improvements on two DOE streets to allow dedication to the City for perpetual maintenance purposes.
- Participated in site plan approval and field infrastructure inspection for the Woodland Town Center development, including two restaurants and a new city street. Infrastructure and street submitted to Planning Commission and City Council for acceptance.
- Participated in the rezoning, subdivision platting and plan reviews of the Kroger development located in the northeast quadrant of the Illinois Avenue/Oak Ridge Turnpike intersection.
- Participated in TDOT and DOE meetings for design of a new traffic signal at the State Route 95/Bethel Valley Road intersection.

## **Engineering Continued**

- Participated in finalizing the design and relocation of infrastructure to facilitate the construction of the TDOT administered Centrifuge Way interchange improvements.
- Served as a committee member to evaluate and select an engineering firm to design and provide CEI services for the proposed Jackson Square Revitalization Project. Assisted with beginning stages of project design.
- Prepared cost estimates for a new street and utility relocations for the Alexander Inn property transfer.
- Conducted field evaluations and cost estimates for possible safety improvements to Wisconsin Avenue. Improvements integrated into department goals as funding becomes available.
- Completed contracts COR 11-01 & COR 11-03 to construct improvement to the West End Water distribution system. Received reimbursement for 55 percent of construction cost from EPA under a grant providing funding for this project.
- Completed construction of sanitary sewer rehabilitation contracts COR 11-14-E2 & COR 11-15-E3 for the purpose of removing extraneous water from the sewer collection system in the Emory Valley area.
- Completed construction of contract COR 11-13-E1 for the purpose of increasing capacity of the gravity sewer interceptor line serving the most eastern area of Oak Ridge north of the Oak Ridge Turnpike.
- Worked with TDOT to design, let for bid and complete resurfacing of sections of eight City streets totaling 2.79 center line miles. This project was funded using Sewer Treatment Plant (STP) grant funds from TDOT.
- Worked with TDOT and the general contractor for the construction of the widening project on SR-95 from Westover Drive west to the interchange of SR's 95 & 58 to install and place in service a new 16-inch diameter waterline.
- Worked with National Nuclear Security Administration (NNSA) to finalize obtaining and recording of easements for the 24-inch raw water lines that were relocated when the New Hope building was constructed on Scarboro Road. Public Works began efforts to obtain these easements in 2006 after completion of the New Hope building. Obtained easements to construct the "un-crossing" of the two 24-inch waterlines northwest of the New Hope building.

## **Streets and General Maintenance**

- Evaluated Infrared pothole patching method as recommended by TDOT.
- Completed installation in Zone 4 of new signage with enhanced retro reflectivity.
- Completed striping and signage for handicap accessible parking requirements.
- Repaired subgrade and asphalt on streets prior to resurfacing projects.
- Adjusted manholes to finished grade after paving projects were completed.
- Repaired drainage pipe failure at Blankenship Field.
- Installed curbing at Water Plant road to prevent slope failure along roadway.
- Installed new storm catch basin, piping and French drain; replaced curb, and made sidewalk and asphalt repairs to the Jackson Square Parking Lot.
- Replaced storm drainage piping at Jefferson Circle (Boys and Girls Club).
- Constructed concrete access for Rivers Run sewer pump station.
- Constructed access for Wolf Creek sewer pump station.
- Closed the Haw Ridge spoil dump and established a vegetative cover.

## **Facilities**

### **Central Services Complex**

- Replaced security controllers, repaired generator, gate and gate controller caused by July 5, 2012 storm damage.
- Repaired water damage to office in Materials Management due to roof leaks.

#### Municipal Building

- Completed ADA accessible public restrooms in the Municipal Building.
- Completed the security renovations to the Police Department.
- Completed painting of the wall coverings in the Municipal Building.
- Evaluated expected life span of all HVAC units for future budget inclusion.
- Completed the restoration of the floor tile in the lobbies.
- Replaced HVAC in Server Room due to failure.
- Renovated entrance sign.

#### Water Treatment Plant

- Designed new roofing system for plant.
- Received and evaluated bids for new roof (bids rejected, project to be re-bid).
- Completed renovation of kitchen and control room.
- Continued renovating the Water Plant Filter Gallery. Work included painting, and installing new ceiling tile and lighting.
- Continued painting of the Water Plant Pipe Galleries during the winter months and exterior handrails as time permits during dry weather.
- Repaired concrete deck that had been previously damaged and/or deteriorated.

#### Wastewater Treatment Plant

- Constructed storage shed for new equipment required by the EPA Administrative Order.
- Replaced heater and installed new drop ceiling in the Press Building.
- Replaced overhead door at Screening Building.

#### Heritage Center Building K-1652 (Fire Station 4)

- Installed new exhaust fans to the locker rooms.
- Installed HVAC to the Command Center.
- Completed roof replacement.
- Simplex installed new fire alarm system as required by DOE to replace the manned alarm system that was eliminated.

#### Commerce Park Building

- Evaluated roof at 1010 Commerce Park building to project the remaining useful life.

#### Animal Shelter

- Installed new vinyl flooring using donated funds.
- Assisted with renovations for improved public access and staff security.
- Installed new ceiling tile as needed.
- Installed new cabinets.
- Installed new HVAC system using donated funds.

#### Fire Station 3

- Installed new roof at Fire Station 3.
- Repaired interior of building damaged by roof leaks.
- Repaired 2 roof trusses that had broken.

#### Centennial Golf Course

- Designed and installed new HVAC system.

#### **Fleet Maintenance**

- Evaluated free-standing portable lift system for Fire trucks by touring Rural Metro's maintenance facility.
- Evaluated current Preventive Maintenance mileage and time requirements. Began to perform safety checks on vehicles with lower mileage between scheduled service times.

### **Fleet Maintenance Continued**

- Installed new storage cabinets and shelving to increase productivity and decrease clutter.
- Worked with Police Department to catalog and/or dispose of equipment removed from retired vehicles.
- Two mechanics received certifications as Emergency Vehicle Technicians.

## **2013-2014 GOALS**

---

### **General**

#### **Grants**

- Clean Tennessee Energy Grant Program – Administer the grant, if awarded, in the amount of \$250,000 for use with energy efficient lighting replacement projects in the Municipal Building and the Civic Center Complex. The grant will be matched with a 60% match amount of funding from the Capital Improvements Fund. The grant will be for a period of two years ending June 30, 2015.
- Homeland Security Grant – Research and apply (if applicable) for grant funding to assist with the purchase of a mobile generator in order to have the equipment necessary for by-pass pumping activities in accordance with the EPA Administrative Order.
- Social Services Grant – Administer the grant between the City of Oak Ridge and ADFAC, funded through the Grant Fund with FY 2014 being the third of four renewal options for the grant contract.

#### **Contracts**

- Contract Bids – Management of the bid and award process for Water Meter Testing Services and Street Sweeping Services during FY2014 for a beginning date of July 1, 2014.
- Contract Renewals – Provide information to the Legal Department in a timely manner for the annual renewal of contract in excess of \$25,000.

#### **GIS**

- Provide department scheduling and information to the GIS Specialist for the conversion of assets into the GIS mapping system.

#### **INFOR**

- Route routine work tasks with associated assets, such as manhole inspections during rain events and grease traps.
- Schedule Infor consulting for site visit(s) for Report Writing training and KPI Development.
- Provide training for employees as needed.
- Research and begin testing of mobile application device in conjunction with the Information Services Department.
- Assist with the scheduling of department assets uploaded and corrected from GIS to Infor.

### **Engineering**

- Let a contract and provide construction administration/inspection services to complete a sidewalk improvement project along the south side of Oak Ridge Turnpike in the area from Tulane Avenue to Rutgers Avenue subject to available funding.
- Work with consultant to complete design and construction of a pedestrian improvements project along Oak Ridge Turnpike at select intersections as identified in the Oak Ridge Bicycle and Pedestrian Plan. Provide construction engineering administration and inspection services.
- Consult with the Park and Recreation Board to select a pedestrian and bicycle project, select consultant for design and complete construction subject to available funding.

## **Engineering Continued**

- Provide assistance to the consultant to complete design tasks and construction of the Jackson Square Revitalization Project.
- Provide assistance and inspect street/utility infrastructure for the Kroger development. Review plats and prepare recommendations to the Planning Commission and City Council for acceptance of infrastructure for perpetual maintenance purposes.
- Continue to work with DOE and Heritage Center, LLC on select streets for City acceptance for perpetual maintenance purposes.
- Continue to work toward replacing the current pavement management software program with the new Army Corp of Engineers Paver 6.5 and also integrate this new program with GIS to provide a visual presentation of the City's pavement network.
- Complete contract COR 11-02 which is the remaining contract previously approved and being funded by an EPA grant as part of the West End Water distribution system improvement project. Design in-house and submit to EPA a fourth contract to be funded by the grant to resurface portions of West Bear Creek Road and the access road to the west end water intake and new west end booster station.
- Complete construction of Contract COR 11-16-E4 for the replacement of Castlewood and Westview sanitary sewer lift stations.
- Complete construction of sanitary sewer rehabilitation contracts COR 12-16-E5 & COR 12-17-E6 for the purpose of removing extraneous water from the sewer collection system.
- Continue to oversee the preparation of construction plans & specifications for contracts for the rehabilitation of the City gravity sanitary sewer collection system as required by the EPA Administrative Order and let these for bid as funding is available.
- Work with design consultant and DOE to complete design of a new gravity sewer line that will be located at ETTP on Heritage Center Boulevard in order to abandon in place the K-1204-1 sewer lift station. Let a contract for bid during FY14 subject to available funding.
- Prepare in house design for the replacement of the force main serving the Pump House Road sewer lift station and submit it to TDEC for approval and then let the project for bid when funding is available.
- Work with TDOT to develop a project for the purpose of resurfacing selected City streets with STP grant funding provided by TDOT. Portions of Emory Valley Road will be resurfaced and address subgrade failures on Manhattan Avenue. Additional streets will be evaluated subject to available funding.
- Work with design consultant to complete design of a project located within Y-12 for the purpose of "un-crossing" the two 24-inch raw water intake lines. Let the project for bid in either FY14 or FY15 subject to available funding.

## **Streets and General Maintenance**

- Improve drainage on Tuskegee Drive stone road extension.
- Resume identified storm system repairs as funding permits.
- Repair damaged sidewalks in conjunction with new sidewalk projects.
- Repair sidewalks and add handicapped ramps in the Woodland area.
- Remove existing, unused plastic storage tanks from the Water Plant and repurpose to increase the brine storage capacity for de-icing streets.
- Purchase equipment and begin a crack-sealing program to increase the useful life of asphalt streets.
- Research and purchase infrared pothole patching equipment as recommended by TDOT to update the methodology used to repair potholes by using a heating and asphalt recycling system.
- Determine the cause of the roadway depression and repair Briarcliff Avenue near the car wash.
- Determine the cause of the roadway depression and repair South Tulane Avenue near the Municipal Building.

### **Streets and General Maintenance Continued**

- Increase training of all Street employees by using free American Public Works Association (APWA) on-line webinars during inclement weather.
- Continue to repair driveways damaged by Electric Department contractors.
- Establish a training program for snow removal operations including an updated record-keeping and street progress tracking system.

### **Facilities**

- Use TDEC Grant to retrofit or replace lighting in the Municipal Building, Recreation Building and Library.
- Continue renovating the Water Plant Filter Gallery including painting, replacing glass block windows with new windows and install new ceiling tile and lighting.
- Install new roof at Water Treatment Plant.
- Pressure wash and paint Municipal Building exterior south side.
- Complete painting of Bissell Park Pavilion.
- Paint restroom at Central Services Complex.
- Renovate 205 Badger Avenue for municipal use (to be determined).
- Replace CSC fuel station roof and paint the support beams and building.
- Renovate the Civic Center A-B Rooms and replace lighting.
- Construct a Public Works Retired Records/Winter Storm Control room at unused portion of Break Area #3 in the CSC.
- Assist volunteer effort to refurbish the Melton Lake Rowing Finish Tower.
- Renovate the Marina restaurant building for recreational use.
- Evaluate and purchase camera equipment to investigate plumbing problems on small diameter pipe inside buildings rather than hiring an outside contractor.

### **Fleet Maintenance**

- Continue to implement changes to the Preventive Maintenance mileage and time requirements by reviewing manufacturer's recommendations.
- Continue to eliminate clutter and duplicate out of date vendor catalogs from the shop and offices to increase efficiency.
- Continue the process of having mechanics certified in their area of expertise.
- Evaluate and improve the process of disposing of vehicles that have been replaced.
- Evaluate equipment usage and crew equipment assignments to determine what is actually needed by each crew and reassign as necessary.
- Discuss establishing a career ladder program for mechanics similar to programs in the Engineering, Streets and Waterworks divisions.

# EXPENDITURES OVERALL

## Summary of Positions and Staff Years for Public Works Department:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
930 Public Works Supervision	5	5	5	5.00	5.00	5.00
935 Engineering	4	4	4	4.00	4.00	4.00
011 Equipment Shop	8	8	8	8.00	8.00	8.00
021 Work Pool	40	46	46	40.00	43.00	43.00
021 Water Plant	11	11	12	11.00	11.00	12.00
022 Wastewater Treatment	19	22	22	19.00	21.25	22.00
025 West End Waterworks	8	8	7	8.00	8.00	7.00
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>95</b>	<b>104</b>	<b>104</b>	<b>95.00</b>	<b>100.25</b>	<b>101.00</b>

## Public Works Summary of Net Expenditures by Activity:

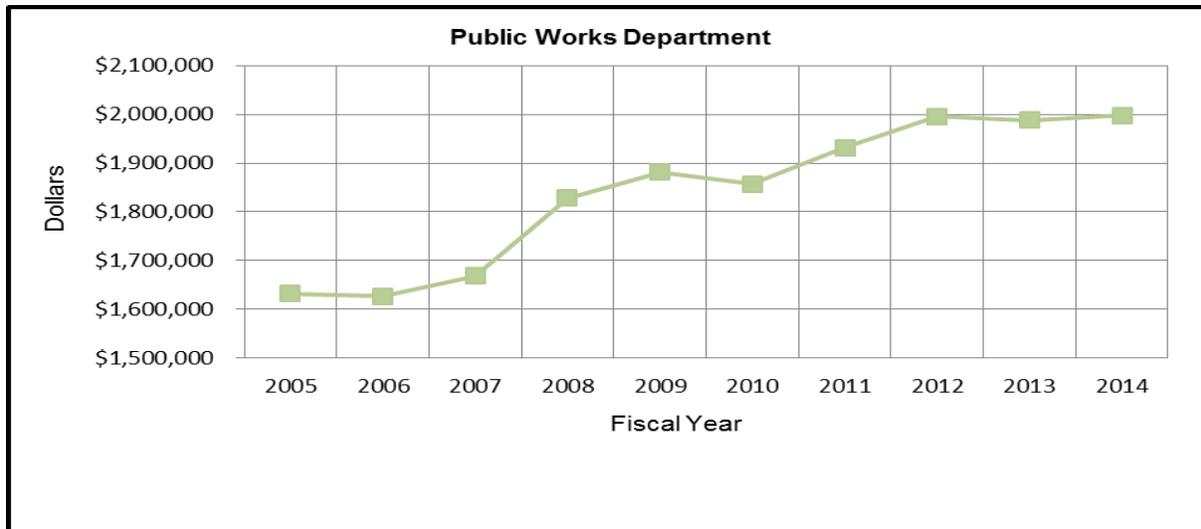
	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>Public Works Department:</u>						
930 Supervision	114,209	22,845	22,276	22,921	76	0.3
935 Engineering	133,591	135,679	127,877	128,482	(7,197)	-5.3
942 State Highway Maintenance	79,125	84,104	81,323	84,095	(9)	0.0
943 General Maintenance	388,524	374,638	369,263	400,558	25,920	6.9
946 Central Service Center	126,108	128,139	115,198	128,355	216	0.2
948 Municipal Building	146,060	152,487	191,944	153,371	884	0.6
953 Traffic Control and Lights	1,022,168	1,090,400	1,070,300	1,080,300	(10,100)	-0.9
Total Public Works Department	2,009,785	1,988,292	1,978,181	1,998,082	9,790	0.5

## FY2014 General Fund Budget – Public Works Activities – Costs Allocated to Other Funds and Costs Recovered:

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND				STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND				
			WATER	WASTEWATER									
<u>PUBLIC WORKS DEPARTMENT:</u>													
930 Supervision	458,437	-	27%	123,778	53%	242,972	15%	68,766	-	5%	22,921		
935 Engineering	367,091	10%	36,709	20%	73,418	20%	73,418	15%	55,064	-	35%	128,482	
942 State Highway Maintenance	225,270	-	-	-	-	-	-	63%	141,175	37%	84,095		
943 General Maintenance	400,558	-	-	-	-	-	-	-	-	100%	400,558		
946 Central Services Complex	534,815	42%	224,622	18%	96,267	10%	53,482	6%	32,089	-	24%	128,355	
948 Municipal Building	225,546	15%	33,832	9%	20,299	8%	18,044	-	-	68%	153,371		
953 Traffic Control & Lighting	1,080,300	-	-	-	-	-	-	-	-	100%	1,080,300		
<b>TOTAL PUBLIC WORKS</b>	<b>3,292,017</b>	<b>9%</b>	<b>295,163</b>	<b>10%</b>	<b>313,762</b>	<b>12%</b>	<b>387,916</b>	<b>5%</b>	<b>155,919</b>	<b>4%</b>	<b>141,175</b>	<b>61%</b>	<b>1,998,082</b>

### Chart of Public Works Net General Fund Expenditures – Actual 2005 to Budget 2014:

\$115,000 in annual funding was added to maintain streets in FY08. Other drivers were routine items such as utility costs and routine maintenance.



## DEPARTMENT ACTIVITIES

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### Public Works Supervision – Activity No. 930

#### Activity Description:

The Public Works Department is responsible for the maintenance of City streets, water distribution system, wastewater collection system, treatment plants, and City-owned buildings; for the construction of and improvements to these facilities; and for maintenance, service and repair of all City automotive vehicles, heavy equipment and stationary equipment.

The goals of this activity are to ensure the provision of an acceptable level of physical services, to provide general supervision of Public Works programs, to ensure implementation of these programs through effective and efficient management and to coordinate extraordinary maintenance improvements to the City's physical assets.

In fiscal year 2011, the City of Oak Ridge received an Administrative Order (AO) from the U.S. Environmental Protection Agency to rehabilitate the wastewater collection system with a deadline of September 2015. Many of the work tasks associated with the Department are to ensure compliance with and meet the deadline of the AO.

A requirement of the AO was the implementation of an Information Management System (IMS) for the sewer assets. The Department plans to utilize Infor, the chosen IMS, as the work order system and asset management system for all divisions.

**Performance Objectives:**

1. Continue to implement, manage and administer the programs and requirements of the AO, to eliminate sanitary sewer overflows.
2. Continue sewer system rehabilitation activities for reducing inflow and infiltration from entering the wastewater collection system.
3. Continue efforts toward reducing unaccounted for water with continuation of meter replacement, meter downsizing and distribution system leak detection programs.
4. Continue efforts to improve overall condition and appearance of City streets, sidewalks and right-of-ways.
5. Coordinate operation of water and wastewater treatment plants to meet all state and federal requirements.
6. Continue the implementation of the Infor system to Department work groups.

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds and the State Street Aid Fund due to involvement in the operation of these funds.

## Engineering – Activity No. 935

**Activity Description:**

The Engineering activity oversees the design and construction of various municipal infrastructure and utility improvements within the City. These include capital projects initiated by the City and portions of projects built for City ownership by private developers. The activity provides three major services: (1) Design - including surveying, preparing and/or reviewing construction plans and specifications, estimating costs, monitoring City construction contracts and updating maps and records; (2) Development Review – reviewing preliminary and final subdivision plats, inspecting water, sewer, street and drainage construction within private developments and reviewing construction plans for commercial/industrial projects; and (3) Traffic Engineering – conducting traffic counts and analyzing the performance of the traffic circulation system, conducting and reviewing traffic impact studies and recommending improvements to signals and streets.



The goal is to obtain infrastructure and utility improvements into City ownership, which meet established engineering standards and code requirements and serve the community effectively, efficiently and safely.

**Performance Objectives:**

1. Inspect all projects in a timely manner in order to insure proper construction.
2. Respond to the development review process to ensure quality infrastructure improvements while minimizing time delays for the developer.
3. Complete the review of subdivision plans within one week.
4. Complete the review of commercial/industrial site plans for approval within one week.
5. Provide current information obtained from new plats and as-built infrastructure drawings onto City permanent record drawings.
6. Complete roadway and intersection analysis and respond within eight weeks.
7. Design and implement several projects per year on street, sidewalks, and pedestrian/bike improvements.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Daily inspection of major construction	95%	95%	95%	95%
Weekly inspection of projects during minor Construction	95%	95%	95%	95%
Project plans reviewed within one week	90%	90%	90%	90%
Subdivision plans reviewed within one week	90%	90%	90%	90%
Completion of City record drawings	95%	95%	95%	95%
Traffic analysis within eight weeks	80%	80%	80%	80%

**Significant Expenditure Changes Compared to Prior Year:**

The \$21,464 decrease in salaries and benefits was due to staffing turnover from the retirement of a long-term employee.

A portion of the costs of this activity is distributed to the State Street Aid Fund and the utility funds due to the involvement in the operations of these funds.

## State Highway Maintenance – Activity No. 942

**Activity Description:**

This activity accounts for the maintenance of those portions of State Highway 62 (Illinois Avenue) and Highway 170 (Edgemoor Road) located within the city limits of Oak Ridge, and Highway 95 (Oak Ridge Turnpike) from the 95/61 split to the end of Wisconsin Ave.

The Tennessee Department of Transportation has a \$141,176 contract with the City of Oak Ridge for repairing the pavement, painting center and edge lines, street sweeping, snow and ice removal, and mowing median strips of State Highways. The State reimburses the City based on actual expenditures for maintaining state highways, within set maximum reimbursement amounts for each type of maintenance covered by the contract. The additional cost for rights-of-way mowing of these routes, which is not covered by the contract, is also budgeted in this activity.

If weather permits, State highways are swept by mechanical sweepers at least five times per year. Mowing of median strips and rights-of-way in the center of town is performed six times per year between March 15 and November 15. During the mowing season, the mowing contractor is responsible for litter pickup as the right-of-way is mowed. During the balance of the year, litter pickup is performed by a contractor on a monthly basis.

**Performance Objectives:**

1. Maintain 867,005 square yards of pavement at a cost of fifteen cents per square yard.
2. Mow 20.58 acres six times between March 15 and November 15.
3. Perform mechanical sweeping of state highways.
4. Litter pick-up on 3.39 miles of roadway twelve times per year.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
State Highways 62, 95 and 170:				
Square yards	867,005	926,708	867,500	867,500
Maintenance (hours)	180.75	500	500	500
Mowing R-O-W's (acres)	19.58	14.84	19.58	19.58

**Significant Expenditure Changes Compared to Prior Year:**

Contractual Services increased \$9,619 or 4.5%. The fiscal 2014 budget for contracted mowing services increased \$3,575 and funding for Street Repairs and Maintenance, increased by \$5,285.



**General Maintenance – Activity No. 943**

**Activity Description:**

This activity provides for maintenance of the following functions: storm drainage ditches; street cleaning; litter removal; mowing of street rights-of-way and other areas; city-wide cleanup; cemetery maintenance; and miscellaneous building maintenance.

In addition to cleaning City streets, the City-owned Jackson Square and Grove Center parking lots are also maintained in order to present a neat and orderly appearance. Litter

removal is performed by a private contractor for the months of November through March, with City crews providing assistance as required. Mowing includes 162 acres of street rights-of-way and other small parcels. Cemetery maintenance is provided to ten small cemeteries located throughout the City.

Formerly cared for by the Atomic Energy Commission, the cemeteries were transferred to the City upon incorporation. Minor building maintenance is performed on the Marina and the old Fire Alarm Building, which houses the Anderson County Ambulance Service.

**Performance Objectives:**

1. Maintain 12.4 miles of storm drains without a major flooding incident attributable to maintenance.
2. Perform 210 miles of sweeping on City Streets twice a year.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Storm drains – miles	15.89	12.4	16.0	16.5
Maintenance – hours	829.75	2,500	2,000	2,500

**Significant Expenditure Changes Compared to Prior Year:**

Funding for Contractual Services increased \$25,920. The budget for contracted leaf collection increased \$20,000 to reflect current contracted cost levels. The budget for general repair and maintenance of the facilities accounted for in this activity increased \$11,000 while funding for mowing services funded through this activity decreased by \$5,975 incorporating contractual changes to reduce costs.

## Central Service Complex – Activity No. 946

**Activity Description:**

This activity includes maintenance and operation of the Central Services Center Complex located at 100 Woodbury Lane. The Complex houses Public Works Supervision, Equipment Shop, Work Pool, Parks activities, Electrical Department, Finance and the Schools' maintenance shop and bus dispatching office.

**Performance Objectives:**

Maintain and operate 177,000 square feet of building space at a cost of \$3.07 per square-foot.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Square feet maintained	177,000	177,000	177,000	177,000
Cost per square foot	\$2.93	\$3.02	\$2.71	\$3.02

**Significant Expenditures:**

Funding for utility services decreased by \$38,510 due to energy efficiency upgrades installed at the Central Service Center building. The energy cost savings achieved were reallocated to funding repair and maintenance costs of the complex, which have been increasing as the facility approaches its 20<sup>th</sup> year.

A portion of the costs of this activity is distributed to the utility funds and the State Street Aid Fund due to involvement in the operations of these funds.

## Municipal Building – Activity No. 948

**Activity Description:**

This activity includes expenses involved in the operation of the Municipal Building such as utilities, custodial services, motor pool, maintenance of the heating and air conditioning system, plumbing and electrical repairs and other building maintenance.



**Performance Objectives:**

Maintain 35,652 square feet of building space at a cost of \$6.35 per square-foot.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Building maintenance, cost per square-foot	\$5.85	\$6.29	\$6.40	\$6.33

**Significant Expenditure Changes Compared to Prior Year:**

Funding for Utility Services increased \$1,300 based on current usage levels.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Traffic Control and Lights – Activity No. 953

**Activity Description:**

This activity includes traffic control maintenance, the cost of traffic control signals and painting of crosswalks on city streets. The proper lighting of city streets, sidewalks and public parking areas is also included in this activity. Adequate lighting will increase traffic and pedestrian safety, reduce crime and vagrancy and promote business and commercial activities.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Street Name Signs: House for maintenance and installation	307	400	455	455
Traffic control and School Flashing Signals: Inventory- each	400	400	400	400
Hours for maintenance and installation	2,500	2,500	3,317	2,500
Street Lights, Public Inventory- each	5,802	5,800	5,802	5,802
Hours for maintenance and installation	2,821	2,300	2,300	2,500

**Programs Comments:**

The automated traffic control equipment and the street lighting system are installed and maintained by the Electric Department. The General Fund pays an annual investment charge (13%) for the maintenance and amortization of these fixtures, a charge for energy usage and the actual cost of materials to replace lamps and glassware. The investment charge is an annual charge paid by the General Fund to the Electric Fund for use of the traffic control equipment and the street lighting system. An assessment by TVA in 1986 established the investment rate at 13 percent of the plant value of the traffic control and street lighting systems. For the beginning of fiscal 2013, the plant value of the street lighting system is \$3,582,781 and the plant value of the traffic control system is \$2,175,865.

**Significant Expenditure Changes Compared to Prior Year:**

Budgeted utility costs are down by \$10,100 due to savings achieved through the installation of more energy efficient traffic signalization infrastructure.

## BUDGET DETAIL

### Supervision – Activity No. 930 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	289,718	301,050	291,944	302,383	1,333	0.4
5131. Regular Overtime Pay	224	880	875	880	-	0.0
5141. Social Security	20,432	23,098	20,841	23,200	102	0.4
5150. Retirement	41,680	46,952	46,952	47,425	473	1.0
5160. Medical & Workers Comp	42,068	55,943	55,943	55,943	-	0.0
<b>Total Personal Services</b>	<b>394,122</b>	<b>427,923</b>	<b>416,555</b>	<b>429,831</b>	<b>1,908</b>	<b>0.4</b>
<b>Contractual Services</b>						
5201. Rents	-	64	64	-	(64)	-100.0
5207. Dues, Memberships & Sub.	849	750	750	750	-	0.0
5210.08 Prof. & Contractual Ser.	50	-	-	-	-	0.0
5212. Utility Services	4,700	4,375	4,375	4,075	(300)	-6.9
5220. Training & Travel	893	4,000	4,000	4,000	-	0.0
5236.13 Other Equipment Maint.	6,310	6,309	6,309	6,309	-	0.0
5289. Vehicle/Equip Use Charge	10,754	11,022	11,022	11,022	-	0.0
<b>Total Contractual Services</b>	<b>23,556</b>	<b>26,520</b>	<b>26,520</b>	<b>26,156</b>	<b>(364)</b>	<b>-1.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	8,046	2,200	2,200	2,200	-	0.0
5320. Books/Education Material	-	250	250	250	-	0.0
<b>Total Commodities</b>	<b>8,046</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>425,724</b>	<b>456,893</b>	<b>445,525</b>	<b>458,437</b>	<b>1,544</b>	<b>0.3</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(737)	-	-	-	-	0.0
5670. Recovered from Funds	(310,778)	(434,048)	(423,249)	(435,516)	(1,468)	0.3
<b>Total Reduction of Costs</b>	<b>(311,515)</b>	<b>(434,048)</b>	<b>(423,249)</b>	<b>(435,516)</b>	<b>(1,468)</b>	<b>0.3</b>
<b>TOTAL NET EXPENDITURES</b>	<b>114,209</b>	<b>22,845</b>	<b>22,276</b>	<b>22,921</b>	<b>76</b>	<b>0.3</b>

## Engineering - Activity No. 935 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	239,243	240,513	221,263	222,869	(17,644)	-7.3
5131.	Regular Overtime Pay	-	1,015	-	1,015	-	0.0
5141.	Social Security	17,184	18,477	16,451	17,127	(1,350)	-7.3
5150.	Retirement	37,207	37,775	37,775	35,305	(2,470)	-6.5
5160.	Medical & Workers Comp	41,795	43,755	43,755	43,755	-	0.0
<b>Total Personal Services</b>		<b>335,429</b>	<b>341,535</b>	<b>319,244</b>	<b>320,071</b>	<b>(21,464)</b>	<b>-6.3</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	1,710	1,305	1,305	1,305	-	0.0
5210.	Prof. & Contractual Ser.	4,000	6,500	6,500	6,500	-	0.0
5211.	Advertising & Publicity	-	250	250	250	-	0.0
5212.	Utility Services	3,744	2,400	2,400	3,300	900	37.5
5220.	Training & Travel	3,941	2,500	2,500	2,500	-	0.0
5235.	Repair & Maintenance	412	-	-	-	-	0.0
5236.13	Other Equipment Maint.	2,830	3,060	3,060	3,060	-	0.0
5289.	Vehicle/Equip Use Charge	23,279	22,612	22,612	22,612	-	0.0
<b>Total Contractual Services</b>		<b>39,916</b>	<b>38,627</b>	<b>38,627</b>	<b>39,527</b>	<b>900</b>	<b>2.3</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	1,879	3,380	3,380	3,380	-	0.0
5325.	Uniforms/Safety Equip.	801	450	450	450	-	0.0
<b>Total Commodities</b>		<b>2,680</b>	<b>3,830</b>	<b>3,830</b>	<b>3,830</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>							
5410.	Liability Insurance	3,663	3,663	3,663	3,663	-	0.0
<b>Total Other Charges</b>		<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>		<b>381,688</b>	<b>387,655</b>	<b>365,364</b>	<b>367,091</b>	<b>(20,564)</b>	<b>-5.3</b>
<b>Reduction of Costs</b>							
5670.	Recovered from Funds	(248,097)	(251,976)	(237,487)	(238,609)	13,367	-5.3
<b>Total Reduction of Costs</b>		<b>(248,097)</b>	<b>(251,976)</b>	<b>(237,487)</b>	<b>(238,609)</b>	<b>13,367</b>	<b>-5.3</b>
<b>TOTAL NET EXPENDITURES</b>		<b>133,591</b>	<b>135,679</b>	<b>127,877</b>	<b>128,482</b>	<b>(7,197)</b>	<b>-5.3</b>

## State Highway Maintenance - Activity No. 942 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
Personal Services							
Total Personal Services		-	-	-	-	-	0.0
Contractual							
5210.	Prof. & Contractual Ser.	94,546	12,000	12,000	12,000	-	0.0
5210.203	Mowing Contract	85,117	91,645	92,448	95,220	3,575	3.9
5236.15	Street Sweeping	18,778	19,102	19,283	19,861	759	4.0
5235.	Repair & Maintenance	12,231	92,904	98,768	98,189	5,285	5.7
Total Contractual Services		210,672	215,651	222,499	225,270	9,619	4.5
Commodities							
Total Commodities		-	-	-	-	-	0.0
Other Charges							
Total Other Charges		-	-	-	-	-	0.0
Capital Expenditures							
Total Capital Expenditures		-	-	-	-	-	0.0
TOTAL GROSS EXPENDITURES		210,672	215,651	222,499	225,270	9,619	4.5
Reduction of Costs							
5610.	Recovered from Users	(131,547)	(131,547)	(141,176)	(141,175)	(9,628)	7.3
Total Reduction of Costs		(131,547)	(131,547)	(141,176)	(141,175)	(9,628)	7.3
TOTAL NET EXPENDITURES		79,125	84,104	81,323	84,095	(9)	0.0

## General Maintenance - Activity No. 943 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	136,233	125,000	140,000	145,000	20,000	16.0
5210.203 Mowing Contract	144,540	119,975	100,000	114,000	(5,975)	-5.0
5210.205 Litter Contract	15,575	18,700	18,700	18,700	-	0.0
5236.15 Street Sweeping	4,853	4,830	4,830	4,830	-	0.0
5212. Utility Services	6,095	7,475	7,075	8,370	895	12.0
5235. Repair & Maintenance	78,756	98,160	98,160	109,160	11,000	11.2
Total Contractual Services	386,052	374,140	368,765	400,060	25,920	6.9
Commodities						
5310. Commodities/Tools/Supplies	1,974	-	-	-	-	0.0
Total Commodities	1,974	-	-	-	-	0.0
Other Charges						
5410. Liability Insurance	498	498	498	498	-	0.0
Total Other Charges	498	498	498	498	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>388,524</b>	<b>374,638</b>	<b>369,263</b>	<b>400,558</b>	<b>25,920</b>	<b>6.9</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>388,524</b>	<b>374,638</b>	<b>369,263</b>	<b>400,558</b>	<b>25,920</b>	<b>6.9</b>

## Central Services Complex - Activity No. 946 Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
<b>Personal Services</b>						
Total Personal Services	-	-	-	-	-	0.0
<b>Contractual Services</b>						
5201. Rents	6,239	6,500	6,500	6,500	-	0.0
5210. Prof. & Contractual Ser.	29,960	5,000	5,000	5,000	-	0.0
5210.202 Custodial Contract	44,461	57,185	57,185	57,185	-	0.0
5210.203 Mowing Contract	6,720	6,690	6,690	6,690	-	0.0
5212. Utility Services	226,491	309,560	216,230	271,050	(38,510)	-12.4
5235. Repair & Maintenance	165,177	129,720	169,130	169,130	39,410	30.4
5236.13 Other Equipment Maint.	1,227	2,124	2,124	2,124	-	0.0
Total Contractual Services	480,275	516,779	462,859	517,679	900	0.2
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	426	2,000	2,000	2,000	-	0.0
Total Commodities	426	2,000	2,000	2,000	-	0.0
<b>Other Charges</b>						
5410. Liability Insurance	15,136	15,136	15,136	15,136	-	0.0
Total Other Charges	15,136	15,136	15,136	15,136	-	0.0
<b>Capital Expenditures</b>						
5540 Machinery & Equipment	21,970	-	-	-	-	0.0
Total Capital Expenditures	21,970	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>517,807</b>	<b>533,915</b>	<b>479,995</b>	<b>534,815</b>	<b>900</b>	<b>0.2</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(391,699)	(405,776)	(364,797)	(406,460)	(684)	0.2
Total Reduction of Costs	(391,699)	(405,776)	(364,797)	(406,460)	(684)	0.2
<b>TOTAL NET EXPENDITURES</b>	<b>126,108</b>	<b>128,139</b>	<b>115,198</b>	<b>128,355</b>	<b>216</b>	<b>0.2</b>

## Municipal Building - Activity No. 948 Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	11,582	4,055	34,055	4,055	-	0.0
5210.20 Custodial Contract	33,045	40,940	40,940	40,940	-	0.0
5210.203 Mowing Contract	4,560	5,015	5,015	5,015	-	0.0
5236.15 Street Sweeping	1,311	1,280	1,280	1,280	-	0.0
5212. Utility Services	77,794	93,625	81,650	94,925	1,300	1.4
5235. Repair & Maintenance	70,942	70,460	110,460	70,460	-	0.0
5289. Vehicle/Equip Use Charge	812	1,170	1,170	1,170	-	0.0
Total Contractual Services	200,046	216,545	274,570	217,845	1,300	0.6
Commodities						
5310. Commodities/Tools/Supplies	1,038	200	200	200	-	0.0
Total Commodities	1,038	200	200	200	-	0.0
Other Charges						
5410. Liability Insurance	7,501	7,501	7,501	7,501	-	0.0
Total Other Charges	7,501	7,501	7,501	7,501	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>208,585</b>	<b>224,246</b>	<b>282,271</b>	<b>225,546</b>	<b>1,300</b>	<b>0.6</b>
Reduction of Costs						
5670. Recovered from Funds	(62,525)	(71,759)	(90,327)	(72,175)	(416)	0.6
Total Reduction of Costs	(62,525)	(71,759)	(90,327)	(72,175)	(416)	0.6
<b>TOTAL NET EXPENDITURES</b>	<b>146,060</b>	<b>152,487</b>	<b>191,944</b>	<b>153,371</b>	<b>884</b>	<b>0.6</b>

## Traffic Control and Lights - Activity No. 953 Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5212. Utility Services	994,093	1,070,100	1,050,000	1,060,000	(10,100)	-0.9
5220. Training & Travel	660	-	-	-	-	0.0
5235. Repair & Maintenance	27,415	20,300	20,300	20,300	-	0.0
Total Contractual Services	1,022,168	1,090,400	1,070,300	1,080,300	(10,100)	-0.9
Commodities						
5310. Commodities/Tools/Supplies	-	-	-	-	-	0.0
Total Commodities	-	-	-	-	-	0.0
Other Charges						
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>1,022,168</b>	<b>1,090,400</b>	<b>1,070,300</b>	<b>1,080,300</b>	<b>(10,100)</b>	<b>-0.9</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>1,022,168</b>	<b>1,090,400</b>	<b>1,070,300</b>	<b>1,080,300</b>	<b>(10,100)</b>	<b>-0.9</b>

# Community Development Department

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## COMMUNITY DEVELOPMENT DEPARTMENT

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**The Community Development Department strives to promote orderly physical growth within the City, while at the same time protecting Oak Ridge's quality lifestyle by facilitating development sensitive to aesthetics and the environment. The Department is divided into three (3) sections: Administrative Division, Code Enforcement Division, and Planning Division. Collectively the department strives to partner with citizens and the building and development professions to create a community which is attractive, safe, and sustainable.**

The Department staff consists of 11 employees who also provide support to the following citizen boards and commissions: Oak Ridge Municipal Planning Commission, Board of Zoning Appeals, Board of Building and Housing Code Appeals, Environmental Quality Advisory Board, the Trade Licensing Board, Greenways Oak Ridge and the Highland View Redevelopment Advisory Committee.

The Department continues its work on housing and redevelopment issues with emphasis on the Highland View neighborhood. Work continues with the Board of Building and Housing Code Appeals to evaluate blighted properties that pose risks to the public or occupants' safety and identify a path for remediation or timely removal. The Code Enforcement Division administers these efforts, working closely with advisory boards and neighborhood leaders, along with professional organizations interested in neighborhood preservation efforts.

The Code Enforcement Division has adopted and is implementing the newest version of the construction codes. It is also in the process of establishing a Mechanical Inspection and Permitting Program. By its plan review and inspection program, the Codes Division continues to make buildings in Oak Ridge safe for people to gather for civic, social or religious functions, consumption of food or drink, pursue educational opportunities, or reside.

The Planning Division continues to coordinate site plan and subdivision plat review functions with various city departments including public works, fire and electric departments. This includes identification of efforts to streamline review functions while developing and maintaining criteria that creates successful, attractive and sustainable developments. In addition the division is responsible for administration of the Community Development Block Grant Program (CDBG) and tracks expenditures, individual allocations and compliance with Housing and Urban Development (HUD) criteria. This division recently completed administration of the Neighborhood Stabilization Program (NSP) in Partnership with Aid to Distressed Families within Appalachian Counties (ADFAC), which was implemented in an effort to promote infill housing.

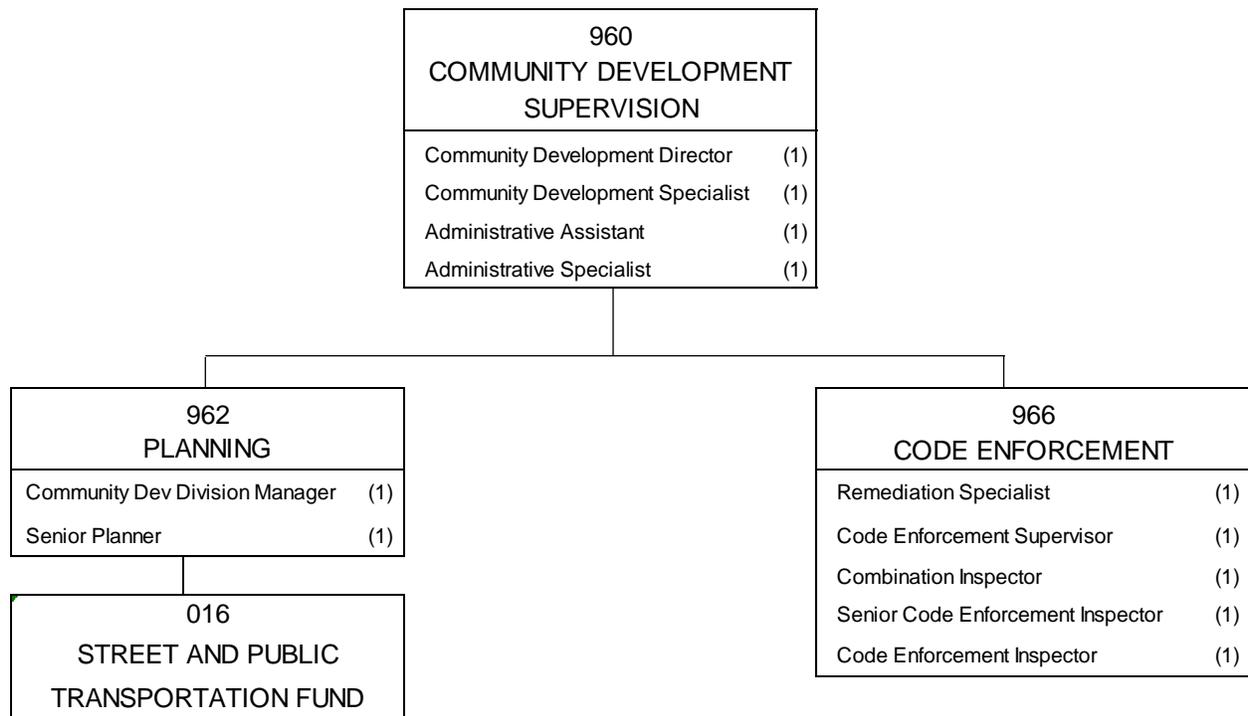


The Community Development Department is frequently assigned the preparation of special projects such as the Oak Ridge Bicycle Pedestrian Plan and the Climate Action Plan. The Bicycle Pedestrian Plan was developed to establish a Master Plan which would guide the creation of a multi-modal transportation network in addition to aiding in the application of construction grants. The Climate Action Plan was pursued in an effort to reduce the carbon footprint of the City of Oak Ridge. Community Development staff will continue to oversee the city's sustainability initiatives and monitor progress identified in the Plan. The department incorporates sustainability principles in policies and ordinances where appropriate and recommends energy efficiency measures for other departments. Once again staff will stay apprised of grant opportunities which may provide funding sources for implementation of action items identified in the Climate Action Plan and the Bicycle Pedestrian Plan.

The Department is also establishing a Pilot Land Bank Program called the Oak Ridge Land Bank Corporation as authorized by the State of Tennessee. The Land Bank is designed as a tool to reduce the plague of blighted properties and return distressed neighborhoods into vibrant places.

## ORGANIZATIONAL CHART

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## 2012-2013 ACCOMPLISHMENTS:

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- Obtained Enhancement Grant for Jackson Square.
- Participated in Development of Rails to Trails Project.
- Continued Administration of TDOT Operating Grant (ETHRA).
- Continued Implementation of Climate Action Plan.
- Community Development Block Grant (CDBG) – Administration of 3-Year Consolidated Plan FY12 – FY14.
- Completed Neighborhood Stabilization Program in cooperation with ADFAC.
- Participation with PlanET – HUD Sustainable Communities Grant.
- Construction of Woodland Town Center Phase I.
- Rezoning of Kroger Corporation Property.
- Installation of ten electric vehicle charging stations.
- Tree inventory – phases I and II completed.
- Established Fats, Oils and Grease (FOG) Program.
- Participated in Knoxville Regional Transportation Planning Organization (TPO) due to expanded Urbanized Area.
- Updated Analysis of Impediments to Fair Housing.
- Established a Grease Management Certification Program.
- Combined the Boards of Electrical and Plumbing Examiners into the Trade Licensing Board.
- Passed audit by the State Fire Marshal's office for our Electrical Permits and Inspections section.
- Passed audit by the State Fire Marshal's office for Code Enforcement Division's plan review and Inspection process.
- Passed audit by Insurance Services Organization and maintained our Class Four rating.
- Two staff inspectors became certified by the state certification program as Mechanical Inspectors.



## 2013-2014 GOALS:

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- Rewrite Article VII of the Zoning Ordinance.
- Not In Our City Campaign - Blighted Housing Program.
- Implement Climate Action Plan.
- Adoption of Form-Based Code for "Townsite District" Area.
- Revitalization Project in Jackson Square.
- Obtain TVA Sustainable City Certification.
- Revise housing element of the Comprehensive Plan.
- Obtain Rails-to-Trails funding to enhance abandoned railroad rights-of-way.
- Adoption of Property Maintenance Code.
- Establishment of Oak Ridge Land Bank.
- Establish Rental Inspection Program.

## EXPENDITURES OVERALL

### Summary of Positions and Staff Years for Community Development:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
960 Community Development Supervision	4	4	4	4.00	4.00	4.00
962 Planning	2	2	2	2.00	2.00	2.00
966 Code Enforcement	5	5	5	5.00	5.00	5.00
027 Grants Fund	1	-	-	1.00	-	-
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>

### Community Development Summary of Net Expenditures by Activity:

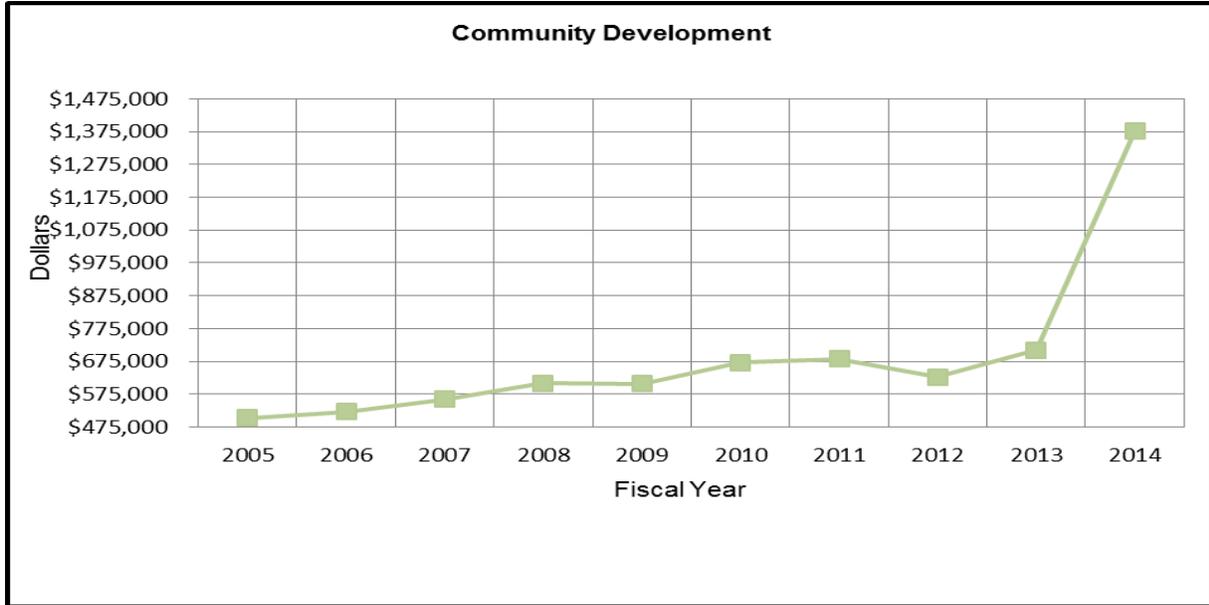
	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>Community Development</u>						
960 Supervision	182,697	192,302	188,062	192,654	352	0.2
962 Planning	124,607	128,903	128,389	129,873	970	0.8
963 Economic Development	-	-	-	38,038	38,038	100.0
964 Marketing	-	-	-	461,000	461,000	100.0
966 Code Enforcement	331,942	388,177	351,532	404,953	16,776	4.3
967 Housing Initiatives	-	-	-	150,000	150,000	100.0
Total Community Development	639,246	709,382	667,983	1,376,518	667,136	94.0

### FY2014 General Fund Budget – Community Development Activities – Costs Allocated to Other Funds and Costs Recovered:

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND				
			WATER	WASTEWATER							
<b>COMMUNITY DEVELOPMENT:</b>											
960 Supervision	332,163	13%	43,181	13%	43,181	16%	53,147	-	-	58%	192,654
962 Planning	199,804	13%	25,975	11%	21,978	11%	21,978	-	-	65%	129,873
963 Economic Development	91,038	49%	45,000	4%	4,000	4%	4,000	-	-	42%	38,038
964 Marketing and Tourism	625,000	23%	142,000	2%	11,000	2%	11,000	-	-	74%	461,000
966 Code Enforcement	493,844	-	-	9%	44,446	9%	44,445	-	-	82%	404,953
967 Housing Initiatives	150,000	-	-	-	-	-	-	-	-	100%	150,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>1,891,849</b>	<b>14%</b>	<b>256,156</b>	<b>7%</b>	<b>124,605</b>	<b>7%</b>	<b>134,570</b>	<b>0</b>	<b>0</b>	<b>73%</b>	<b>1,376,518</b>

**Chart of Community Development Net General Fund Expenditures – Actual 2005 to Budget 2014:**

The flat level in FY09 is for administration funding from CDBG and ESG grants that are now administered by this department. The decline in fiscal 2012 was due to departmental turnover and staff vacancies.



## DEPARTMENT ACTIVITIES

### Community Development Supervision – Activity No. 960

**Activity Description:**

The Community Development Department, under the supervision of the Departmental director, includes the divisions of Planning and Code Enforcement. The Department consolidates the planning and building code portions of development in order to improve service delivery coordination. This is accomplished through active facilitation with the applicant to guide the project through the review and permitting process. The objectives of the Community Development Department is to effectively coordinate and improve the municipal government's initiatives and cultivate a warm environment to attract quality development in a competitive environment. The basis to encourage quality growth and development is through implementation of the Comprehensive Plan, the Capital Improvements Program (CIP), the Zoning Ordinance, and the Subdivision Regulations in addition to one-on-one dialogue and feedback with the development community.

**Performance Objectives:**

1. Maintain regular communications with department heads and staff to coordinate workflow among departments. Hold weekly site plan review meetings with 4 Departments on pending applications.
2. Assist and advise the City Manager promptly in carrying out City planning goals, particularly with regards to special projects and developing solutions to issues raised by City Council.
3. Insure the responses to applicants and citizens are carried out in a courteous manner.
4. Continually cultivate and nurture a positive relationship with the private sector to encourage new growth that will be an asset to the community.
5. Develop comprehensive projects which incorporate interdepartmental coordination to improve sustainability, economic stability, and the Oak Ridge quality of life.



**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Hold weekly site plan review meetings with four departments on pending applications	36	35	35	35
Percent of citizen comments followed up with a response which has been verified	100%	100%	98%	100%
Meetings with private sector parties involved in the development of Oak Ridge	25	50	50	50
Percent of requests from the City Manager responded to by due date	100%	100%	100%	100%

**Significant Expenditure Changes Compared to Prior Year:**

Savings of \$1,100 anticipated to occur due to changes in the phone carrier have been reallocated to travel for both City staff and the Oak Ridge Planning Commission members.

## Planning – Activity No. 962

**Activity Description:**

The Planning Division is responsible for reviewing subdivision plats, rezoning requests, site development plans and planned unit developments (PUD) with the Planning Commission and other City departments. Advance planning includes reviewing and updating regulations and procedures that affect development (zoning, subdivision regulations and others), helping to develop programs to achieve objectives of the Comprehensive Plan, assessing the impact of new proposals relative to those objectives and periodically reviewing the Plan itself. The division analyzes and makes recommendations regarding internal traffic designs, land development needs, annexation service studies and related matters. Information related to development of the community is shared with citizens, developers, investors and other local governments.

The Board of Zoning Appeals reviews cases such as additions to principal buildings, placement of carports and accessory buildings, height of fences, setback reductions, and interpretations of the Zoning Ordinance.

**Performance Objectives:**

1. Administer Subdivision Regulations and the Zoning Ordinance within new residential and commercial developments and maintain quality standards.
2. Work to insure the health, safety and welfare of all residents in new and existing neighborhoods.
3. Respond to appointed and elected officials as well as residents to establish guidelines which create a livable community.
4. Draft major amendments to the Subdivision Regulations and Zoning Ordinance in an effort to update information and streamline process.
5. Reference the Comprehensive Plan regularly in making zoning, subdivision and site review decisions to provide consistency toward more quality growth and development.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Plats of Corrections	7	5	6	5
Subdivision plats reviewed	13	15	15	15
Zoning changes reviewed	1	5	3	5
TND & PUDs (preliminary & final reviewed	1	5	2	5
Site plans reviewed- Non-Residential	16	15	10	15
Board of Zoning Appeals	8	12	10	12

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Economic Development – Activity No. 963

### Activity Description:

The mission of Economic Development is: To enhance the economic well-being and prosperity of our Oak Ridge, while influencing the growth, diversification and entrepreneurialism that grows employers, creates jobs, protects our quality of life and reinvests wealth in a sustainable manner for future generations. to funds activities whose functions are to grow the local Oak Ridge economic base, create and protect jobs and provide for the common well of current and future Oak Ridgers.

### Economic Development Goals:

- Attract new investment and public/private capital to create, maintain, modernize and enhance local infrastructure.
- Provide a vibrant community that is diversified in its quality of life, supportive in the adoption of innovation and new techniques in a manner that enhances our natural and community assets.
- Encouraging the development of an active tourism and adventurous recreational business market for the region and beyond.
- Recognize the retention and continuation of existing businesses and federal missions, while stimulating the development of specific business climates in the small business, entrepreneurial, retiree, expansions and new product arenas

### Significant Expenditure Changes Compared to Prior Year:

Budget expenditures for this Activity were reallocated from the Economic Diversification (ED) Fund which will be closed at the end of fiscal 2013. In fiscal 2014, \$91,038 is budgeted to retain two Economic Development consultants.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Marketing – Activity No. 964

### Activity Description:

The marketing activity was established to account for the funding of various agencies and functions in an effort to enhance the City's marketing and tourism endeavors. Agencies funded include but is not limited to Oak Ridge Chamber of Commerce and Oak Ridge Convention and Visitors' Bureau (CVB) and through memberships the Anderson County Economic Development Association (ACEDA), Roane Alliance, and Innovation Valley.

### Significant Expenditure Changes Compared to Prior Year:

Budget expenditures for this Activity were reallocated from the Economic Diversification (ED) Fund which will be closed at the end of fiscal 2013. In fiscal 2014, \$625,000 is budgeted for Marketing activities as outlined below

Oak Ridge Chamber of Commerce	\$	175,000
Economic Development Memberships		55,000
OR Convention and Visitors' Bureau (CVB)		300,000
OR CVB Matching Available Funding		20,000
Waterfront Improvements		75,000
Total	\$	<u>625,000</u>

\$20,000 in funds is available to match sponsorships obtained by the CVB for events such as the 4<sup>th</sup> of July fireworks and Summer Concert series in Bissell Park. Waterfront improvements include construction of restrooms at the Marina, where events such as rowing regattas are held.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Code Enforcement – Activity No. 966

**Activity Description:**

Code Enforcement is responsible for administering and enforcing all Codes and Ordinances involving the construction, repair and use of all buildings and structures within the City, including building, housing, plumbing, electrical, zoning, and environmental codes. For new construction and alterations, the City issues necessary permits, examines all plans and checks for compliance with building and zoning codes. The City also inspects properties for code compliance routinely and on a complaint basis - including abandoned vehicles, litter and weeds. The goal of this division is to ensure the health and safety of the citizen's in their residences, as well as in all commercial and public buildings, and to provide assistance to citizens on building problems.

**Performance Objectives:**

1. Provide inspection service within 24 hours of a request for routine inspections.
2. Promote quality and safety of housing in our existing neighborhoods.
3. Continue the inspector certifications program to promote in-house cross training among inspectors.
4. Provide inspection expertise in assisting homeowners, developers and architects.
5. Provide staff support for the Trade Licensing Board and Building and Housing Code Appeals Boards.
6. Provide staff support for the Highland View Redevelopment Advisory Board.
7. Successfully implement the "Not In Our City" campaign in cooperation with the Planning Division and Police Department.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Building Permits	413	400	330	500
Building Inspections	546	625	400	600
Plumbing Permits	306	350	300	450
Plumbing Inspections	356	500	265	325
Electrical Permits	369	475	400	600
Electrical Inspections	456	675	460	700
Zoning Investigations and Nuisance Complaints:				
Nuisance Abatement	1,110	1,300	950	1,425
Abandoned Vehicles	196	220	100	150
Housing Inspections	1,111	240	42	75

**Significant Expenditure Changes Compared to Prior Year:**

Budget funding for the Department was reviewed and reallocated based on current expenditure needs. The \$20,758 increase for salary and benefits reflects the obtainment of full staffing levels in fiscal 2014.

A portion of the costs of this activity is distributed to the utility funds due to involvement in the operations of these funds.

## Housing Initiatives – Activity No. 967

### **Activity Description:**

In fiscal 2012, the City embarked on a new program “Not in Our City” to deal with housing and housing related issues. The “Not in Our City” campaign addresses drugs and crime, elimination of blighted residential structures, improved housing conditions with a goal of making Oak Ridge a better place to live and invest. This revitalization, in particular in the legacy WWII neighborhoods, will result in safer neighborhoods and stabilize and/or increase property values in those areas.

The Housing Initiatives activity was established in fiscal 2014 to account for some of the functions related to the “Not in Our City” (NOIC) campaign. Fiscal 2014 NOIC activities will include further development of the rental housing inspection program and establishment of the land bank.

### **Significant Expenditure Changes Compared to Prior Year:**

Budget expenditures for this Activity were reallocated from the Economic Diversification (ED) Fund which will be closed at the end of fiscal 2013. \$150,000 in budgeted funding for fiscal 2014 is \$25,000 for costs related to the establishment of the Land Bank and \$125,000 for housing demolition and rehabilitation. As part of the NOIC campaign, the City has been purchasing and demolishing dilapidated housing in Oak Ridge funded by both City dollars as budgeted in this Activity and grant proceeds, primarily funded by the US Housing and Urban Development Agency (HUD), accounted for in the Grant Fund.

## BUDGET DETAIL

### Supervision – Activity No. 960 Budget Detail

	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
	FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	190,635	215,606	209,903	215,927	321	0.1
5120. Salaries-PT/Seasonal Employ	4,033	-	-	-	-	0.0
5131. Regular Overtime Pay	15	508	-	508	-	0.0
5141. Social Security	13,756	16,533	15,432	16,557	24	0.1
5150. Retirement	33,255	33,957	33,957	34,218	261	0.8
5160. Medical & Workers Comp	41,112	43,283	43,283	43,283	-	0.0
Total Personal Services	282,806	309,887	302,575	310,493	606	0.2
<b>Contractual Services</b>						
5201. Rents	4,457	4,450	4,450	4,450	-	0.0
5207. Dues, Memberships & Sub.	819	650	650	650	-	0.0
5210. Prof. & Contractual Ser.	7,459	1,500	1,500	1,500	-	0.0
5211. Advertising & Publicity	144	-	-	-	-	0.0
5212. Utility Services	4,265	4,425	4,425	3,325	(1,100)	-24.9
5220. Training & Travel	5,154	2,531	2,531	3,630	1,099	43.4
5236.13 Other Equipment Maint.	2,432	2,000	2,000	2,000	-	0.0
5289. Vehicle/Equip Use Charge	4,162	4,005	4,005	4,005	-	0.0
Total Contractual Services	28,892	19,561	19,561	19,560	(1)	0.0
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,298	2,110	2,110	2,110	-	0.0
Total Commodities	3,298	2,110	2,110	2,110	-	0.0
<b>Other Charges</b>						
Total Other Charges	-	-	-	-	-	0.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>314,996</b>	<b>331,558</b>	<b>324,246</b>	<b>332,163</b>	<b>605</b>	<b>0.2</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(132,299)	(139,256)	(136,184)	(139,509)	(253)	0.2
Total Reduction of Costs	(132,299)	(139,256)	(136,184)	(139,509)	(253)	0.2
<b>TOTAL NET EXPENDITURES</b>	<b>182,697</b>	<b>192,302</b>	<b>188,062</b>	<b>192,654</b>	<b>352</b>	<b>0.2</b>

## Planning - Activity No. 962 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	130,378	131,531	130,811	133,038	1,507	1.1
5141. Social Security	9,489	10,062	9,989	10,177	115	1.1
5150. Retirement	20,368	20,677	20,677	20,888	211	1.0
5160. Medical & Workers Comp	20,781	21,864	21,864	21,864	-	0.0
<b>Total Personal Services</b>	<b>181,016</b>	<b>184,134</b>	<b>183,341</b>	<b>185,967</b>	<b>1,833</b>	<b>1.0</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	1,240	1,500	1,500	1,500	-	0.0
5210. Prof. & Contractual Ser.	3,656	500	500	500	-	0.0
5211. Advertising & Publicity	513	730	730	730	-	0.0
5212. Utility Services	1,818	1,843	1,843	1,500	(343)	-18.6
5220. Training & Travel	428	1,800	1,800	1,800	-	0.0
5236.13 Other Equipment Maint.	1,048	1,047	1,047	1,047	-	0.0
5289. Vehicle/Equip Use Charge	1,650	2,310	2,310	2,310	-	0.0
<b>Total Contractual Services</b>	<b>10,353</b>	<b>9,730</b>	<b>9,730</b>	<b>9,387</b>	<b>(343)</b>	<b>-3.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	334	4,000	4,000	4,000	-	0.0
5320. Books/Education Material	-	450	450	450	-	0.0
<b>Total Commodities</b>	<b>334</b>	<b>4,450</b>	<b>4,450</b>	<b>4,450</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>191,703</b>	<b>198,314</b>	<b>197,521</b>	<b>199,804</b>	<b>1,490</b>	<b>0.8</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(67,096)	(69,411)	(69,132)	(69,931)	(520)	0.7
<b>Total Reduction of Costs</b>	<b>(67,096)</b>	<b>(69,411)</b>	<b>(69,132)</b>	<b>(69,931)</b>	<b>(520)</b>	<b>0.7</b>
<b>TOTAL NET EXPENDITURES</b>	<b>124,607</b>	<b>128,903</b>	<b>128,389</b>	<b>129,873</b>	<b>970</b>	<b>0.8</b>

## Economic Development - Activity No. 963 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. 131 Economic Development	-	-	-	84,000	84,000	100.0
Total Contractual Services	-	-	-	84,000	84,000	100.0
Commodities						
5310. Commodities/Tools/Supplies	-	-	-	7,038	7,038	100.0
Total Commodities	-	-	-	7,038	7,038	100.0
Other Charges						
5410. Liability Insurance	-	-	-	-	-	0.0
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	-	-	-	91,038	91,038	100.0
Reduction of Costs						
5670. Recovered from Funds	-	-	-	(53,000)	(53,000)	-100.0
Total Reduction of Costs	-	-	-	(53,000)	(53,000)	-100.0
<b>TOTAL NET EXPENDITURES</b>	-	-	-	38,038	38,038	100.0

## Marketing - Activity No. 964 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
Total Contractual Services	-	-	-	-	-	0.0
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
5430. Grants/ Subsidies/ Contr.	-	-	-	625,000	625,000	100.0
Total Other Charges	-	-	-	625,000	625,000	100.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	-	-	-	625,000	625,000	100.0
Reduction of Costs						
5670. Recovered from Funds	-	-	-	(164,000)	(164,000)	-100.0
Total Reduction of Costs	-	-	-	(164,000)	(164,000)	-100.0
<b>TOTAL NET EXPENDITURES</b>	-	-	-	461,000	461,000	100.0

## Codes Enforcement - Activity No. 966 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	207,367	267,528	224,665	284,474	16,946	6.3
5120. Salaries-PT/Seasonal Employ	1,816	8,202	1,806	8,184	(18)	-0.2
5131. Regular Overtime Pay	347	1,015	450	1,015	-	0.0
5141. Social Security	18,214	21,171	16,306	22,466	1,295	6.1
5150. Retirement	44,699	43,139	43,139	45,674	2,535	5.9
5160. Medical & Workers Comp	51,926	54,641	54,641	54,641	-	0.0
<b>Total Personal Services</b>	<b>324,369</b>	<b>395,696</b>	<b>341,007</b>	<b>416,454</b>	<b>20,758</b>	<b>5.2</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	-	600	600	600	-	0.0
5207. Dues, Memberships & Sub.	552	680	680	680	-	0.0
5210. Prof. & Contractual Ser.	7,080	15,000	25,000	15,500	500	3.3
5211. Advertising & Publicity	1,546	1,300	1,300	1,300	-	0.0
5212. Utility Services	10,169	10,125	10,125	9,325	(800)	-7.9
5220. Training & Travel	3,725	5,000	5,000	5,000	-	0.0
5235. Repair & Maintenance	81	335	335	335	-	0.0
5236.13 Other Equipment Maint.	3,665	3,665	3,665	3,665	-	0.0
5289. Vehicle/Equip Use Charge	30,059	29,122	29,122	29,122	-	0.0
<b>Total Contractual Services</b>	<b>56,877</b>	<b>65,827</b>	<b>75,827</b>	<b>65,527</b>	<b>(300)</b>	<b>-0.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	17,986	5,740	5,740	5,740	-	0.0
5320. Books/Education Material	1,065	1,500	1,500	1,500	-	0.0
5325. Uniforms/Safety Equip.	848	960	960	960	-	0.0
<b>Total Commodities</b>	<b>19,899</b>	<b>8,200</b>	<b>8,200</b>	<b>8,200</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	3,663	3,663	3,663	3,663	-	0.0
<b>Total Other Charges</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>404,808</b>	<b>473,386</b>	<b>428,697</b>	<b>493,844</b>	<b>20,458</b>	<b>4.3</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(72,866)	(85,209)	(77,165)	(88,891)	(3,682)	4.3
<b>Total Reduction of Costs</b>	<b>(72,866)</b>	<b>(85,209)</b>	<b>(77,165)</b>	<b>(88,891)</b>	<b>(3,682)</b>	<b>4.3</b>
<b>TOTAL NET EXPENDITURES</b>	<b>331,942</b>	<b>388,177</b>	<b>351,532</b>	<b>404,953</b>	<b>16,776</b>	<b>4.3</b>

## Housing Initiatives - Activity No. 967 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210.07 Demolition	-	-	-	125,000	125,000	100.0
Total Contractual Services	-	-	-	125,000	125,000	100.0
Commodities						
5310. Commodities/Tools/Supplies	-	-	-	-	-	0.0
Total Commodities	-	-	-	-	-	0.0
Other Charges						
5410. Liability Insurance	-	-	-	-	-	0.0
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
5501. Land	-	-	-	25,000	25,000	100.0
Total Capital Expenditures	-	-	-	25,000	25,000	100.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>100.0</b>
Reduction of Costs						
5670. Recovered from Funds	-	-	-	-	-	0.0
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>100.0</b>

# RECREATION AND PARKS DEPARTMENT

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# RECREATION AND PARKS DEPARTMENT

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The Recreation and Parks Department is responsible for planning, organizing, supervising and conducting a comprehensive program of leisure activities and facilities for the citizens of Oak Ridge. The department is comprised of 23 full-time and 62 part-time employees organized into the following activities: Supervision; Indoor Aquatics; Outdoor Aquatics; Centers, Camps and Programs; Athletics; Scarboro Center; Parks and the Senior Center. Over 30 City-owned properties are maintained by the department including 17 parks, 15 athletic fields, 23 lighted tennis courts, 3 community centers, 2 pools (indoor and outdoor), 12 greenways and 1,336 acres of greenbelts.

City-sponsored activities are geared to the needs of various age groups and coordinated with community organizations in an effort to reduce duplication of services. Recreational opportunities sponsored by the City include swimming lessons and exercise classes, and softball, kickball, basketball and volleyball league play.

Other events and programs offered through the department include an annual Egg Hunt and a Halloween Carnival for children ages 10 and under. The Scarboro Community Center staff hosts "Community Share Day" in April that includes free food, games and music for area families. Scarboro also worked with The Center for Oral Histories to install display cases to exhibit memorabilia from the Scarboro Community during the Manhattan Days.



The department once again hosted the award-winning Secret City Festival June 15-16. Each year, the festival is recognized by the Southeast Tourism Society as a Top 20 event in the South East. The mission of the festival is to become a premier event in East Tennessee while fostering pride and involvement in the Oak Ridge community by showcasing its diversity through cultural events and activities for people of all ages. The festival promotes the history of the city and unites its World War II heritage with the technological advancements that are ongoing within the City of Oak Ridge.

Each summer the department offers camp programs for children ages 6–12 at both the Civic Center and the Scarboro Community Center. Campers enjoy activities such as games, sports, swimming, special events, arts & crafts and field trips. Both locations serve lunches provided by the East Tennessee Resource Agency and offer a free dental check-up and sealant program provided by the Tennessee Department of Dental Health. A Memory Magic Scrapbook event is held each fall with over 200 scrapbookers in attendance. The two-day event includes a large crop area, vendors and over 30 classes.

The Senior Center is open six days a week with services directed toward citizens 50 and older. In addition to the recreation facilities available to seniors, the city sponsors meals-on-wheels, blood pressure screenings, a tax assistance program, flu shot clinics, a "55-Alive" driver education course and a taxi coupon assistance program. Education programs on a variety of subjects of interest to senior adults are offered regularly and staff maintains a database of information about agencies and programs that can assist the elderly. There are also many special events such as dances, picnics, dinners, lunches and parties scheduled throughout the year. The staff initiated a process to select an A/E firm to conduct a Needs Assessment for a new Senior Enrichment Center.

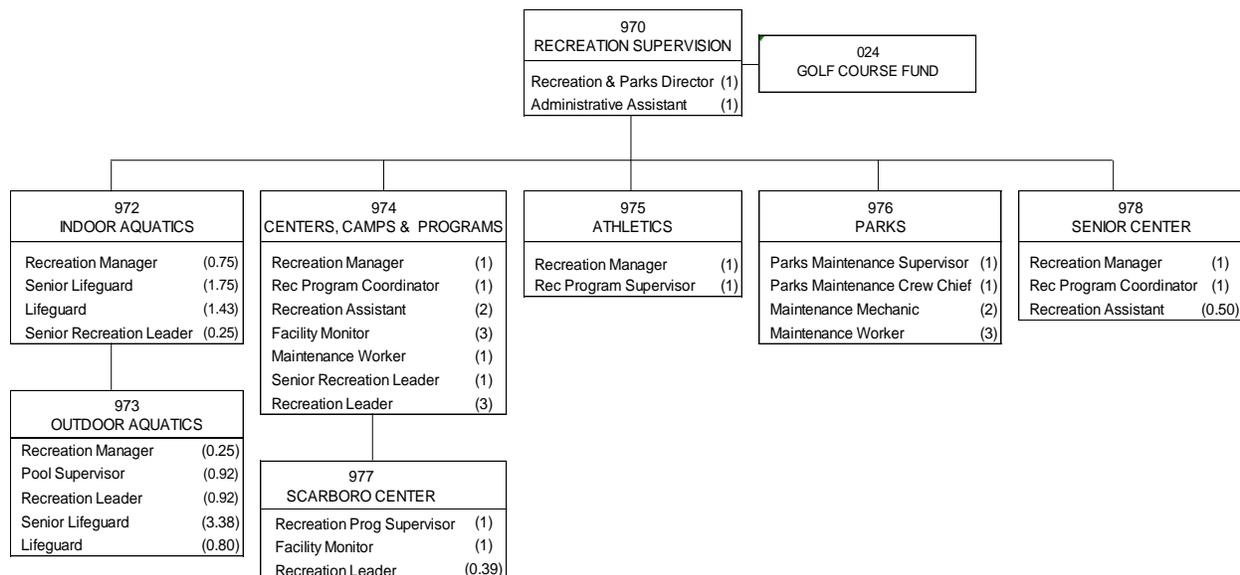
Departmental staff also supports a sixteen-member Youth Advisory Board (YAB) which acts as a liaison between the Oak Ridge City Council and the youth of the community. The board encourages the positive

growth and development of area youth by inviting them to become involved in a wide range of programs and activities that are drug and alcohol free. The YAB sponsors a variety of events and educational sessions for teens, and provides volunteer services for several community events. Graduation Celebration is the largest event sponsored by the YAB with assistance from the Graduation Celebration Community Foundation. During fiscal 2013, the Youth Advisory Board hosted a variety of community events including a Summer Jobs & Career Fair for Teens, a Freshman/Sophomore Dance, a Turkey Bowl Disc Golf Tournament, a Dodge ball Tournament, a Tennis Play Day, and Battle of the Teen Bands. The 17<sup>th</sup> Annual Graduation Celebration was hosted on May 30, 2013, to honor high school graduates in Oak Ridge. The YAB partnered with Oak Ridge Youth Leadership to take over 30 young leaders to Nashville to meet Governor Haslam and to participate in a variety of government sessions. The YAB also partnered with the Grove Theater in Grove Center to host Breakfast with Santa on December 1, 2012.

The City received Tree City USA designation for the 25<sup>th</sup> consecutive year and observed Arbor Day at Willowbrook Elementary School. During fiscal 2013, the department oversaw construction of a 2,300 square foot pavilion at Melton Lake Park and completed ADA improvements at Briarcliff Park. Improvements include a 500-foot accessible sidewalk connecting the parking lot to the playground, upgrading the water fountain to an accessible unit and the installation of a swing set with an accessible swing seat. The playground at Melton Lake Park was also upgraded with an accessible swing set. Department staff installed split rail fencing at the Baseball Complex. Staff continued its marketing efforts through increased utilization of the web page, Facebook and Twitter. The department conducted a Christmas Tree Recycling Program at Big Turtle Park, tree planting at selected park areas and successfully bid and awarded a construction contract for a new waterfront pavilion. The staff also redesigned and updated the Secret City Festival web page. Work is underway to redesign the department web page as well.

The City was designated as a Playful City USA community for the first time in 2012, and has applied to receive this designation again in 2013. Oak Ridge accomplished this honor by systematically upgrading playgrounds in various areas of the city and by implementing the community-build model at Cedar Hill Park. Committed to creating play opportunities within walking distance of all children, department staff also inventoried all play-spaces within city limits. The department hosted a Play Day on June 16, 2012, at the Secret City Festival and hosted the following “Playful Events” throughout the year in FY 2013: Tennis Play Day, City Halloween Party, Turkey Bowl Disc Golf, and the Egg Hunt.

## ORGANIZATIONAL CHART



## 2012-2013 ACCOMPLISHMENTS

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### Aquatics

- Hosted the Award Winning Secret City Festival on June 15-16 and raised \$146,000 in sponsorships.
- Opened the Outdoor Pool on Memorial Day weekend.
- Updated the operations manuals for the Civic Center, Municipal, and Wading pools.
- Installed a shade structure over wading pool filter equipment at the Municipal Pool.
- Replaced 4 filter pumps and 3 chemical controllers at Municipal Pool.
- Taught two WSI and three Lifeguarding classes.
- Launched a new webpage for the Secret City Festival.
- Added seven Water Safety Instructors to aquatics staff.
- Attracted 53,728 swimmers to the outdoor pool.
- Collected \$110,686 in revenues from the outdoor pool.

### Centers, Camps and Programs

- Offered five special events: Memory Magic Scrapbook Event September 2012 with 200 participants; City Halloween Party on October 25 with approximately 500 children; Christmas tree lighting event including the lighting of the live tree in Bissell Park followed by an reception in the Civic Center gymnasium; a Family Day at the Civic Center with games and activities throughout the building and an Egg Hunt in Bissell Park in late March with over a 1,000 in attendance.
- Civic Center events and programs consistently receive good and excellent ratings on participant surveys.
- Offered an eight-week summer camp for children ages 6-12.
- Certified 19 Recreation Leaders in CPR for summer camp.
- Implemented a new Recreation Leader in Training (RecLiT) Program for teens.
- Implemented on-line registration for the 2012 summer camp season.
- Developed a new Secret City Festival Event Application for the 2012 festival.
- Civic Center Front Desk staff was certified in Professional CPR and First Aid.

### Athletics

- Combined efforts with Parks staff and Electric Department to identify and improve problem areas within older lighting systems on softball fields.
- Proposed revisions to 2014 Capital Improvement Program for ball field lighting.
- Teamed with AYSO in the exploration of options for adult league soccer in Oak Ridge.
- Hosted an informational meeting for potential users of City athletic facilities and solicited evaluations of the facility reservation process.
- Coordinated 11 independent special events using City athletic facilities.
- Sponsored free Adult Volleyball Clinic.
- Co-sponsored two free Youth Tennis Clinics with David Bowman, local USTA certified tennis instructor.
- Co-sponsored free Youth Volleyball Clinic with Girls Incorporated of Oak Ridge.
- Increased the department's visibility using social media, web page and print media to market activities and programs and re-enforce the concept of the department as a community resource and a contributor to the quality of life in Oak Ridge.
- Offered athletic league play for softball, basketball, kickball and volleyball.
- Began conversion of the Robertsville softball field to a multi-use recreational area.

### Youth Advisory Board

- Sponsored the 17<sup>th</sup> Annual Graduation Celebration on May 30, 2013.
- Won a grant in FY 2013: \$750 Let's Play Maintenance Grant from KaBOOM and Dr. Pepper Snapple.
- Honored a Girl-of-the-Month at Girls Incorporated, September thru May with a pizza party.

## **Youth Advisory Board Continued**

- 2012 Playful City USA Winner: Oak Ridge, TN was selected as Playful City USA community for the first time. Oak Ridge has entered to win this designation again in 2013.
- Sponsored six Angel Tree children with clothing and gifts valued at \$900 on November 28, 2012.
- Hosted the Turkey Bowl Disc Golf Tournament, Teen Dodge ball Tournament, Summer Jobs and Career Fair, and Battle of the Teen Bands.
- Traveled to Nashville and met with Governor Haslam and participated in a mock-senate session with Senator Randy McNally and Representative John Ragan on February 27, 2013.
- Partnered with the Grove Theater to host Breakfast with Santa on December 1, 2012.
- Partnered with the Oak Ridge Youth Leadership group at the Chamber of Commerce on the Nashville Trip and with the ORHS Student Council to lead the Soles for Soles Campaign.
- Hosted a Freshman/Sophomore semi-formal dance at the Paradox Teen Center.
- Hosted the 2<sup>nd</sup> Annual Summer Jobs Fair & Career Fair for teens at ORHS on February 13, 2013.

## **Parks Division**

- Completed construction and held a dedication of a 2,300 square foot waterfront pavilion at Melton Lake Park.
- Constructed a 500 foot sidewalk at Briarcliff Park, creating an accessible connection between the parking lot and playground. The sidewalk includes a pad for an accessible water fountain near the playground.
- Installed a swing set with an accessible swing seat at Briarcliff Park and the Marina Park to improve accessibility of these facilities.
- Completed the first phase of an inventory of City trees in cooperation with the University of Tennessee.
- Replacement diamond rail fencing was installed at the Baseball Complex.
- Trees were planted at the Municipal Building, AK Bissell Park and Big Turtle Park.
- An Arbor Day celebration was held at Willowbrook Elementary School on March 1, 2013, and the City's certification as a Tree City USA was maintained.
- Provided logistical support to the Secret City Festival.
- A Christmas tree recycling program was held at Big Turtle Park in January.
- Provided field maintenance support of softball and kickball recreational programs.
- Assisted the Oak Ridge Rotary Club with maintenance days at the Secret City Commemorative Walk.
- Constructed the City's first dog park at Big Turtle Park.
- Coordinated the placement of xxx,xxx cubic yards of excess soil from the Kroger Marketplace construction site to Parcel 405 to begin the process of constructing a new athletic complex on the parcel.
- Began the process of developing an 8,120 square foot public garden at Grove Center.

## **Scarboro Center**

- Hosted "Community Share Day" in April that included free food, games and music for area families.
- Offered an eight-week day camp program for children ages 6–12.
- Offered free computer classes.
- Hosted a Neighborhood Watch community Christmas dinner.
- Sponsored a Halloween Party/Trunk or Treat in the Scarboro Center.
- Sponsored a children's Christmas Party.
- Partnered with the senior group from Oak Valley Church to offer activities for seniors such as corn hole toss, low impact exercise, and morning bingo on Tuesdays.
- Offer free potlucks and breakfasts for seniors.
- Started a new evening bingo session for seniors to be offered on a monthly basis.
- Hosted a free chili luncheon in February for the Scarboro community residents.
- Assisted Neighborhood Watch with a Community Cleanup Day in October and ended the event with grilled hamburgers and hotdogs in the parking lot outside the Scarboro gym.

### **Scarboro Center Continued**

- Hosted a community fashion show involving all community churches.
- Offered a class for seniors to learn how to play dominoes.
- Two corn hole sets were donated to the Scarboro Center by Mary Stevens (Oak Valley Church senior chairwoman).

### **Senior Center**

- Scheduled and completed 36 senior educational programs.
- Established quarterly senior shopping trips to the Knoxville area.
- Continued a new process to more accurately and effectively count daily attendance and track use of the Senior Center Programs.
- Offered beans/cornbread lunches, Bingo dinners, senior breakfast, pool tournaments, a new Halloween Party, a new Valentine's Day Party, Senior Christmas Party, walking program and a Secret City Festival Bridge Party.
- Created a formalized volunteer program for the Senior Center.
- Began travel education programs for seniors who are in some cases no longer able to travel on their own.
- Began a Club Tech program in partnership with the Boys and Girls Club to pair up Senior Citizens with High School students to help with computer issues.

## **2013-2014 GOALS**

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### **Aquatics**

- Send facility requests for aquatics in March/July and coordinate use with community groups and recurring users.
- Certify 100% of the aquatics guard staff in American Red Cross Lifeguard Training, AED and oxygen administration while training the non-guard staff in basic first aid by June 1, 2013.
- Conduct at least 40 hours of training for the summer staff to include but not limited to customer service training, communications, injury prevention, conflict resolution and emergency procedures.
- Recover between 30-40% of the operating costs for the indoor and outdoor pools.
- Open the Outdoor Pool for Memorial Day Weekend.
- Continue to offer non-summer swimming instruction.
- Sponsor at least five different special events at the Outdoor Pool.
- Offer a WSI class.

### **Centers, Camps and Programs**

- Send facility requests for centers in November and coordinate use with community groups and recurring users.
- Involve each facility monitor and recreation coordinator in the planning, implementation, and evaluation of at least one special event.
- Conduct at least 40 hours of training for the summer staff to include but not limited to customer service training, communications, injury prevention, conflict resolution and emergency procedures.
- Work with personnel in order to have lifeguards and summer camp counselors selected by mid-April.
- Prior to opening, inspect each center/pool on a daily basis to ensure compliance with the cleaning contract and to provide a safe environment for participants, and document all safety inspections and submit repair requests.
- Sponsor at least five seasonal special events at the Civic Center.
- Expand training methods of frontline personnel to include interactive modules on the computer with follow-up testing of knowledge and skills.

## **Athletics**

- Increase the department's visibility using social media, web page and print media to market activities and programs and re-enforce the concept of the department as a community resource and a contributor to the quality of life in Oak Ridge.
- Send facility requests for athletics in December/June and host an informational meeting in January for community groups, recurring users and potential users of City athletic facilities.
- Complete monthly facility inspections, take corrective action in a timely fashion and document actions.
- Explore potential upgrades for softball fields that will allow for more attractive use by youth baseball.
- Co-sponsor a fundraising event with youth baseball to cover the cost of potential upgrades for softball fields.
- Convert the Robertsville softball field to a multi-use recreational area and remove old bleachers from the perimeter.
- Team with Parks staff and AYSO in the creation of and permitting of suitable game space for adult soccer at Groves Park.
- Offer athletic league play for softball, basketball, kickball and volleyball.

## **Youth Advisory Board**

- Expand on the calendar of Playful City events that promote play within the City and complete the recertification application for Playful City USA.
- Maintain at least a 75% participation level for Graduation Celebration.
- Prepare and present a "State of the Youth Report" to City Council by the end of each fiscal year.
- Sponsor at least one new big event for teens through the Youth Advisory Board.
- Promote and sponsor a Disc Golf tournament/class.
- Develop the Online Guide to include flyers and special event postings and update the online guide quarterly.
- Complete an ADA inventory and an ADA transition plan for CIP direction.
- Increase the department's visibility by fully utilizing social media, web page and print media to market activities and programs and re-enforce the concept of the department as a community resource and a contributor to the quality of life in Oak Ridge.

## **Parks Division**

- Complete the construction and hold a dedication for the new Big Turtle Park Dog Park.
- Maintain the designation by the National Arbor Day Foundation as Tree City USA, including sponsorship of the annual Arbor Day Ceremony and educational programs for elementary schools.
- Continue the collaboration with the developers of the Kroger Marketplace to begin grading work for a new athletic complex to be located on Parcel 405. The first phase of the project will involve the movement and rough grading of excess soils from the development site to the parcel.
- Continue to collaborate with the Grove Center Merchants Association to create a public garden at Grove Center.
- Collaborate with the Electric Department to install dark skies lighting at Cedar Hill Park as a pilot high efficiency lighting project.
- Complete the installation of split rail fencing at Carl Yearwood Park.
- Continue development of a City Master Planting Plan by completing the next phase of the inventory of existing trees in city parks and rights-of-way in collaboration with the University of Tennessee.
- Identify funding for and complete replacement of first priority light poles at City athletic fields.
- Construct an eighth lane for the Melton Lake rowing course by June 30, 2014.
- Collaborate with local disc golfers to install paver-surfaced tee pads at the Groves Park disc golf course.

**Scarboro Center**

- Involve each facility monitor and recreation coordinator in the planning, implementation, and evaluation of at least one special event.
- Promote and sponsor at least two new programs at the Scarboro Center.
- Continue offering regularly scheduled meetings for senior citizens at the Scarboro Center and provide at least ten educational sessions.
- Increase attendance at the Scarboro Community Center by 10%.
- Continue working with the CNC to sponsor programs and activities.
- Host an outdoor movie night at the Scarboro Community Center.
- Work with the CNC group to offer a fall event at the Scarboro Center.
- Host a health screening at the Scarboro Community Center.
- Offer a resume writing class for rising juniors and seniors.
- Offer a free financial seminar for middle to high school youth.
- Partner with a community organization to offer a cooking class for youth.
- Partner with Team Investment Group of Oak Ridge (TIGOR) or Delta Sigma Theta to host a back-to-school activity.

**Senior Center**

- Sponsor at least three educational sessions for seniors per month with the Recreation Program Coordinator being responsible for five sessions during the year.
- Maintain the department’s web page with at least weekly updates and ensure the material is current.
- Work to formalize the volunteer program at the Senior Center.
- Update the participant data base at the Senior Center to include age and activity information.
- Start a new program at the Senior Center; educational in nature, that meets at least once a month.
- Provide computer classes at the Senior Center on a regular basis.
- Offer at least five seasonal special events at the Senior Center.

**EXPENDITURES OVERALL**

**Summary of Positions and Staff Years for Recreation and Parks Department:**

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
970 Recreation Supervision	2	2	2	2.00	2.00	2.00
972 Indoor Aquatics	14	14	14	4.18	4.18	4.18
973 Outdoor Aquatics	26	26	26	6.27	6.27	6.27
974 Centers, Camps & Programs	29	27	26	11.02	11.02	11.02
975 Athletics	2	2	2	2.00	2.00	2.00
976 Parks	7	7	7	7.00	7.00	7.00
977 Scarboro Center	4	4	4	2.39	2.39	2.39
978 Senior Center	3	3	3	2.50	2.50	2.50
<b>TOTAL RECREATION AND PARKS DEPARTMENT</b>	<b>87</b>	<b>85</b>	<b>84</b>	<b>37.36</b>	<b>37.36</b>	<b>37.36</b>

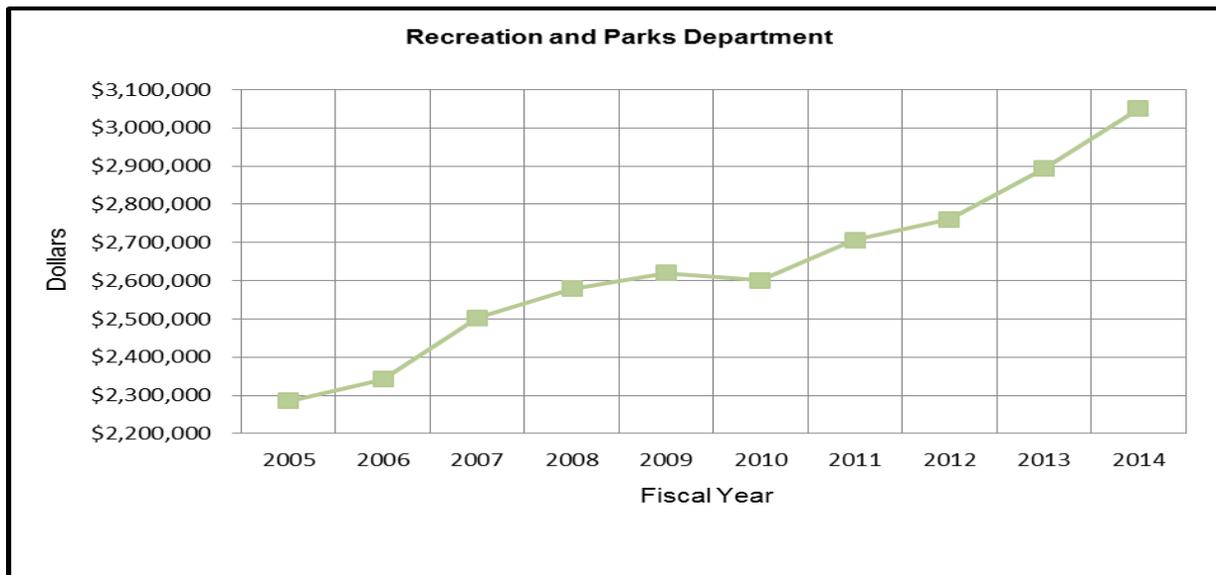
**Recreation and Parks Summary of Net Expenditures by Activity:**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>Recreation and Parks Department:</b>						
970 Supervision	242,113	256,506	252,270	254,862	(1,644)	-0.6
971 Special Events	-	-	-	125,000	125,000	100.0
972 Indoor Aquatics	182,891	205,980	196,672	206,465	485	0.2
973 Outdoor Aquatics	300,393	279,747	268,579	285,657	5,910	2.1
974 Centers, Camps & Programs	715,893	744,836	738,550	753,915	9,079	1.2
975 Athletics	138,586	143,599	142,665	145,021	1,422	1.0
976 Parks	825,720	797,573	797,991	812,954	15,381	1.9
977 Scarboro Center	170,544	182,641	174,322	180,739	(1,902)	-1.0
978 Senior Center	284,258	282,129	283,446	285,013	2,884	1.0
<b>Total Recreation and Parks Department</b>	<b>2,860,398</b>	<b>2,893,011</b>	<b>2,854,495</b>	<b>3,049,626</b>	<b>156,615</b>	<b>5.4</b>

**FY2014 General Fund Budget – Recreation and Parks Activities – Cost Allocated to Other Funds and Costs Recovered:**

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND		
			WATER	WASTEWATER					
<b>RECREATION &amp; PARKS:</b>									
970 Supervision	254,862	-	-	-	-	-	100%	254,862	
971 Special Events	125,000	-	-	-	-	-	100%	125,000	
972 Indoor Aquatics	259,465	-	-	-	-	20%	53,000	87%	206,465
973 Outdoor Aquatics	286,657	-	-	-	-	0%	1,000	100%	285,657
974 Centers, Camps & Programs	852,575	-	-	-	-	12%	98,660	88%	753,915
975 Athletics	160,021	-	-	-	-	9%	15,000	91%	145,021
976 Parks	827,954	-	-	-	-	2%	15,000	96%	812,954
977 Scarboro Center	188,814	-	-	-	-	4%	8,075	97%	180,739
978 Senior Center	287,013	-	-	-	-	1%	2,000	99%	285,013
<b>TOTAL RECREATION &amp; PARKS</b>	<b>3,242,361</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6%</b>	<b>192,735</b>	<b>94%</b>	<b>3,049,626</b>

**Chart of Recreation and Parks Net General Fund Expenditures – Actual 2005 to Budget 2014:**



## DEPARTMENT ACTIVITIES

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### Recreation and Parks Supervision – Activity No. 970

**Activity Description:**

Recreation and Parks Supervision is responsible for the planning, coordination and general administration of the Recreation and Parks Department. Supervision provides direction in fiscal management, planning, staffing, and organizing and program evaluation procedures. Supervision is also responsible for operating a systematic and economical maintenance program for Recreation and Parks facilities. Such programs and facilities must be provided to assure all residents an opportunity to participate in a wide variety of leisure time activities. To further enhance the recreational opportunities within the community, the staff continues to assist and advise interested outside agencies.

**Performance Objectives:**

1. Inspect all recreation and park areas at least monthly and document necessary maintenance.
2. Establish City-wide special events that emphasize seasonal activities and programs.
3. Increase the number of participants in the Cold Facts Program by 5%.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Documented monthly inspections	12	12	12	12
City wide special events	7	7	7	7
Cold Fact Program participants	2,444	2,390	2,450	2,390

**Significant Expenditure Changes Compared to Prior Year:**

Contractual Services decreased by \$1,250, down 3.0%. Funding was decreased for utility services by \$1,450 for anticipated reductions in phone charges due to a carrier change.

### Special Events – Activity No. 971

**Activity Description:**

The activity was established in fiscal 2014 to account for costs related to Special Events the City either sponsors or provides support services.

**Significant Expenditure Changes Compared to Prior Year:**

Budget expenditures for this Activity were reallocated from the Economic Diversification (ED) Fund which will be closed at the end of fiscal 2013. \$125,000 in funding was budgeted for fiscal 2014 of which \$75,000 is for costs for City employees or services that the City provides for special events, predominantly the Secret City Festival and \$50,000 to the Arts Council for the City's sponsorship of the Secret City Festival.

## Indoor Aquatics – Activity No. 972

**Activity Description:**

The function of the Indoor Aquatics activity is to provide safe and healthy swimming facilities with a varied and comprehensive swimming program. A well-rounded aquatics program is provided which includes recreational, therapeutic, competitive and instructional aquatic programs. This facility accommodates a wide variety of groups and/or swimming sessions. The pool is open for public, department programs, and rented to groups the rest of the time. This activity also includes the maintenance and operations of the Civic Center Swimming Pool. A Recreation Manager coordinates the aquatics program. Swimming lessons, ORCA swim team, water exercise, aqua power, and programmed activities are used to recover a portion of operational costs.

The overall goal of the activity is to provide a well-maintained aquatic facility, which is operated in an efficient and safe manner.

**Performance Objectives:**

1. Increase the aquatic staff certified in the American Red Cross Lifeguard Training Course (which includes CPR/PR, AED, and first aid) and trained in the operations of the swimming pool in order to better safeguard and serve the public.
2. Collect revenue equal to 25 percent of the pool's operating costs.
3. To increase attendance by one percent.
4. Train 100% of the Aquatic staff in Oxygen administration.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2013
Pool staff certified in first aid and pool operation	100%	100%	100%	100%
Revenues as percentage of cost	21%	25%	23%	25%
Revenue Generated	\$38,466	\$46,000	\$42,000	\$45,000
Staff certified in Red Cross Lifeguard Training Course	94%	100%	94%	100%
Number of Participants	25,807	41,000	28,000	30,000
Pool staff trained in O2	100%	100%	100%	100%
Attendance % increase	-7%	1%	8%	7%

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

## Outdoor Aquatics – Activity No. 973

**Activity Description:**

The Outdoor Aquatics activity includes the maintenance and operation of the Oak Ridge Municipal Swimming Pool. Municipal Pool operations begin Memorial Day weekend. Daily operations continue until mid-August. In addition to recreational swimming, a variety of other activities are offered through the Outdoor Aquatics program including swimming lessons and competitive and recreational swimming (ORCA summer league).



Private swim parties are reserved by several community organizations. A Recreation Manager, who is responsible for both indoor and outdoor aquatic programs, performs the coordination of this activity.

**Performance Objectives:**

1. Certify 100 percent of the Guard staff in American Red Cross Lifeguard Training.
2. Collect revenues equal to 30 percent of operating costs.
3. To increase attendance.
4. Train 100 percent of the Guard staff in oxygen administration.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Guard Staff certified in Red Cross Lifeguard Training	100%	100%	100%	100%
Revenues as percentage of cost	37%	30%	30%	30%
Revenues	\$110,685	\$85,000	\$100,000	\$120,000
Attendance	53,728	48,000	55,000	56,000
Hours of in-service training (first aid, rescue, techniques, and pool maintenance)	60	60	60	60
Staff Certified in oxygen administration	100%	100%	100%	100%
Attendance % increase	29%	2%	2%	2%

**Significant Expenditure Changes Compared to Prior Year:**

Funding for utility services increased \$5,700 for higher electric and wastewater costs to reflect recent and planned rate increases.

## Centers, Camps and Programs – Activity No. 974

**Activity Description:**

This activity includes the operation and maintenance of the Civic Center Recreation Building. It also includes all non-aquatic camps, programs and special events at this facility. The Civic Center has two rooms with space for 124 people and two rooms with space for 30 people. The game room, available for drop-in use, offers billiards, table tennis, foosball and cable television. The Shep Lauter Room (gymnasium) is used primarily for free play and league play but is also used for large events. Rooms are available for rent by community groups.

The eight-week summer programs operate with a staff of 17 full-time seasonal employees to provide a variety of recreation and leisure activities to area children. Summer Camp, held at the Civic Center, includes sports, organized games, arts & crafts, field trips and special events.



**Performance Objectives:**

1. Improve public awareness of leisure services and providers.
2. Include monthly activities in the Oak Ridger, on websites and in social media.
3. Conduct basic first aid training for all employees.
4. Conduct a Summer Camp with maximum enrollment of 975.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
<b>Employees Certified:</b>				
CPR	96%	95%	96%	95%
Multimedia First Aid	96%	95%	96%	95%
Instructors (Multimedia)	2	1	2	2
Instruction hours per employee	8	8	2	2
Summer Camp enrollment	1,010	975	1,010	1,000

**Significant Expenditure Changes Compared to Prior Year:**

\$10,000 in savings for custodial services due to contractual changes was reallocated to professional services which includes costs related to recreation sponsored classes and events. Utility Services increased \$3,575 for higher electric costs to reflect recent and planned rate increases.

## Athletics – Activity No. 975

**Activity Description:**

This activity plans, organizes and directs adult and youth athletics and other programs with the cooperation of volunteer leaders, groups organized by the Recreation and Parks Department, and community groups serving as sponsors of an activity or for individual teams. Programs include baseball, softball, tennis, soccer, kickball, volleyball and basketball.

**Performance Objectives:**

1. Promote a variety of athletic activities for youth and adults.
2. Promote and encourage volunteers to help conduct the athletic programs.
3. Promote and sponsor two special events.
4. Promote more sporting events.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Youth participants	202	150	136	130
Adult participants	1,724	1,525	1,600	1,550
Youth teams	20	16	13	12
Adult teams	127	120	119	115

**Significant Expenditure Changes Compared to Prior Year:**

There are no significant expenditure changes for this activity in fiscal 2014.

## Parks – Activity No. 976

**Activity Description:**

The Parks activity provides an opportunity for Oak Ridge citizens to enjoy the out-of-doors without traveling great distances from the City. This activity provides grounds, turf and equipment maintenance for seven City-owned properties, 12 flower gardens, 15 athletic fields, 17 parks, 23 tennis courts, 12 greenway trails (33.25 miles), One National Recreation Trail (10.3 miles), Haw Ridge Park trails (25 miles) and 1,3336 acres of greenbelt. Park design, landscaping and beautification programs are also performed by this activity. One of the overall goals of the activity is to provide monthly inspections and follow-up maintenance for all outdoor facilities to ensure citizens and participants a safe environment for their recreational and leisure time activities.



**Performance Objectives:**

1. Budget hours of 12,650 reflect crew hours worked.
2. Continue to inspect all facilities on a monthly basis.
3. Man-hours for athletic field maintenance increased due to addition of Energy Solutions soccer field.
4. Man-hours for administration increased due to additional required documentation.
5. Man-hours for flowerbed maintenance increased due to improved record keeping.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Athletic field maintenance (hours)	1,999.75	1,900	1,700	1,700
Flower garden maintenance (hours)	481.50	450	450	500
Building/grounds maintenance (hours)	2,055.50	1,750	2,100	2,100
Parks maintenance (hours)	5,551.50	5,750	5,850	5,900
Facilities (hours)	741.75	800	810	800
Administrative (hours)	1,762.75	2,000	1,600	1,650

**Significant Expenditure Changes Compared to Prior Year:**

Contractual Services increased \$8,535 of which \$6,415 was in utilities for water charges based on recent and planned rate increases and \$2,120 for rental portable toilets for Park sites.

## Scarboro Center – Activity No. 977

**Activity Description:**

The Scarboro Community Center includes a middle school size gym, full-size kitchen with a pass-through window, small kitchenette, four meeting rooms, game room, and a state-of-the-art Computer Lab. The Scarboro Daycare is housed in the A and B rooms, Ebony room, and has use of the kitchen facilities. Outdoor facilities include a park/playground, fenced softball field, tennis court and basketball/volleyball courts. Rooms are available for rent and the computer lab is open daily with classes being offered to the public at various times during the year.

The eight-week summer programs operate with a staff of two full-time seasonal employees to provide a variety of recreation and leisure activities to area children. The Scarboro summer program includes games, crafts, field trips and special events.

**Performance Objectives:**

1. Conduct a Scarboro Summer Program at the Scarboro Center with maximum enrollment of 75.
2. Conduct an after school program for 6-12 year olds at the Scarboro Center.
3. Provide 12 educational sessions for Senior Adults at the Scarboro Center.
4. Provide 2 new programs at the Scarboro Center.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Employees Certified in CPR	4	4	4	4
Summer Camp enrollment	28	30	30	30
Educational sessions for seniors	10	12	12	12
2 new programs at Scarboro	2	2	2	2
Scarboro Community Center attendance	10,767	12,000	12,000	12,000
Computer classes	4	6	6	6

**Significant Expenditure Changes Compared to Prior Year:**

Utility Services decreased \$2,185 to reflect actual the stabilization of costs for natural gas.

## Senior Center – Activity No. 978

**Activity Description:**

This activity includes expenditures for various programs conducted on behalf of the City's elderly, including all Senior Center expenditures and the Taxi Coupon Program. The goal is to provide and maintain programs which are available and accessible to all senior citizens and contribute to their physical, mental, social and cultural well-being.

The Senior Center temporarily occupies facilities leased from Anderson County located at 728 Emory Valley Road. The Senior Center has rooms for large and small groups, a kitchen, TV lounge, recreation room with billiard tables and other game tables available for use.

**Programs Comments:**

The scope of municipal services to senior citizens is not limited to General Fund expenditures in this activity. Many elder citizens benefit from a variety of service programs such as prescription drug purchases, large print books in the Library, and home insulation assistance. The Business Office also processes applications for State-funded tax relief to elderly, low-income persons under the Property Assessment and Classification Act of 1973.

Other services available to senior citizens include a nutrition program through the East Tennessee Human Resource Agency (ETHRA), utility bill payments through Anderson County Community Action Commission, public housing and rental assistance through the Housing Authority, and services of the Anderson County Health Department.

The administration of the Taxi Coupon Program is performed by this activity, while expenditures are reflected in the Streets and Public Transportation Fund. The Taxi Coupon Program is expected to cost \$65,000 in FY 2013 with 50 percent of the costs being funded through a grant from the Tennessee Department of Transportation. The City subsidizes the coupon price by \$1.95 per coupon.

**Performance Objectives:**

1. Effectively utilize local newspaper, radio and newsletters to advertise activities at the Center.
2. Utilize computer equipment to target outreach efforts to older Oak Ridgers.
3. Continue to promote "Cold Facts" program, utilizing volunteers for outreach and implementations.
4. Develop new fitness programs and promote Senior Games competition.

**Performance Measures:**

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2014
Senior Center users (non-duplicated)	1,438	2,100	1,700	2,100
Senior Center users (duplicated)	43,065	46,000	45,000	46,000
Physical fitness participants	327	340	330	340
Cost per participant (non-duplicated)	\$199	\$136	\$166	\$136
Taxi system users	473	500	500	500
Volunteer hours	1,533	3,500	2,000	3,500
Cold Facts participants	2,444	2,390	2,450	2,390

**Significant Expenditure Changes Compared to Prior Year:**

Budgeted Contractual Services increased \$1,525 for copier rental (\$1,025) and utility costs (\$500).

## BUDGET DETAIL

### Supervision – Activity No. 970 Budget Detail

	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
	FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	134,173	137,279	134,321	136,713	(566)	-0.4
5131. Regular Overtime Pay	821	711	700	711	-	0.0
5141. Social Security	9,363	10,556	9,289	10,513	(43)	-0.4
5150. Retirement	21,012	21,331	21,331	21,546	215	1.0
5160. Medical & Workers Comp	20,962	21,946	21,946	21,946	-	0.0
Total Personal Services	186,331	191,823	187,587	191,429	(394)	-0.2
<b>Contractual Services</b>						
5201. Rents	922	1,000	1,000	1,200	200	20.0
5207. Dues, Memberships & Sub.	613	760	760	760	-	0.0
5212. Utility Services	3,076	4,050	4,050	2,600	(1,450)	-35.8
5220. Training & Travel	1,624	6,000	6,000	6,000	-	0.0
5235. Repair & Maintenance	-	3,540	3,540	3,540	-	0.0
5236.13 Other Equipment Maint.	3,654	3,654	3,654	3,654	-	0.0
5289. Vehicle/Equip Use Charge	22,396	22,539	22,539	22,539	-	0.0
Total Contractual Services	32,285	41,543	41,543	40,293	(1,250)	-3.0
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,619	1,140	1,140	1,140	-	0.0
Total Commodities	1,619	1,140	1,140	1,140	-	0.0
<b>Other Charges</b>						
5430. Grants/Subsidies/Contr.	22,000	22,000	22,000	22,000	-	0.0
Total Other Charges	22,000	22,000	22,000	22,000	-	0.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>242,235</b>	<b>256,506</b>	<b>252,270</b>	<b>254,862</b>	<b>(1,644)</b>	<b>-0.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(122)	-	-	-	-	0.0
Total Reduction of Costs	(122)	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>242,113</b>	<b>256,506</b>	<b>252,270</b>	<b>254,862</b>	<b>(1,644)</b>	<b>-0.6</b>

## Special Events - Activity No. 971 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
Total Contractual Services	-	-	-	-	-	0.0
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
5430. Grants/ Subsidies/ Contr.	-	-	-	125,000	125,000	100.0
Total Other Charges	-	-	-	125,000	125,000	100.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	-	-	-	125,000	125,000	100.0
Reduction of Costs						
5670. Recovered from Funds	-	-	-	-	-	0.0
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	-	-	-	125,000	125,000	100.0

## Indoor Aquatics - Activity No. 972 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	64,443	64,182	60,302	64,308	126	0.2
5120.	Salaries-PT/Seasonal Employ	65,205	59,966	62,343	60,150	184	0.3
5131.	Regular Overtime Pay	2,692	4,365	3,457	4,365	-	0.0
5141.	Social Security	9,861	9,831	10,234	9,855	24	0.2
5150.	Retirement	10,765	10,553	10,553	10,654	101	1.0
5160.	Medical & Workers Comp	7,843	8,164	8,164	8,164	-	0.0
<b>Total Personal Services</b>		<b>160,809</b>	<b>157,061</b>	<b>155,053</b>	<b>157,496</b>	<b>435</b>	<b>0.3</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	450	480	480	480	-	0.0
5210.	Prof. & Contractual Ser.	24,615	18,000	18,000	18,000	-	0.0
5212.	Utility Services	51,591	65,350	58,050	65,400	50	0.1
5220.	Training & Travel	1,990	495	495	495	-	0.0
5235.	Repair & Maintenance	6,349	9,580	9,580	9,580	-	0.0
5236.13	Other Equipment Maint.	486	486	486	486	-	0.0
<b>Total Contractual Services</b>		<b>85,481</b>	<b>94,391</b>	<b>87,091</b>	<b>94,441</b>	<b>50</b>	<b>0.1</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	14,512	3,710	3,710	3,710	-	0.0
5320.	Books/Education Material	215	-	-	-	-	0.0
5325.	Uniforms/Safety Equip.	392	155	155	155	-	0.0
<b>Total Commodities</b>		<b>15,119</b>	<b>3,865</b>	<b>3,865</b>	<b>3,865</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>							
5410.	Liability Insurance	3,663	3,663	3,663	3,663	-	0.0
<b>Total Other Charges</b>		<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>		<b>265,072</b>	<b>258,980</b>	<b>249,672</b>	<b>259,465</b>	<b>485</b>	<b>0.2</b>
<b>Reduction of Costs</b>							
5610.	Recovered from Users	(82,181)	(53,000)	(53,000)	(53,000)	-	0.0
<b>Total Reduction of Costs</b>		<b>(82,181)</b>	<b>(53,000)</b>	<b>(53,000)</b>	<b>(53,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>		<b>182,891</b>	<b>205,980</b>	<b>196,672</b>	<b>206,465</b>	<b>485</b>	<b>0.2</b>

## Outdoor Aquatics - Activity No. 973 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	16,286	16,747	19,247	16,917	170	1.0
5120. Salaries-PT/Seasonal Employ	100,710	124,722	110,376	124,722	-	0.0
5131. Regular Overtime Pay	10,315	15,225	13,696	15,225	-	0.0
5141. Social Security	9,418	11,987	10,994	12,000	13	0.1
5150. Retirement	5,071	5,148	5,148	5,175	27	0.5
5160. Medical & Workers Comp	2,578	2,722	2,722	2,722	-	0.0
<b>Total Personal Services</b>	<b>144,378</b>	<b>176,551</b>	<b>162,183</b>	<b>176,761</b>	<b>210</b>	<b>0.1</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	680	100	100	100	-	0.0
5210. Prof. & Contractual Ser.	1,572	600	600	600	-	0.0
5210.203 Mowing Contract	3,324	4,300	4,300	4,300	-	0.0
5212. Utility Services	38,233	50,250	53,450	55,950	5,700	11.3
5220. Training & Travel	(229)	-	-	-	-	0.0
5235. Repair & Maintenance	48,663	17,035	17,035	17,035	-	0.0
5236.13 Other Equipment Maint.	524	2,524	2,524	2,524	-	0.0
<b>Total Contractual Services</b>	<b>92,767</b>	<b>74,809</b>	<b>78,009</b>	<b>80,509</b>	<b>5,700</b>	<b>7.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	38,209	20,335	20,335	20,335	-	0.0
5320. Books/Education Material	-	50	50	50	-	0.0
5325. Uniforms/Safety Equip.	234	1,880	1,880	1,880	-	0.0
<b>Total Commodities</b>	<b>38,443</b>	<b>22,265</b>	<b>22,265</b>	<b>22,265</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	7,122	7,122	7,122	7,122	-	0.0
<b>Total Other Charges</b>	<b>7,122</b>	<b>7,122</b>	<b>7,122</b>	<b>7,122</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
5440. Machinery & Equipment	19,236	-	-	-	-	0.0
<b>Total Capital Expenditures</b>	<b>19,236</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>301,946</b>	<b>280,747</b>	<b>269,579</b>	<b>286,657</b>	<b>5,910</b>	<b>2.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(1,553)	(1,000)	(1,000)	(1,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(1,553)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>300,393</b>	<b>279,747</b>	<b>268,579</b>	<b>285,657</b>	<b>5,910</b>	<b>2.1</b>

## Centers, Camps & Programs - Activity No. 974 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	260,920	265,167	264,833	269,667	4,500	1.7
5120. Salaries-PT/Seasonal Employ	53,856	66,547	66,972	66,547	-	0.0
5131. Regular Overtime Pay	26,278	25,347	26,203	25,347	-	0.0
5141. Social Security	24,500	27,315	25,532	27,659	344	1.3
5150. Retirement	45,149	45,823	45,823	46,483	660	1.4
5160. Medical & Workers Comp	76,984	81,109	81,109	81,109	-	0.0
<b>Total Personal Services</b>	<b>487,687</b>	<b>511,308</b>	<b>510,472</b>	<b>516,812</b>	<b>5,504</b>	<b>1.1</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	95	130	130	130	-	0.0
5210. Prof. & Contractual Ser.	33,900	25,700	35,700	35,700	10,000	38.9
5210.202 Custodial Contract	45,022	61,145	51,145	51,145	(10,000)	-16.4
5236.15 Street Sweeping	714	700	700	700	-	0.0
5212. Utility Services	119,815	139,125	133,675	142,700	3,575	2.6
5220. Training & Travel	1,327	3,283	3,283	3,283	-	0.0
5235. Repair & Maintenance	68,651	56,375	56,375	56,375	-	0.0
5236.13 Other Equipment Maint.	9,983	8,307	8,307	8,307	-	0.0
<b>Total Contractual Services</b>	<b>279,507</b>	<b>294,765</b>	<b>289,315</b>	<b>298,340</b>	<b>3,575</b>	<b>1.2</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	38,537	27,770	27,770	27,770	-	0.0
5320. Books/Education Material	210	300	300	300	-	0.0
5325. Uniforms/Safety Equip.	2,188	1,150	1,150	1,150	-	0.0
<b>Total Commodities</b>	<b>40,935</b>	<b>29,220</b>	<b>29,220</b>	<b>29,220</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	8,203	8,203	8,203	8,203	-	0.0
<b>Total Other Charges</b>	<b>8,203</b>	<b>8,203</b>	<b>8,203</b>	<b>8,203</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>816,332</b>	<b>843,496</b>	<b>837,210</b>	<b>852,575</b>	<b>9,079</b>	<b>1.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(100,439)	(98,660)	(98,660)	(98,660)	-	0.0
<b>Total Reduction of Costs</b>	<b>(100,439)</b>	<b>(98,660)</b>	<b>(98,660)</b>	<b>(98,660)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>715,893</b>	<b>744,836</b>	<b>738,550</b>	<b>753,915</b>	<b>9,079</b>	<b>1.2</b>

## Athletics - Activity No. 975 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	99,085	99,295	98,640	100,490	1,195	1.2
5131. Regular Overtime Pay	2,552	2,615	2,929	2,615	-	0.0
5141. Social Security	7,210	7,796	7,203	7,888	92	1.2
5150. Retirement	15,893	16,134	16,134	16,294	160	1.0
5160. Medical & Workers Comp	20,672	21,780	21,780	21,780	-	0.0
<b>Total Personal Services</b>	<b>145,412</b>	<b>147,620</b>	<b>146,686</b>	<b>149,067</b>	<b>1,447</b>	<b>1.0</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	80	80	80	80	-	0.0
5212. Utility Services	1,488	1,325	1,325	1,300	(25)	-1.9
5220. Training & Travel	838	800	800	800	-	0.0
5235. Repair & Maintenance	100	-	-	-	-	0.0
5236.13 Other Equipment Maint.	524	524	524	524	-	0.0
<b>Total Contractual Services</b>	<b>3,030</b>	<b>2,729</b>	<b>2,729</b>	<b>2,704</b>	<b>(25)</b>	<b>-0.9</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	964	2,970	2,970	2,970	-	0.0
<b>Total Commodities</b>	<b>964</b>	<b>2,970</b>	<b>2,970</b>	<b>2,970</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	5,280	5,280	5,280	5,280	-	0.0
<b>Total Other Charges</b>	<b>5,280</b>	<b>5,280</b>	<b>5,280</b>	<b>5,280</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>154,686</b>	<b>158,599</b>	<b>157,665</b>	<b>160,021</b>	<b>1,422</b>	<b>0.9</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(16,100)	(15,000)	(15,000)	(15,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(16,100)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>138,586</b>	<b>143,599</b>	<b>142,665</b>	<b>145,021</b>	<b>1,422</b>	<b>1.0</b>

## Parks - Activity No. 976 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	232,558	250,433	250,144	256,018	5,585	2.2
5131. Regular Overtime Pay	5,523	4,141	7,037	4,141	-	0.0
5141. Social Security	16,838	19,475	18,971	19,902	427	2.2
5150. Retirement	39,554	40,053	40,053	40,887	834	2.1
5160. Medical & Workers Comp	71,596	76,008	76,008	76,008	-	0.0
<b>Total Personal Services</b>	<b>366,069</b>	<b>390,110</b>	<b>392,213</b>	<b>396,956</b>	<b>6,846</b>	<b>1.8</b>
<b>Contractual Services</b>						
5201. Rents	10,199	8,365	8,365	10,485	2,120	25.3
5210. Prof. & Contractual Ser.	28,399	3,625	3,625	3,625	-	0.0
5210.203 Mowing Contract	124,691	129,000	129,000	129,000	-	0.0
5210.205 Litter Contract	44,382	45,830	45,830	45,830	-	0.0
5212. Utility Services	51,729	58,735	57,050	65,150	6,415	10.9
5220. Training & Travel	2,345	364	364	364	-	0.0
5235. Repair & Maintenance	57,929	59,710	59,710	59,710	-	0.0
5236.13 Other Equipment Maint.	1,724	1,724	1,724	1,724	-	0.0
5289. Vehicle/Equip Use Charge	67,382	62,480	62,480	62,480	-	0.0
<b>Total Contractual Services</b>	<b>388,780</b>	<b>369,833</b>	<b>368,148</b>	<b>378,368</b>	<b>8,535</b>	<b>2.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	71,644	44,580	44,580	44,580	-	0.0
5320. Books/Education Material	550	150	150	150	-	0.0
5325. Uniforms/Safety Equip.	3,454	3,550	3,550	3,550	-	0.0
<b>Total Commodities</b>	<b>75,648</b>	<b>48,280</b>	<b>48,280</b>	<b>48,280</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	4,350	4,350	4,350	4,350	-	0.0
<b>Total Other Charges</b>	<b>4,350</b>	<b>4,350</b>	<b>4,350</b>	<b>4,350</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
5530. Improve Other Than Building	25,000	-	-	-	-	0.0
<b>Total Capital Expenditures</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>859,847</b>	<b>812,573</b>	<b>812,991</b>	<b>827,954</b>	<b>15,381</b>	<b>1.9</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(34,127)	(15,000)	(15,000)	(15,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(34,127)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>825,720</b>	<b>797,573</b>	<b>797,991</b>	<b>812,954</b>	<b>15,381</b>	<b>1.9</b>

## Scarboro Center - Activity No. 977 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	67,637	67,529	65,991	67,771	242	0.4
5120. Salaries-PT/Seasonal Employ	5,950	6,528	5,645	6,528	-	0.0
5131. Regular Overtime Pay	5,024	4,183	8,030	4,183	-	0.0
5141. Social Security	5,598	5,985	6,075	6,004	19	0.3
5150. Retirement	11,053	11,224	11,224	11,246	22	0.2
5160. Medical & Workers Comp	20,572	21,776	21,776	21,776	-	0.0
<b>Total Personal Services</b>	<b>115,834</b>	<b>117,225</b>	<b>118,741</b>	<b>117,508</b>	<b>283</b>	<b>0.2</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub	142	-	-	-	-	0.0
5210. Prof. & Contractual Ser.	2,891	1,360	1,360	1,360	-	0.0
5210.202 Custodial Contract	20,047	28,426	28,426	28,426	-	0.0
5236.15 Street Sweeping	322	320	320	320	-	0.0
5212. Utility Services	24,363	35,920	26,085	33,735	(2,185)	-6.1
5235. Repair & Maintenance	10,252	2,250	2,250	2,250	-	0.0
5236.13 Other Equipment Maint.	800	800	800	800	-	0.0
<b>Total Contractual Services</b>	<b>58,817</b>	<b>69,076</b>	<b>59,241</b>	<b>66,891</b>	<b>(2,185)</b>	<b>-3.2</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,564	3,000	3,000	3,000	-	0.0
<b>Total Commodities</b>	<b>3,564</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	1,415	1,415	1,415	1,415	-	0.0
<b>Total Other Charges</b>	<b>1,415</b>	<b>1,415</b>	<b>1,415</b>	<b>1,415</b>	<b>-</b>	<b>0.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>179,630</b>	<b>190,716</b>	<b>182,397</b>	<b>188,814</b>	<b>(1,902)</b>	<b>-1.0</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(9,086)	(8,075)	(8,075)	(8,075)	-	0.0
<b>Total Reduction of Costs</b>	<b>(9,086)</b>	<b>(8,075)</b>	<b>(8,075)</b>	<b>(8,075)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>170,544</b>	<b>182,641</b>	<b>174,322</b>	<b>180,739</b>	<b>(1,902)</b>	<b>-1.0</b>

## Senior Center - Activity No. 978 Budget Detail

	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs. 13	%	CHG
<b>Personal Services</b>							
5111. Salaries-Reg. Employees	110,634	102,748	101,498	103,899	1,151	1.1	
5131. Regular Overtime Pay	6,411	4,141	6,907	4,141	-	0.0	
5141. Social Security	8,698	8,177	7,978	8,265	88	1.1	
5150. Retirement	17,234	16,791	16,791	16,911	120	0.7	
5160. Medical & Workers Comp	25,898	27,101	27,101	27,101	-	0.0	
<b>Total Personal Services</b>	<b>168,875</b>	<b>158,958</b>	<b>160,275</b>	<b>160,317</b>	<b>1,359</b>	<b>0.9</b>	
<b>Contractual Services</b>							
5201. Rents	62,360	67,220	67,220	68,245	1,025	1.5	
5207. Dues, Memberships & Sub.	80	70	70	70	-	0.0	
5210. Prof. & Contractual Ser.	122	-	-	-	-	0.0	
5210.202 Custodial Contract	16,553	21,170	21,170	21,170	-	0.0	
5212. Utility Services	15,855	18,155	18,155	18,655	500	2.8	
5220. Training & Travel	1,204	-	-	-	-	0.0	
5235. Repair & Maintenance	5,998	2,795	2,795	2,795	-	0.0	
5236.13 Other Equipment Maint.	5,224	5,253	5,253	5,253	-	0.0	
<b>Total Contractual Services</b>	<b>107,396</b>	<b>114,663</b>	<b>114,663</b>	<b>116,188</b>	<b>1,525</b>	<b>1.3</b>	
<b>Commodities</b>							
5310. Commodities/Tools/Supplies	5,744	6,720	6,720	6,720	-	0.0	
5320. Books/Education Material	-	25	25	25	-	0.0	
5325. Uniforms/Safety Equip.	-	100	100	100	-	0.0	
<b>Total Commodities</b>	<b>5,744</b>	<b>6,845</b>	<b>6,845</b>	<b>6,845</b>	<b>-</b>	<b>0.0</b>	
<b>Other Charges</b>							
5410. Liability Insurance	3,663	3,663	3,663	3,663	-	0.0	
<b>Total Other Charges</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>3,663</b>	<b>-</b>	<b>0.0</b>	
<b>Capital Expenditures</b>							
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	
<b>TOTAL GROSS EXPENDITURES</b>	<b>285,678</b>	<b>284,129</b>	<b>285,446</b>	<b>287,013</b>	<b>2,884</b>	<b>1.0</b>	
<b>Reduction of Costs</b>							
5610. Recovered from Users	(1,420)	(2,000)	(2,000)	(2,000)	-	0.0	
<b>Total Reduction of Costs</b>	<b>(1,420)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>-</b>	<b>0.0</b>	
<b>TOTAL NET EXPENDITURES</b>	<b>284,258</b>	<b>282,129</b>	<b>283,446</b>	<b>285,013</b>	<b>2,884</b>	<b>1.0</b>	

# Public Library

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# Public Library

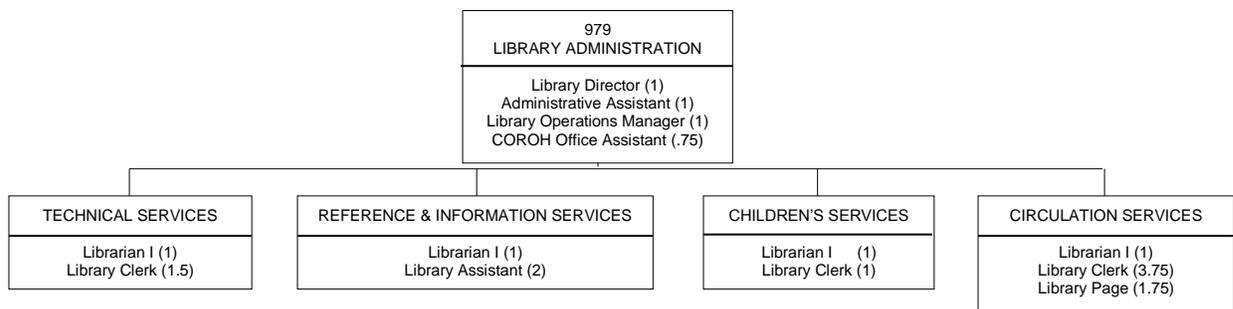
The Oak Ridge Public Library provides informational and recreational material to meet the needs of the community. The Library is staffed by a combination of 24 full-time and part-time employees, and also recruits and trains volunteers to support the staff and services offered. During fiscal 2012, 79 volunteers provided 2,377 hours of service and support. The Library's total collection consists of approximately 19,649 volumes and 22 260 other non-print material, including eBooks, CD's, DVD's, MP3's, microforms, etc. The Library is currently open 65 hours a week during the school year and 61 hours a week during the summer. In fiscal 2012, Library staff circulated 160,978 books and audiovisual materials. Library patrons borrowed 168 books from other libraries through the Interlibrary Loan Service, while the Library loaned 276 books to other libraries. The staff answered 34,263 reference questions.

The Library also houses the Oak Ridge Room, and collects materials pertaining to the history and development of the Oak Ridge area. The Library is working on digitizing and archiving its unique collection. Some of the Oak Ridge Room's outstanding features include the DOE photograph collection of approximately 1,000 photos of early Oak Ridge, a DVD photograph of all pre- Oak Ridge housing, blueprints of the 'alphabet houses', cemetery lists, all phone books used in Oak Ridge, and entire sets of School Board and City Council minutes, city budgets, and many maps of early Oak Ridge to the present day. The Center for Oak Ridge Oral History (COROH) works to record the accounts from people who lived the history of the area (the online is orpl.org, Departments & Services, COROH, View Oral Histories, Browse All, View Image and text). COROH operates with Department of Energy funding and is administered through the public library.

The Children's Room provides material and services such as 2 Preschool story times (Squiggles and Reading Ready), Ruff Reading and the Summer Reading/Listening program. Participation in these programs in fiscal 2012 totaled 5,116 children and 502 for Summer Reading and Listening. The Library provides a book delivery service to the senior residences in town through its Service to Seniors program. Books are exchanged once a month at the six residences bringing reading materials to those who cannot come to the Library.

The Library offers public access to the Internet in the Main Library and the Children's Room. The Library's automated system allows the Library to automate acquisitions, cataloging, and provide a user-friendly system for Library patrons. Workstations are offered to the public for 2-hour per day for Internet, job searching and applications, word processing, genealogy, etc. The only requirement is that they be a member in good standing at the Library.

## ORGANIZATIONAL CHART



## 2012-2013 ACCOMPLISHMENTS:

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- Initiated the eBook service with a kick-off in January 2012.
- Held public classes for Internet, email and a series for Nook, Kindle, etc. devices.
- With Council approval, added a contract for a second videographer for COROH in February 2012.
- With Council approval, moved our integrated system software provider, SirsiDynix, to a hosted cloud services.
- Withdrew all cassettes, puzzles, and sheet music from the collection.
- Administered the COROH grant through the 3rd (of 5) year, having an online launch reception in May 2012.
- Received historical materials from the defunct Local Oversight Committee offices for the Oak Ridge Room.
- Started the “Almost Due” notices for patrons with email addresses in the Library’s automated system.

## 2013-2014 GOALS

---

### Administrative

- Investigate the upgrade of the current facilities and services using Library and FOL money.
- Continue the work of COROH in year 4 starting May 31, 2013.
- Upgrade EnvisionWare.

### Children’s Room

- Weed out and update Easy Readers.
- Begin labeling Juvenile Easy Readers using the Accelerated Reader leveling standards.
- Explore options for labeling popular subjects area in Juvenile Non-Fiction.
- Begin weeding and updating topical juvenile book lists.

### Circulation

- Continue to offer a rotating Culture Corner collection featuring topical materials.
- Continue to increase the variety and frequency of adult programs.
- Enhance page training by adding more frequent testing of best practices.

### Reference

- Continue processing the special donated collections to the Oak Ridge Room.
- Continue adding content to CONTENTdm from the Library Reference and Oak Ridge Room collections.
- Finish transferring Community Television (CTV) videos to DVD.

### Technical Services

- Determine standard item types, locations, call number formats, etc. for the digital collection and edit our existing MARC records to reflect those changes.
- Continue relabeling the fiction books that does not have the “F” designation in their call numbers.
- Complete changing subject headings containing “Cookery” to “Cooking”.
- Update Technical Services procedures from Workflows to Symphony practices.

# EXPENDITURE OVERALL

## Summary of Positions and Staff Years for Library:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
979 Library	23	23	23	17.00	17.00	17.00
027 Grants Fund	1	1	1	0.75	0.75	0.75
<b>TOTAL LIBRARY</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>17.75</b>	<b>17.75</b>	<b>17.75</b>

## Library Summary of Net Expenditures by Activity:

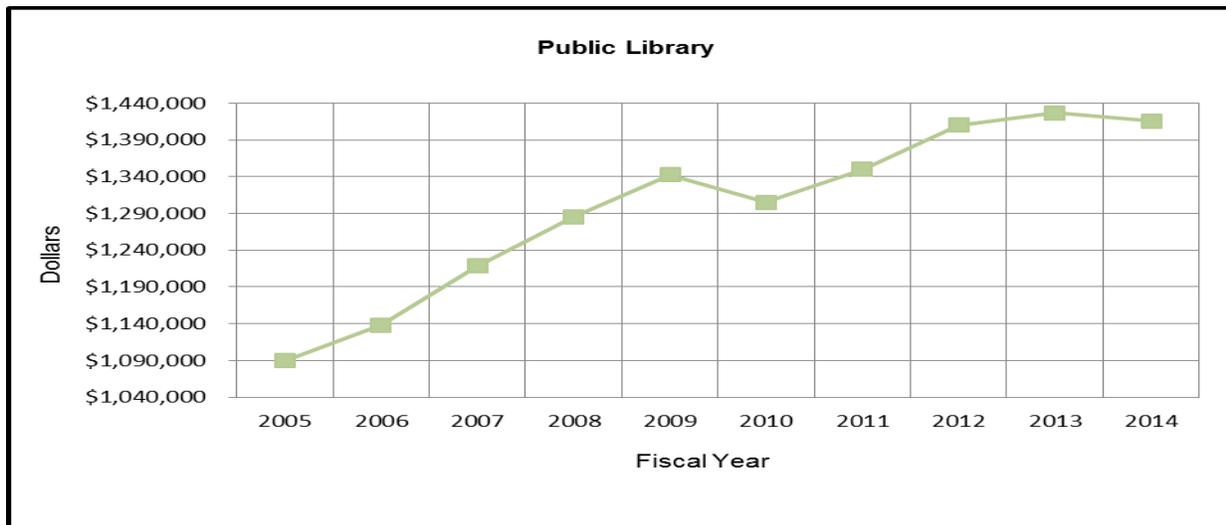
	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
979 Public Library	1,386,988	1,426,847	1,390,233	1,415,509	(11,338)	-0.8

## FY2014 General Fund Budget – Recreation and Parks Activities – Cost Allocated to Other Funds and Costs Recovered:

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED		GENERAL FUND	
			WATER	WASTEWATER					
<b>PUBLIC LIBRARY:</b>									
979 Public Library	1,430,509	-	-	-	-	1%	15,000	99%	1,415,509

## Chart of Library Net General Fund Expenditures – Actual 2005 to Budget 2014:

Increases are due to inflationary costs. The decrease in fiscal 2010 was due to the funding of a portion of salary and benefit costs from the Oral History Grant.



## DEPARTMENT ACTIVITIES

### Public Library – Activity No. 979

#### Activity Description:

The Oak Ridge Public Library provides informational and recreational materials to meet the needs of the community. The Library acquires printed and non-printed materials, organizes them for convenient use and assists the public in using the materials. The Library provides access to a growing collection of historical archives including books and pamphlets, videos, photographs, oral histories, etc. focusing on the earliest days of Oak Ridge up to the present.

The Library supports programming designed to connect books and information with the user. These programs provide access to Library resources for residents of all ages. The Library offers Squiggles and Reading Ready Story time programs, Summer Reading/Listening Programs, and Service to Seniors, which is a book delivery service to the senior residences. In addition, the Library provides classes in Beginning Internet and Beginning Email and programming for adults on a wide range of information and entertaining topics (gardening, stress relief, Book Doctor, jewelry making, eBook readers, etc.).



#### Performance Objectives:

1. Enhance the quality of life in our community by offering exceptional library services.
2. Provide a continuum of knowledge, making information available in its ever-changing formats.
3. Collect, preserve and make available the history of our unique community.
4. Furnish our community with an extensive, easily accessible collection of recreational resources that combines the best of the old and the new.
5. Nurture the children and youth of our community by giving them access to the exciting world of ideas.
6. Address the concerns of library users by listening and responding to their suggestions.
7. Appreciate the unique qualities of all individuals and to give each respect, consideration and excellent service.

#### Performance Measures:

	Actual FY 2012	Budget FY 2013	Projected FY 2013	Budget FY 2015
Total Circulation	159,803	160,000	168,875	160,000
Registered Patrons	22,372	23,000	23,000	23,500
Items Added to the Collection	7,698	6,700	10,375	8,000
Items Withdrawn from the Collection	5,416	3,000	14,165	9,000
Reference Questions and Readers Service	34,263	32,000	33,350	34,000
Story time Attendance	5,116	4,000	4,500	4,750

#### Significant Expenditure Changes Compared to Prior Year:

Utility services costs decreased by \$3,800 to reflect the stabilization of natural gas charges. \$15,000 was budgeted for costs recovered from users reflecting the utilization of Oral History Grant funds for library staff services.

## BUDGET DETAIL

### Public Library – Activity No. 979 Budget Detail

	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
	FY 2012	FY 2013	FY 2013	FY 2014	14 vs. 13	CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	643,747	651,775	646,113	658,030	6,255	1.0
5120. Salaries-PT/Seasonal Employ	23,519	25,823	22,988	25,557	(266)	-1.0
5141. Social Security	48,903	51,836	50,369	52,294	458	0.9
5150. Retirement	99,693	101,845	101,845	102,860	1,015	1.0
5160. Medical & Workers Comp	134,599	141,235	141,235	141,235	-	0.0
Total Personal Services	950,461	972,514	962,550	979,976	7,462	0.8
<b>Contractual Services</b>						
5201. Rents	2,854	3,100	3,100	3,100	-	0.0
5207. Dues, Memberships & Sub.	26,722	19,351	19,351	19,351	-	0.0
5210. Prof. & Contractual Ser.	3,003	9,810	9,810	9,810	-	0.0
5210.202 Custodial Contract	23,185	30,950	30,950	30,950	-	0.0
5236.15 Street Sweeping	1,291	1,260	1,260	1,260	-	0.0
5212. Utility Services	101,079	118,250	106,600	114,450	(3,800)	-3.2
5220. Training & Travel	2,433	600	600	600	-	0.0
5235. Repair & Maintenance	38,553	33,177	33,177	33,177	-	0.0
5236.13 Other Equipment Maint.	55,357	59,596	59,596	59,596	-	0.0
Total Contractual Services	254,477	276,094	264,444	272,294	(3,800)	-1.4
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	44,305	27,120	27,120	27,120	-	0.0
5320. Books/Education Material	133,979	140,342	140,342	140,342	-	0.0
Total Commodities	178,284	167,462	167,462	167,462	-	0.0
<b>Other Charges</b>						
5410. Liability Insurance	10,777	10,777	10,777	10,777	-	0.0
Total Other Charges	10,777	10,777	10,777	10,777	-	0.0
<b>Capital Expenditures</b>						
5520. Buildings	8,850	-	-	-	-	0.0
Total Capital Expenditures	8,850	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>1,402,849</b>	<b>1,426,847</b>	<b>1,405,233</b>	<b>1,430,509</b>	<b>3,662</b>	<b>0.3</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(15,861)	-	(15,000)	(15,000)	(15,000)	0.0
Total Reduction of Costs	(15,861)	-	(15,000)	(15,000)	(15,000)	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>1,386,988</b>	<b>1,426,847</b>	<b>1,390,233</b>	<b>1,415,509</b>	<b>(11,338)</b>	<b>-0.8</b>

# IV. DEBT AND CAPITAL PROJECTS

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## DEBT OVERVIEW – ALL CITY FUNDS

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On page [IV-2](#) is a summary of the City's outstanding \$166,111,656 in long-term debt projected as of June 30, 2013 by Fund. Also listed are the budgeted principal and interest payments for fiscal 2014. Almost all the City's debt is backed by the "full faith and credit" of the City, with the exception of \$2,980,000 in electric revenue bonds issued in 2003, which are backed solely by the net revenues of the electric system. The annual Debt Service payments for long-term debt issued for Enterprise Fund capital projects (Electric, Waterworks and Emergency Communication Funds) will be repaid by user charges for services provided by the operations accounted for in those Funds, rather than revenues generated through the City's taxing authority. There are currently no restrictions on the City's debt levels.

As of June 30, 2013, the outstanding principal balance of debt issuances accounted for in the Debt Service Fund was \$94,116,400. The description of this debt begins on page [IV-15](#) of this document. Funding for annual debt service is provided from operating transfers from the General Fund; building and equipment rental charges from the Electric, Waterworks and Street Funds; and 18.18% of local sales tax collections in the Anderson portion of Oak Ridge to fund debt service on issuances related to the Oak Ridge High School project (ORHS).

The annual debt service payment on \$341,000 in outstanding debt used by the City to renovate the Scarborough Community Center is being funded through the Community Development Block Grant (CDBG) award and is being accounted for in the Grant Fund. \$700,000 in outstanding debt used to purchase fire trucks and computer software and equipment is being accounted for in the Equipment Replacement Rental Fund (ERRF) with annual debt service payments provided from existing cash reserves in the ERRF and charges for services to other City Funds for their share of the usage of this equipment.

As of June 30, 2013, there was \$70,954,256 in outstanding Enterprise Fund debt. Of this amount, \$21,710,400 is serviced by the Electric Fund, \$48,708,518 by the Waterworks Fund (water and wastewater services) and \$535,338 by the Emergency Communications District Fund. During fiscal 2008, the City's Emergency Communications District entered into a capital lease purchase agreement for an 800 MHz radio system upgrade. These types of leases are essentially long-term debt. The revenues generated by these Enterprise Funds will be utilized for the annual debt service payments on this debt.

The debt service payments by the City's utility funds impact user fees for electric, water and wastewater service. A rate study is prepared biennially to establish the user charges for these services. The City currently has \$944,806 in authorized and available loan proceeds that can be drawn upon for wastewater rehabilitation capital projects. Loan proceeds are drawn as the work occurs.

On September 27, 2010, the City received an administrative order (AO) from the United States Environmental Protection Agency (EPA) regarding the City's wastewater system. EPA has accepted the City's remediation plan which outlines an estimated \$23,090,000 in capital projects, which must be completed by September 2015, to meet the AO requirements. The City currently has an application for an \$18,000,000 State Revolving Loan. An additional \$3,000,000 in borrowed funds will be necessary to complete the remediation plan.

Projected future utility rate increases are primarily the result of debt service requirements on debt issued to finance capital improvements. The water and wastewater rates had increases that were implemented in two stages starting with the first on May 1, 2012 and the second on January 1, 2013. The next waterworks rate study will be in the summer of 2013. The EPA AO is the major driver for the wastewater rate increase. Water rate increases were based in part to begin the process of major upgrades to the Water Treatment Plant. A portion of the upgrades to the Water Treatment Plant will be funding by the US Department of Energy who currently uses over 50% of the water plant production.

Debt service amortization schedules begin on page [IV-3](#).

**CITY OF OAK RIDGE  
SUMMARY OF LONG-TERM DEBT  
BUDGET 2014**

Issues	Rate Type	Available For Draw	Projected Principal Outstanding 6/30/2013	Budget FY 2014 Principal	Budget FY 2014 Interest	Budget FY 2014 Total Debt Service
<b>GOVERNMENTAL ACTIVITIES</b>						
<u>DEBT SERVICE FUND</u>						
GO Bonds 2003 (Refunding)	Fixed	\$ -	\$ 3,345,000	\$ 660,000	\$ 133,800	\$ 793,800
GO Bonds 2011 (Refunding)	Fixed	-	2,325,000	2,025,000	46,500	2,071,500
GO Bonds 2010 (Golf Course)	Fixed	-	4,035,000	435,000	131,094	566,094
GO Bonds 2009 (Refunding)	Fixed	-	17,215,000	-	775,700	775,700
Build America Bonds 2009B City	Fixed	-	1,453,366	-	58,952	58,952
Build America Bonds 2009B School	Fixed	-	1,366,640	-	53,182	53,182
TMBF 1995	Variable	-	568,765	-	25,594	25,594
TMBF 2008	Variable	-	1,991,636	70,000	89,365	159,365
TMBF 2008 (ORHS)	Variable	-	5,760,652	-	259,229	259,229
GO Bonds 2005 (ORHS Debt) B-9-A	Fixed	-	14,300,000	300,000	641,938	941,938
TNLOANS 2006 (ORHS Debt) B-11-A	Fixed	-	5,325,000	-	232,969	232,969
TNLOANS 2004 (ORHS Debt) VII E-1	Fixed Swap	-	21,140,000	-	1,057,000	1,057,000
TNLOANS 2006 (ORHS Debt) VHM-1	Fixed Swap	-	4,735,000	-	220,675	220,675
Build America Bonds 2009B (ORHS)	Fixed	-	6,479,994	-	280,698	280,698
QZAB Series 2004 (ORHS Debt)	Fixed	-	3,524,680	440,585	2,115	442,700
QZAB Series 2005 (ORHS Debt)	Fixed	-	550,667	68,833	330	69,163
<b>TOTAL DEBT SERVICE FUND</b>		<b>\$ -</b>	<b>\$ 94,116,400</b>	<b>\$ 3,999,418</b>	<b>\$ 4,009,140</b>	<b>\$ 8,008,558</b>
<u>GRANT FUND *Debt Service Funded By CDBG Grant</u>						
TMBF 2001	Variable	\$ -	\$ 341,000	\$ 79,000	\$ 15,053	\$ 94,053
<u>EQUIPMENT REPLACEMENT RENTAL FUND</u>						
Build America Bonds 2009B	Fixed	-	700,000	50,000	18,755	68,755
<b>TOTAL EQUIPMENT REPLACEMENT RENTAL FUND</b>		<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ 50,000</b>	<b>\$ 18,755</b>	<b>\$ 68,755</b>
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>		<b>\$ -</b>	<b>\$ 95,157,400</b>	<b>\$ 4,128,418</b>	<b>\$ 4,042,948</b>	<b>\$ 8,171,366</b>
<b>ENTERPRISE FUNDS</b>						
<u>ELECTRIC FUND</u>						
Revenue Bonds 2003 (Refunding)	Fixed	\$ -	\$ 2,980,000	\$ 1,095,000	\$ 119,200	\$ 1,214,200
2009 Bonds (Refunding)	Fixed	-	10,070,000	-	448,444	448,444
Build America Bonds 2009B	Fixed	-	5,000,000	-	206,024	206,024
TMBF 2005	Variable	-	2,207,104	132,773	98,829	231,602
TMBF 2008	Variable	-	1,453,296	-	65,398	65,398
<b>TOTAL ELECTRIC FUND</b>		<b>\$ -</b>	<b>\$ 21,710,400</b>	<b>\$ 1,227,773</b>	<b>\$ 937,895</b>	<b>\$ 2,165,668</b>
<u>WATERWORKS FUND</u>						
TMBF 1995	Variable	\$ -	\$ 2,803,735	\$ -	\$ 126,168	\$ 126,168
TMBF 2001	Variable	-	1,711,000	155,000	76,422	231,422
TMBF 2005	Variable	-	4,408,897	265,227	197,419	462,646
TMBF 2008	Variable	-	1,794,416	-	80,749	80,749
TMBF 2012	Variable	-	5,000,000	159,000	225,000	384,000
Capital Outlay Notes (General Fund)	Fixed	-	1,666,667	238,095	16,667	254,762
Build America Bonds 2009B	Fixed	-	5,000,000	-	198,776	198,776
GO Bonds 2003 (Refunding)	Fixed	-	1,385,000	445,000	55,400	500,400
GO Bonds 2011 B	Fixed	-	9,710,000	100,000	257,550	357,550
State Revolving Loan 97	Fixed	-	6,395,019	600,156	250,392	850,548
State Revolving Loan 98	Fixed	-	2,778,590	244,932	107,748	352,680
State Revolving Loan 02	Fixed	944,806	6,055,194	205,506	228,331	433,837
<b>TOTAL WATERWORKS FUND</b>		<b>\$ 944,806</b>	<b>\$ 48,708,518</b>	<b>\$ 2,412,916</b>	<b>\$ 1,820,622</b>	<b>\$ 4,233,538</b>
<u>EMERGENCY COMM. FUND</u>						
Capital Lease Agreement (Radio System Upgrade)		\$ -	\$ 535,338	\$ 124,242	\$ 26,660	\$ 150,902
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 944,806</b>	<b>\$ 70,954,256</b>	<b>\$ 3,764,931</b>	<b>\$ 2,785,177</b>	<b>\$ 6,550,108</b>
<b>TOTAL CITY DEBT</b>		<b>\$ 944,806</b>	<b>\$ 166,111,656</b>	<b>\$ 7,893,349</b>	<b>\$ 6,828,125</b>	<b>\$ 14,721,474</b>

CITY OF OAK RIDGE, TENNESSEE  
 GENERAL OBLIGATION BONDS PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Refunding Bonds Series 2003		2009B Build America Bonds				Refunding Bonds Series 2009		Refunding Bonds Series 2010		Refunding Bonds Series 2011		Total		Total Requirements
	Principal	Interest	Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Net Interest	
2014	\$ 660,000	\$ 133,800	\$ 50,000	\$ 604,876	\$ (193,288)	\$ 411,587	\$ -	\$ 775,700	\$ 435,000	\$ 131,094	\$ 2,025,000	\$ 46,500	\$ 3,170,000	\$ 1,498,681	\$ 4,668,681
2015	1,305,000	107,400	200,000	603,438	(211,203)	392,234	1,005,000	775,700	445,000	118,044	300,000	6,000	3,255,000	1,399,378	4,654,378
2016	1,380,000	55,200	-	597,188	(209,015)	388,172	1,325,000	745,550	460,000	104,694	-	-	3,165,000	1,293,616	4,458,616
2017	-	-	150,000	597,188	(209,015)	388,172	2,785,000	679,300	475,000	90,894	-	-	3,410,000	1,158,365.62	4,568,366
2018	-	-	-	591,188	(206,915)	384,272	2,920,000	540,050	500,000	76,644	-	-	3,420,000	1,000,965.62	4,420,966
2019	-	-	300,000	591,188	(206,915)	384,272	2,640,000	423,250	555,000	56,644	-	-	3,495,000	864,165.62	4,359,166
2020	-	-	-	577,313	(202,059)	375,253	2,735,000	317,650	570,000	38,606	-	-	3,305,000	731,509.12	4,036,509
2021	-	-	-	577,313	(202,059)	375,253	2,870,000	180,900	595,000	20,081	-	-	3,465,000	576,234.13	4,041,234
2022	-	-	-	577,313	(202,059)	375,253	935,000	37,400	-	-	-	-	935,000	412,653	1,347,653
2023	-	-	-	577,313	(202,059)	375,253	-	-	-	-	-	-	-	375,253	375,253
2024	-	-	-	577,313	(202,059)	375,253	-	-	-	-	-	-	-	375,253	375,253
2025	-	-	550,000	577,313	(202,059)	375,253	-	-	-	-	-	-	550,000	375,253	925,253
2026	-	-	650,000	546,375	(191,231)	355,144	-	-	-	-	-	-	650,000	355,144	1,005,144
2027	-	-	600,000	509,000	(178,150)	330,850	-	-	-	-	-	-	600,000	330,850	930,850
2028	-	-	400,000	473,750	(165,813)	307,938	-	-	-	-	-	-	400,000	307,938	707,938
2029	-	-	300,000	449,750	(157,413)	292,338	-	-	-	-	-	-	300,000	292,338	592,338
2030	-	-	300,000	431,750	(151,113)	280,638	-	-	-	-	-	-	300,000	280,638	580,638
2031	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2032	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2033	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2034	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2035	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2036	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2037	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2038	-	-	-	413,750	(144,813)	268,938	-	-	-	-	-	-	-	268,938	268,938
2039	-	-	2,500,000	413,750	(144,812)	268,937	-	-	-	-	-	-	2,500,000	268,937	2,768,937
2040	-	-	2,500,000	260,000	(91,000)	169,000	-	-	-	-	-	-	2,500,000	169,000	2,669,000
2041	-	-	1,500,000	97,500	(34,125)	63,375	-	-	-	-	-	-	1,500,000	63,375	1,563,375
Total	\$ 3,345,000	\$ 296,400	\$ 10,000,000	\$ 13,540,813	\$ (4,720,865)	\$ 8,819,947	\$ 17,215,000	\$ 4,475,500	\$ 4,035,000	\$ 636,699	\$ 2,325,000	\$ 52,500	\$ 36,920,000	\$ 14,281,046	\$ 51,201,046

(1) The federal government provides a 35% subsidy on the interest payment due on these bonds.  
 The City has no assurance that the United States government will continue to make direct subsidy payments or that the United States Congress will not attempt to reduce the amount of the direct subsidy payments.  
 Due to the current federal sequestration, the 2014 treasury rebates on the Build America Bonds have been reduced by 8.7%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Public Building Authority of Clarksville, TN TMBF Series 1994 (1)		Public Building Authority of Clarksville, TN TMBF Series 2001 (1)		Public Building Authority of Clarksville, TN TMBF Series 2008 (1)		Public Building Authority Blount County, TN Series B-11-A (2)		Public Building Authority Blount County, TN Series B-9-A (2)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2014	\$ -	\$ 25,594	\$ 79,000	\$ 15,053	\$ 70,000	\$ 348,594	\$ -	\$ 232,969	\$ 300,000
2015	-	25,594	83,000	11,483	45,000	345,537	-	232,969	350,000	630,688
2016	-	25,594	87,000	7,733	5,000	343,659	-	232,969	400,000	617,563
2017	65,722	25,351	92,000	3,800	-	343,453	-	232,969	450,000	603,563
2018	70,326	22,377	-	-	-	343,453	-	232,969	500,000	587,250
2019	75,251	19,194	-	-	-	343,453	-	232,969	550,000	568,500
2020	80,512	15,788	-	-	75,000	343,176	-	232,969	500,000	547,875
2021	86,145	12,144	-	-	35,000	339,949	-	232,969	550,000	527,875
2022	92,183	8,245	-	-	470,000	336,765	-	232,969	2,600,000	505,875
2023	98,626	4,073	-	-	1,100,000	313,284	-	232,969	3,100,000	382,375
2024	-	-	-	-	775,000	264,987	-	232,969	3,300,000	235,125
2025	-	-	-	-	1,555,000	227,227	-	232,969	1,700,000	70,125
2026	-	-	-	-	1,905,000	155,957	-	232,969	-	-
2027	-	-	-	-	1,717,288	70,926	-	232,969	-	-
2028	-	-	-	-	-	-	-	232,969	-	-
2029	-	-	-	-	-	-	-	232,969	-	-
2030	-	-	-	-	-	-	-	232,969	-	-
2031	-	-	-	-	-	-	-	232,969	-	-
2032	-	-	-	-	-	-	-	232,969	-	-
2033	-	-	-	-	-	-	-	232,969	-	-
2034	-	-	-	-	-	-	-	232,969	-	-
2035	-	-	-	-	-	-	-	232,969	-	-
2036	-	-	-	-	-	-	-	232,969	-	-
2037	-	-	-	-	-	-	2,600,000	232,969	-	-
2038	-	-	-	-	-	-	2,725,000	119,219	-	-
<b>Total</b>	<b>\$ 568,765</b>	<b>\$ 183,957</b>	<b>\$ 341,000</b>	<b>\$ 38,069</b>	<b>\$ 7,752,288</b>	<b>\$ 4,120,419</b>	<b>\$ 5,325,000</b>	<b>\$ 5,710,469</b>	<b>\$ 14,300,000</b>	<b>\$ 5,918,750</b>

- (1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF). The amortization schedules are calculated at 4.5% interest rate.
- (2) The interest rate is fixed on the loans through the Public Building Authority of Blount County. Interest on the B-9-A loan is at 4.375%. Interest on the B-11-A loan ranges from 3.0% to 4.125%
- (3) The loans through the Public Building Authority of Sevier County are under interest rate swap agreements. The amortization schedules are calculated from 4.66% to 5.0% interest rate.
- (4) Qualified Zone Academy Bonds (QZAB) is a federal program which provide interest free loans to finance eligible school renovations. The QZAB programs are administered through the state department of educations.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Public Building Authority Sevier County, TN Series VII-E-1 (3)		Public Building Authority Sevier County, TN Series VI-M-1 (3)		Tennessee School Bond Authority QZAB Series 2004 (4)		Tennessee School Bond Authority QZAB Series 2005 (4)		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Fees	Principal	Fees	Principal	Fees/Interest	
2014	\$ -	\$ 1,057,000	\$ -	\$ 220,675	\$ 440,585	\$ 2,115	\$ 68,833	\$ 330	\$ 958,418	\$ 2,544,267	\$ 3,502,685
2015	-	1,057,000	-	220,675	440,585	2,115	68,834	330	987,419	2,526,390	3,513,809
2016	-	1,057,000	-	220,675	440,585	2,115	68,833	330	1,001,418	2,507,638	3,509,056
2017	-	1,057,000	-	220,675	440,585	2,115	68,833	330	1,117,140	2,489,255	3,606,395
2018	-	1,057,000	-	220,675	440,585	2,115	68,834	330	1,079,745	2,466,168	3,545,913
2019	-	1,057,000	-	220,675	440,585	2,115	68,833	330	1,134,669	2,444,235	3,578,904
2020	-	1,057,000	-	220,675	440,585	2,115	68,833	330	1,164,930	2,419,927	3,584,857
2021	-	1,057,000	-	220,675	440,585	2,115	68,834	330	1,180,564	2,393,056	3,573,620
2022	-	1,057,000	-	220,675	-	-	-	-	3,162,183	2,361,529	5,523,712
2023	-	1,057,000	-	220,675	-	-	-	-	4,298,626	2,210,376	6,509,002
2024	-	1,057,000	-	220,675	-	-	-	-	4,075,000	2,010,755	6,085,755
2025	-	1,057,000	-	220,675	-	-	-	-	3,255,000	1,807,995	5,062,995
2026	-	1,057,000	1,465,000	215,063	-	-	-	-	3,370,000	1,660,989	5,030,989
2027	-	1,057,000	1,540,000	146,499	-	-	-	-	3,257,288	1,507,395	4,764,683
2028	-	1,057,000	1,615,000	74,440	-	-	-	-	1,615,000	1,364,409	2,979,409
2029	1,570,000	1,050,548	115,000	4,919	-	-	-	-	1,685,000	1,288,436	2,973,436
2030	1,745,000	971,329	-	-	-	-	-	-	1,745,000	1,204,298	2,949,298
2031	1,820,000	883,771	-	-	-	-	-	-	1,820,000	1,116,739	2,936,739
2032	4,315,000	782,517	-	-	-	-	-	-	4,315,000	1,015,486	5,330,486
2033	4,515,000	565,945	-	-	-	-	-	-	4,515,000	798,914	5,313,914
2034	2,295,000	349,318	-	-	-	-	-	-	2,295,000	582,287	2,877,287
2035	2,390,000	234,178	-	-	-	-	-	-	2,390,000	467,147	2,857,147
2036	2,490,000	112,050	-	-	-	-	-	-	2,490,000	345,019	2,835,019
2037	-	-	-	-	-	-	-	-	2,600,000	232,969	2,832,969
2038	-	-	-	-	-	-	-	-	2,725,000	119,219	2,844,219
<b>Total</b>	<b>\$ 21,140,000</b>	<b>\$ 20,804,656</b>	<b>\$ 4,735,000</b>	<b>\$ 3,089,020</b>	<b>\$ 3,524,680</b>	<b>\$ 16,919</b>	<b>\$ 550,667</b>	<b>\$ 2,640</b>	<b>\$ 58,237,400</b>	<b>\$ 39,884,899</b>	<b>\$ 98,122,299</b>

CITY OF OAK RIDGE, TENNESSEE  
GENERAL OBLIGATION DEBT PRINCIPAL AND INTEREST SUMMARY BY FUND  
REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
FISCAL 2014 BUDGET\*\*

Fiscal Year	DEBT SERVICE FUND		GRANT FUND		EQUIPMENT REPLACEMENT RENTAL FUND		TOTAL		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Net Interest	
2014	\$ 3,999,418	\$ 4,009,140	\$ 79,000	\$ 15,053	\$ 50,000	\$ 18,755	\$ 4,128,418	\$ 4,042,948	\$ 8,171,366
2015	3,959,419	3,897,304	\$ 83,000	\$ 11,483	200,000	16,981	4,242,419	3,925,768	8,168,187
2016	4,079,418	3,780,602	\$ 87,000	\$ 7,733	-	12,919	4,166,418	3,801,254	7,967,672
2017	4,285,140	3,630,902	\$ 92,000	\$ 3,800	150,000	12,919	4,527,140	3,647,621	8,174,761
2018	4,499,745	3,458,115	-	-	-	9,019	4,499,745	3,467,134	7,966,879
2019	4,329,669	3,299,382	-	-	300,000	9,019	4,629,669	3,308,401	7,938,070
2020	4,469,930	3,151,436	-	-	-	-	4,469,930	3,151,436	7,621,366
2021	4,645,564	2,969,290	-	-	-	-	4,645,564	2,969,290	7,614,854
2022	4,097,183	2,774,182	-	-	-	-	4,097,183	2,774,182	6,871,365
2023	4,298,626	2,585,630	-	-	-	-	4,298,626	2,585,630	6,884,256
2024	4,075,000	2,386,008	-	-	-	-	4,075,000	2,386,008	6,461,008
2025	3,805,000	2,183,248	-	-	-	-	3,805,000	2,183,248	5,988,248
2026	4,020,000	2,016,133	-	-	-	-	4,020,000	2,016,133	6,036,133
2027	3,857,288	1,838,245	-	-	-	-	3,857,288	1,838,245	5,695,533
2028	2,015,000	1,672,347	-	-	-	-	2,015,000	1,672,347	3,687,347
2029	1,985,000	1,580,773	-	-	-	-	1,985,000	1,580,773	3,565,773
2030	2,045,000	1,484,935	-	-	-	-	2,045,000	1,484,935	3,529,935
2031	1,820,000	1,385,677	-	-	-	-	1,820,000	1,385,677	3,205,677
2032	4,315,000	1,284,423	-	-	-	-	4,315,000	1,284,423	5,599,423
2033	4,515,000	1,067,851	-	-	-	-	4,515,000	1,067,851	5,582,851
2034	2,295,000	851,225	-	-	-	-	2,295,000	851,225	3,146,225
2035	2,390,000	736,084	-	-	-	-	2,390,000	736,084	3,126,084
2036	2,490,000	613,956	-	-	-	-	2,490,000	613,956	3,103,956
2037	2,600,000	501,906	-	-	-	-	2,600,000	501,906	3,101,906
2038	2,725,000	388,156	-	-	-	-	2,725,000	388,156	3,113,156
2039	2,500,000	268,937	-	-	-	-	2,500,000	268,937	2,768,937
2040	2,500,000	169,000	-	-	-	-	2,500,000	169,000	2,669,000
2041	1,500,000	63,375	-	-	-	-	1,500,000	63,375	1,563,375
Total	<u>\$ 94,116,400</u>	<u>\$ 54,048,264</u>	<u>\$ 341,000</u>	<u>\$ 38,069</u>	<u>\$ 700,000</u>	<u>\$ 79,612</u>	<u>\$ 95,157,400</u>	<u>\$ 54,165,944</u>	<u>\$ 149,323,344</u>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Electric Revenue Bonds Refunding Series 2003		General Obligation Bonds Refunding Series 2003		2009B Build America Bonds				Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Principal	Net Interest	
2014	\$ 1,095,000	\$ 119,200	\$ -	\$ 448,444	\$ -	\$ 302,775	\$ (96,751)	\$ 206,024	\$ 1,095,000	\$ 773,668	\$ 1,868,668
2015	925,000	75,400	-	448,444	-	302,775	(105,971)	196,804	925,000	720,648	1,645,648
2016	960,000	38,400	-	448,444	-	302,775	(105,971)	196,804	960,000	683,648	1,643,648
2017	-	-	1,000,000	448,444	-	302,775	(105,971)	196,804	1,000,000	645,248	1,645,248
2018	-	-	1,045,000	398,444	-	302,775	(105,971)	196,804	1,045,000	595,248	1,640,248
2019	-	-	1,055,000	356,644	-	302,775	(105,971)	196,804	1,055,000	553,448	1,608,448
2020	-	-	1,135,000	314,444	-	302,775	(105,971)	196,804	1,135,000	511,248	1,646,248
2021	-	-	1,150,000	257,694	-	302,775	(105,971)	196,804	1,150,000	454,498	1,604,498
2022	-	-	1,210,000	200,194	-	302,775	(105,971)	196,804	1,210,000	396,998	1,606,998
2023	-	-	1,300,000	151,794	-	302,775	(105,971)	196,804	1,300,000	348,598	1,648,598
2024	-	-	1,065,000	96,544	-	302,775	(105,971)	196,804	1,065,000	293,348	1,358,348
2025	-	-	1,110,000	49,950	-	302,775	(105,971)	196,804	1,110,000	246,754	1,356,754
2026	-	-	-	-	-	302,775	(105,971)	196,804	-	196,804	196,804
2027	-	-	-	-	-	302,775	(105,971)	196,804	-	196,804	196,804
2028	-	-	-	-	450,000	302,775	(105,971)	196,804	450,000	196,804	646,804
2029	-	-	-	-	450,000	275,775	(96,521)	179,254	450,000	179,254	629,254
2030	-	-	-	-	450,000	248,775	(87,071)	161,704	450,000	161,704	611,704
2031	-	-	-	-	450,000	221,775	(77,621)	144,154	450,000	144,154	594,154
2032	-	-	-	-	450,000	194,775	(68,171)	126,604	450,000	126,604	576,604
2033	-	-	-	-	450,000	167,775	(58,721)	109,054	450,000	109,054	559,054
2034	-	-	-	-	450,000	140,775	(49,271)	91,504	450,000	91,504	541,504
2035	-	-	-	-	450,000	113,775	(39,821)	73,954	450,000	73,954	523,954
2036	-	-	-	-	450,000	86,100	(30,135)	55,965	450,000	55,965	505,965
2037	-	-	-	-	475,000	58,425	(20,449)	37,976	475,000	37,976	512,976
2038	-	-	-	-	475,000	29,212	(10,224)	18,988	475,000	18,988	493,988
<b>Total</b>	<b>\$ 2,980,000</b>	<b>\$ 233,000</b>	<b>\$ 10,070,000</b>	<b>\$ 3,619,484</b>	<b>\$ 5,000,000</b>	<b>\$ 6,078,787</b>	<b>\$ (2,118,354)</b>	<b>\$ 3,960,433</b>	<b>\$ 18,050,000</b>	<b>\$ 7,812,917</b>	<b>\$ 25,862,917</b>

(1) The federal government provides a 35% subsidy on the interest payment due on these bonds.

The City has no assurance that the United States government will continue to make direct subsidy payments or that the United States Congress will not attempt to reduce the amount of the direct subsidy payments.

Due to the current federal sequestration, the 2014 treasury rebates on the Build America Bonds have been reduced by 8.7%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Public Building Authority of Clarksville, TN TMBF Series 2005 (1)		Public Building Authority of Clarksville, TN TMBF Series 2008 (1)		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Interest	
	2014	\$ 132,773	\$ 98,829	\$ -	\$ 65,398	\$ 132,773	
2015	138,111	92,834	25,000	65,306	163,111	158,140	321,251
2016	143,448	86,599	70,000	64,014	213,448	150,614	364,062
2017	149,453	80,122	-	61,123	149,453	141,245	290,698
2018	155,124	73,376	-	61,123	155,124	134,499	289,623
2019	161,463	66,372	35,000	60,994	196,463	127,365	323,828
2020	167,801	59,082	-	59,548	167,801	118,631	286,432
2021	174,807	51,505	40,000	59,400	214,807	110,906	325,713
2022	181,812	43,613	-	57,748	181,812	101,361	283,173
2023	188,818	35,406	-	57,748	188,818	93,154	281,972
2024	196,491	26,880	290,000	56,676	486,491	83,556	570,047
2025	204,498	18,009	305,000	43,570	509,498	61,579	571,077
2026	212,505	8,777	355,000	29,660	567,505	38,437	605,942
2027	-	-	333,296	13,766	333,296	13,766	347,062
Total	<u>\$ 2,207,104</u>	<u>\$ 741,404</u>	<u>\$ 1,453,296</u>	<u>\$ 756,076</u>	<u>\$ 3,660,400</u>	<u>\$ 1,497,480</u>	<u>\$ 5,157,880</u>

(1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF).  
 The amortization schedules are calculated at 4.5% interest rate.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	ELECTRIC BOND		ELECTRIC NOTES		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Net Interest	
2014	1,095,000	773,668	132,773	164,227	1,227,773	937,895	2,165,668
2015	925,000	720,648	163,111	158,140	1,088,111	878,788	1,966,899
2016	960,000	683,648	213,448	150,614	1,173,448	834,262	2,007,710
2017	1,000,000	645,248	149,453	141,245	1,149,453	786,493	1,935,946
2018	1,045,000	595,248	155,124	134,499	1,200,124	729,747	1,929,871
2019	1,055,000	553,448	196,463	127,365	1,251,463	680,813	1,932,276
2020	1,135,000	511,248	167,801	118,631	1,302,801	629,878	1,932,679
2021	1,150,000	454,498	214,807	110,906	1,364,807	565,403	1,930,210
2022	1,210,000	396,998	181,812	101,361	1,391,812	498,359	1,890,171
2023	1,300,000	348,598	188,818	93,154	1,488,818	441,752	1,930,570
2024	1,065,000	293,348	486,491	83,556	1,551,491	376,904	1,928,395
2025	1,110,000	246,754	509,498	61,579	1,619,498	308,333	1,927,831
2026	-	196,804	567,505	38,437	567,505	235,241	802,746
2027	-	196,804	333,296	13,766	333,296	210,569	543,865
2028	450,000	196,804	-	-	450,000	196,804	646,804
2029	450,000	179,254	-	-	450,000	179,254	629,254
2030	450,000	161,704	-	-	450,000	161,704	611,704
2031	450,000	144,154	-	-	450,000	144,154	594,154
2032	450,000	126,604	-	-	450,000	126,604	576,604
2033	450,000	109,054	-	-	450,000	109,054	559,054
2034	450,000	91,504	-	-	450,000	91,504	541,504
2035	450,000	73,954	-	-	450,000	73,954	523,954
2036	450,000	55,965	-	-	450,000	55,965	505,965
2037	475,000	37,976	-	-	475,000	37,976	512,976
2038	475,000	18,988	-	-	475,000	18,988	493,988
<b>Total</b>	<b>\$ 18,050,000</b>	<b>\$ 7,812,917</b>	<b>\$ 3,660,400</b>	<b>\$ 1,497,480</b>	<b>\$ 21,710,400</b>	<b>\$ 9,310,397</b>	<b>\$ 31,020,797</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	General Obligation Bonds		2009B Build America Bonds				General Obligation Bonds		Total		Total Requirements
	Refunding Series 2003		Principal	Coupon	Treasury	Net	Refunding Series 2011 B		Principal	Net	
	Principal	Interest		Interest	Rebate (1)	Interest	Principal	Interest			
2014	\$ 445,000	\$ 55,400	\$ -	\$ 292,125	\$ (93,349)	\$ 198,776	\$ 100,000	\$ 257,550	\$ 545,000	\$ 511,726	\$ 1,056,726
2015	460,000	37,600	-	292,125	(102,244)	189,881	100,000	255,550	560,000	483,031	1,043,031
2016	480,000	19,200	-	292,125	(102,244)	189,881	100,000	253,550	580,000	462,631	1,042,631
2017	-	-	-	292,125	(102,244)	189,881	200,000	251,550	200,000	441,431	641,431
2018	-	-	-	292,125	(102,244)	189,881	200,000	247,550	200,000	437,431	637,431
2019	-	-	-	292,125	(102,244)	189,881	225,000	243,550	225,000	433,431	658,431
2020	-	-	-	292,125	(102,244)	189,881	225,000	239,050	225,000	428,931	653,931
2021	-	-	-	292,125	(102,244)	189,881	225,000	234,550	225,000	424,431	649,431
2022	-	-	-	292,125	(102,244)	189,881	275,000	230,050	275,000	419,931	694,931
2023	-	-	200,000	292,125	(102,244)	189,881	975,000	223,863	1,175,000	413,744	1,588,744
2024	-	-	450,000	282,125	(98,744)	183,381	1,325,000	199,488	1,775,000	382,869	2,157,869
2025	-	-	450,000	257,375	(90,081)	167,294	1,375,000	166,363	1,825,000	333,656	2,158,656
2026	-	-	400,000	232,063	(81,222)	150,841	1,500,000	128,550	1,900,000	279,391	2,179,391
2027	-	-	750,000	209,063	(73,172)	135,891	1,650,000	86,550	2,400,000	222,441	2,622,441
2028	-	-	900,000	165,000	(57,750)	107,250	1,235,000	37,050	2,135,000	144,300	2,279,300
2029	-	-	900,000	111,000	(38,850)	72,150	-	-	900,000	72,150	972,150
2030	-	-	950,000	56,999	(19,950)	37,049	-	-	950,000	37,049	987,049
<b>Total</b>	<b>\$ 1,385,000</b>	<b>\$ 112,200</b>	<b>\$ 5,000,000</b>	<b>\$ 4,234,875</b>	<b>\$ (1,473,311)</b>	<b>\$ 2,761,564</b>	<b>\$ 9,710,000</b>	<b>\$ 3,054,813</b>	<b>\$ 16,095,000</b>	<b>\$ 5,928,576</b>	<b>\$ 22,023,576</b>

(1) The federal government provides a 35% subsidy on the interest payment due on these bonds.

The City has no assurance that the United States government will continue to make direct subsidy payments or that the United States Congress will not attempt to reduce the amount of the direct subsidy payments.

Due to the current federal sequestration, the 2014 treasury rebates on the Build America Bonds have been reduced by 8.7%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	Public Building Authority of Clarksville, TN TMBF Series 1994 (1)		Public Building Authority of Clarksville, TN TMBF Series 2001 (1)		Public Building Authority of Clarksville, TN TMBF Series 2005 (1)		Public Building Authority of Clarksville, TN TMBF Series 2008 (1)		Public Building Authority of Clarksville, TN TMBF Series 2012 (1)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2014	\$ -	\$ 126,168	\$ 155,000	\$ 76,422	\$ 265,227	\$ 197,419	\$ -	\$ 80,749	\$ 159,000	\$ 225,000
2015	-	126,168	163,000	69,417	275,889	185,445	-	80,749	166,000	217,845
2016	-	126,168	171,000	62,053	286,552	172,990	-	80,749	174,000	210,375
2017	323,978	124,970	180,000	54,324	298,547	160,051	75,000	80,471	182,000	202,545
2018	346,674	110,307	189,000	46,191	309,875	146,575	85,000	77,059	190,000	194,355
2019	370,949	94,617	198,000	37,653	322,537	132,583	60,000	73,327	199,000	185,805
2020	396,888	77,828	208,000	28,706	335,199	118,022	60,000	70,627	208,000	176,850
2021	424,655	59,865	218,000	19,309	349,193	102,887	60,000	67,927	217,000	167,490
2022	454,417	40,646	229,000	9,458	363,187	87,121	-	65,449	227,000	157,725
2023	486,174	20,080	-	-	377,181	70,726	160,000	64,857	237,000	147,510
2024	-	-	-	-	392,509	53,696	295,000	57,158	248,000	136,845
2025	-	-	-	-	408,503	35,974	315,000	43,809	259,000	125,685
2026	-	-	-	-	424,497	17,532	335,000	29,560	270,000	114,030
2027	-	-	-	-	-	-	349,416	14,431	282,000	101,880
2028	-	-	-	-	-	-	-	-	295,000	89,190
2029	-	-	-	-	-	-	-	-	308,000	75,915
2030	-	-	-	-	-	-	-	-	322,000	62,055
2031	-	-	-	-	-	-	-	-	337,000	47,565
2032	-	-	-	-	-	-	-	-	352,000	32,400
2033	-	-	-	-	-	-	-	-	368,000	16,560
<b>Total</b>	<b>\$ 2,803,735</b>	<b>\$ 906,817</b>	<b>\$ 1,711,000</b>	<b>\$ 403,532</b>	<b>\$ 4,408,896</b>	<b>\$ 1,481,022</b>	<b>\$ 1,794,416</b>	<b>\$ 886,920</b>	<b>\$ 5,000,000</b>	<b>\$ 2,687,625</b>

- (1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF). The amortization schedules are calculated at 4.5% interest rate.
- (2) In accordance with Tennessee State Law, an interfund loan between the waterworks fund and general fund was issued in the form of capital outlay notes. Interest on the loan was set at 1%.
- (3) The City is still drawing funds as capital projects occur on this loan through the State Revolving Loan Fund . At April 30, 2013, \$944,806 remains available for draw on this loan. Principal payments will begin when the projects have been completed and the loan is closed by the state for future draws. The amortization schedule is based on the annual payments that would occur if the loan had been closed at the current outstanding principal amount.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Capital Outlay Notes Interfund Loan From General Fund (2)		State Revolving Loan Fund Interest at 4.09%		State Revolving Loan Fund Interest at 4.04%		State Revolving Loan Fund Interest at 3.83% (3)		Total		Total Requirements
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Fees/ Interest	
\$ 238,095	\$ 16,667	\$ 600,156	\$ 250,392	\$ 244,932	\$ 107,748	\$ 205,506	\$ 228,331	\$ 1,867,916	\$ 1,308,896	\$ 3,176,812
238,095	14,286	625,164	225,384	255,012	97,668	213,517	220,321	1,936,677	1,237,283	3,173,960
238,096	11,905	651,216	199,320	265,500	87,180	221,840	211,998	2,008,204	1,162,738	3,170,942
238,095	9,524	678,360	172,188	276,432	76,248	230,487	203,350	2,482,899	1,083,671	3,566,570
238,095	7,143	706,632	143,916	287,808	64,872	239,471	194,367	2,592,555	984,785	3,577,340
238,096	4,762	736,080	114,468	299,652	53,028	248,806	185,032	2,673,120	881,275	3,554,395
238,095	2,381	766,752	83,784	311,988	40,692	258,504	175,334	2,783,426	774,224	3,557,650
-	-	798,708	51,828	324,828	27,852	268,580	165,257	2,660,964	662,415	3,323,379
-	-	831,951	18,552	338,196	14,484	279,049	154,788	2,722,800	548,223	3,271,023
-	-	-	-	174,242	2,058	289,927	143,911	1,724,524	449,142	2,173,666
-	-	-	-	-	-	301,228	132,610	1,236,737	380,309	1,617,046
-	-	-	-	-	-	312,970	120,868	1,295,473	326,336	1,621,809
-	-	-	-	-	-	325,169	108,669	1,354,666	269,791	1,624,457
-	-	-	-	-	-	337,844	95,994	969,260	212,305	1,181,565
-	-	-	-	-	-	351,013	82,825	646,013	172,015	818,028
-	-	-	-	-	-	364,695	69,142	672,695	145,057	817,752
-	-	-	-	-	-	378,911	54,927	700,911	116,982	817,893
-	-	-	-	-	-	393,681	40,157	730,681	87,722	818,403
-	-	-	-	-	-	409,026	24,812	761,026	57,212	818,238
-	-	-	-	-	-	424,971	8,867	792,971	25,427	818,398
<u>\$ 1,666,667</u>	<u>\$ 66,668</u>	<u>\$ 6,395,019</u>	<u>\$ 1,259,832</u>	<u>\$ 2,778,590</u>	<u>\$ 571,830</u>	<u>\$ 6,055,194</u>	<u>\$ 2,621,561</u>	<u>\$ 32,613,518</u>	<u>\$ 10,885,805</u>	<u>\$ 43,499,323</u>

- (1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF).  
The amortization schedules are calculated at 4.5% interest rate.
- (2) In accordance with Tennessee State Law, an interfund loan between the waterworks fund and general fund was issued in the form of capital outlay notes.  
Interest on the loan was set at 1%.
- (3) The City is still drawing funds as capital projects occur on this loan through the State Revolving Loan Fund . At April 30, 2013, \$944,806 remains available for  
for draw on this loan. Principal payments will begin when the projects have been completed and the loan is closed by the state for future draws.  
The amortization schedule is based on the annual payments that would occur if the loan had been closed at the current outstanding principal amount.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	WATERWORKS BONDS		WATERWORKS NOTES		TOTAL WATERWORKS FUND		
	Principal	Interest	Principal	Interest	Principal	Net Interest	Total Requirements
2014	545,000	511,726	1,867,916	1,308,896	2,412,916	1,820,622	4,233,538
2015	560,000	483,031	1,936,677	1,237,283	2,496,677	1,720,314	4,216,991
2016	580,000	462,631	2,008,204	1,162,738	2,588,204	1,625,369	4,213,573
2017	200,000	441,431	2,482,899	1,083,671	2,682,899	1,525,103	4,208,002
2018	200,000	437,431	2,592,555	984,785	2,792,555	1,422,216	4,214,771
2019	225,000	433,431	2,673,120	881,275	2,898,120	1,314,706	4,212,826
2020	225,000	428,931	2,783,426	774,224	3,008,426	1,203,155	4,211,581
2021	225,000	424,431	2,660,964	662,415	2,885,964	1,086,846	3,972,810
2022	275,000	419,931	2,722,800	548,223	2,997,800	968,154	3,965,954
2023	1,175,000	413,744	1,724,524	449,142	2,899,524	862,885	3,762,409
2024	1,775,000	382,869	1,236,737	380,309	3,011,737	763,177	3,774,914
2025	1,825,000	333,656	1,295,473	326,336	3,120,473	659,992	3,780,465
2026	1,900,000	279,391	1,354,666	269,791	3,254,666	549,182	3,803,848
2027	2,400,000	222,441	969,260	212,305	3,369,260	434,746	3,804,006
2028	2,135,000	144,300	646,013	172,015	2,781,013	316,315	3,097,328
2029	900,000	72,150	672,695	145,057	1,572,695	217,207	1,789,902
2030	950,000	37,049	700,911	116,982	1,650,911	154,031	1,804,942
2031	-	-	730,681	87,722	730,681	87,722	818,403
2032	-	-	761,026	57,212	761,026	57,212	818,238
2033	-	-	792,971	25,427	792,971	25,427	818,398
<b>Total</b>	<b>\$ 16,095,000</b>	<b>\$ 5,928,576</b>	<b>\$ 32,613,518</b>	<b>\$ 10,885,805</b>	<b>\$ 48,708,518</b>	<b>\$ 16,814,381</b>	<b>\$ 65,522,899</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - EQUIPMENT REPLACEMENT RENTAL FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	Principal	Interest	Total Requirements
2014	\$ 50,000	\$ 18,755	\$ 68,755
2015	200,000	16,981	216,981
2016	0	12,919	12,919
2017	150,000	12,919	162,919
2018	0	9,019	9,019
2019	300,000	9,019	309,019
<b>Total</b>	<b><u>\$ 700,000</u></b>	<b><u>\$ 79,611</u></b>	<b><u>\$ 779,611</u></b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013.  
 It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY - CAPITAL LEASE AMORTIZATION  
 REQUIREMENTS BY FISCAL YEAR - EMERGENCY COMMUNICATIONS DISTRICT FUND  
 FISCAL 2014 BUDGET\*\*

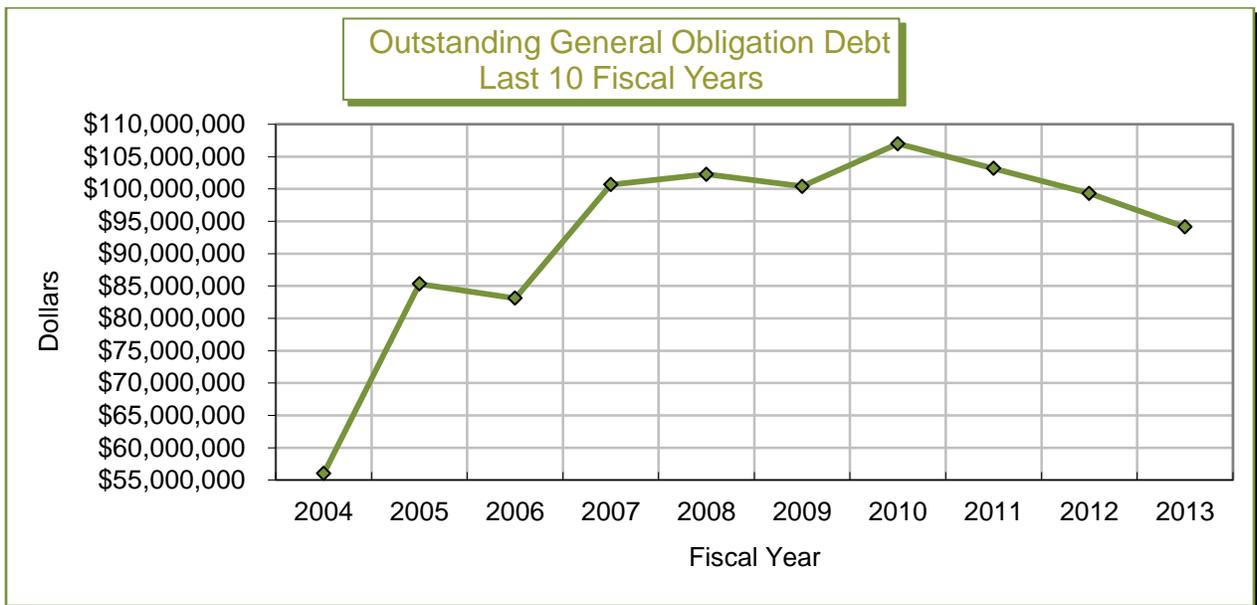
Fiscal Year	Principal	Interest	Total Requirements
2014	\$ 124,242	\$ 26,660	\$ 150,902
2015	130,429	20,473	150,902
2016	136,924	13,977	150,902
2017	143,743	7,158	150,902
<b>Total</b>	<b><u>\$ 535,338</u></b>	<b><u>\$ 68,268</u></b>	<b><u>\$ 603,607</u></b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013.  
 It does not include debt anticipated to be issued during fiscal 2014.

## DEBT SERVICE FUND OVERVIEW

The Debt Service Fund is used for the accumulation of resources for the payment of principal and interest on general obligation long-term debt backed and funded by the full faith and credit of the City. This includes the debt service on Schools projects. City Charter prohibits the Schools from issuing long-term debt. The City issues the debt for school capital projects and provides funding for the annual debt service payments on those issuances. Over 80% of the City's outstanding general long-term debt accounted for in the Debt Service Fund was issued to provide funding for School capital projects. The use of general long-term debt is normally restricted to those capital improvements or projects that cannot be financed with current revenues, with the bonds repaid over a period less than or equal to the projects' useful life. Long-term debt for the City's Enterprise and Internal Service Funds are accounted for in those Funds rather than the Debt Service Fund.

Information regarding the City's outstanding general obligation debt as of June 30, 2012 is located in the Appendix of the document under Statistical Information. The City's General Obligation Bonds are rated "Aa3" by Moody's Investor Service and "AA" by Standard and Poor's. Below is a graph of the City's outstanding general obligation debt for the past 10 fiscal years. The spikes in fiscal 2005, 2007 and 2010 were due to the issuance of debt for the Oak Ridge High School Project.



The following is a summary of the City's general obligation debt issuances since 1998 for the debt service payments that are accounted for in the Debt Service Fund. The bond proceeds and the related capital expenditures for these issuances are accounted for in the Capital Projects Fund.

\$10,000,000 in General Obligation Bonds (GOB) and notes was issued in 1988 to fund the renovation of Willow Brook and Woodland Elementary Schools and the construction of Emory Valley Road and other street improvements.

\$5,385,000 in General Obligation Bonds were issued in 1989 to fund the construction of a new Glenwood Elementary School.

\$4,950,000 in General Obligation Bonds were issued in 1991 to fund the renovation of several municipal and sports facilities, the purchase of an 800 MHz trucking communications system, the renovation of the outdoor pool, the construction of a central fire station and the renovation of two existing fire stations.

\$11,150,000 in General Obligation Bonds were issued in 1995 for the renovation of the High School and two City Middle Schools.

A \$1,247,994 variable rate loan was obtained in fiscal 1995 from the Tennessee Municipal Bond Fund for the purchase of land for a new Roane State Community College Campus in Oak Ridge and storm drainage improvements.

\$16,000,000 in General Obligation Bonds were issued in 1996 to fund construction of a new City Central Service Complex and various other City and School facility improvements and equipment, including construction of three baseball/softball fields at Parcel 457, Briarcliff/Laboratory Road extension, purchase of the Library MARC system and improvements at Linden Elementary School, including construction of a stage and the addition of an elevator to meet ADA requirements.

A \$3,213,000 variable rate loan was obtained in 1998 through the TN-LOANS program to fund demolition and remediation of the old Central Service Complex site, street resurfacing including Rutgers Avenue, storm water drainage improvements, Schools ADA enhancements and Willow Brook Elementary wall repairs, Melton Lake Greenway construction and other City building improvements.

On August 1, 1998, the City issued \$7,275,000 in Golf Course Revenue and Tax Bonds related to construction and equipping of the City-owned Tennessee Centennial Golf Course. This debt is backed by the full faith and credit of the City of Oak Ridge. This debt was refunded in fiscal 2010.

\$10,000,000 in General Obligation Bonds were issued in FY 2000 with the bond proceeds split equally on City and School capital improvements. School projects include American Disabilities Act (ADA) renovations and replacement of windows at various school buildings, roof and chiller replacement at Linden Elementary School, upgrades to the auditoriums at the High School and two Middle Schools and system wide technology upgrades. City projects include storm water drainage improvements, which includes the Mitchell Road and Emory Creek Projects, City share of the State roadway expansion into the City's southwest quadrant, completion of Phase II and Phase III of the Melton Lake greenway and the Emory Valley Road greenway, expansion of the Animal Shelter to house the City's two K-9 dogs and numerous building and recreation facility improvements.

\$66,522,506 in long-term debt has been issued for the construction and renovation of the Oak Ridge High School (ORHS) project. \$8,081,860 has been issued through the Tennessee State School Board Authorities Qualified Zone Academy Bonds (QZAB) program. The QZAB program provides interest free loans to school systems that meet certain criteria. \$25,875,000 has been issued utilizing an interest rate SWAP, \$26,804,994 through fixed rate debt issuances and \$5,760,652 in variable interest rate issuances. An additional \$1,991,636 in variable interest rate debt was issued during fiscal 2008 for miscellaneous school capital including roofs, HVAC's, gas packs and coolers.

In November 2009, the City issued \$20,000,000 in Build America Bonds (BAB) of which \$9,300,000 was utilized to fund projects whose debt will be serviced by the Debt Service Fund. \$6,479,994 was utilized to complete the ORHS project and \$1,453,366 used for City and \$1,366,640 used for School miscellaneous capital projects. The remaining BAB bond proceeds were used for Waterworks and Equipment Replacement Rental Fund capital.

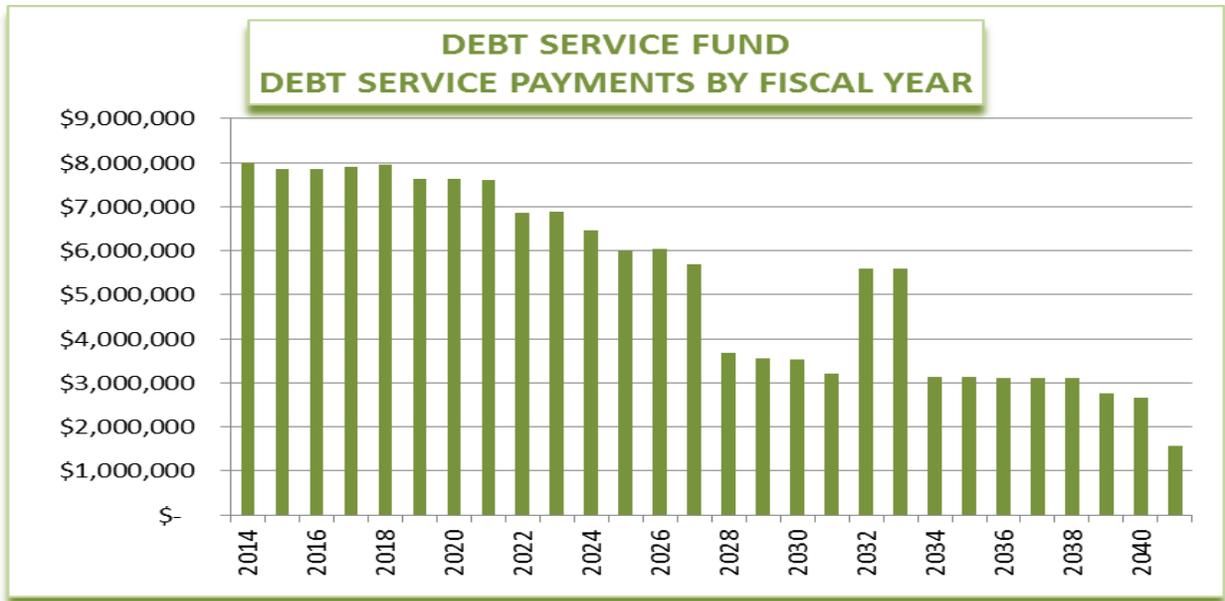
Since 1988, there have been 8 bond refunds, which consolidated and lowered the interest rate on the outstanding debt on the above debt issuances.

The outstanding principal balance of long-term debt funded through the Debt Service Fund is projected to be \$94,116,400 at June 30, 2013. Page [IV-17](#) contains the summary amortization schedule for Debt Service Fund Debt. A graph of these debt service payments by fiscal year is on page [IV-18](#). Of this amount, \$34,196,053 is in variable interest rate debt, which includes \$25,875,000 in interest rate SWAPs. For budget purposes, the debt service amortization for these variable rate issuances was estimated using a 4.5% to 5% interest rate.

CITY OF OAK RIDGE, TENNESSEE  
GENERAL OBLIGATION DEBT PRINCIPAL AND INTEREST SUMMARY\*\*  
REQUIREMENTS BY FISCAL YEAR - DEBT SERVICE FUND

Fiscal Year	DEBT SERVICE FUND		
	Principal	Interest (1)	Total Requirements
2014	\$ 3,999,418	\$ 4,009,140	\$ 8,008,558
2015	3,959,419	3,897,304	7,856,723
2016	4,079,418	3,780,602	7,860,020
2017	4,285,140	3,630,902	7,916,042
2018	4,499,745	3,458,115	7,957,860
2019	4,329,669	3,299,382	7,629,051
2020	4,469,930	3,151,436	7,621,366
2021	4,645,564	2,969,290	7,614,854
2022	4,097,183	2,774,182	6,871,365
2023	4,298,626	2,585,630	6,884,256
2024	4,075,000	2,386,008	6,461,008
2025	3,805,000	2,183,248	5,988,248
2026	4,020,000	2,016,133	6,036,133
2027	3,857,288	1,838,245	5,695,533
2028	2,015,000	1,672,347	3,687,347
2029	1,985,000	1,580,773	3,565,773
2030	2,045,000	1,484,935	3,529,935
2031	1,820,000	1,385,677	3,205,677
2032	4,315,000	1,284,423	5,599,423
2033	4,515,000	1,067,851	5,582,851
2034	2,295,000	851,225	3,146,225
2035	2,390,000	736,084	3,126,084
2036	2,490,000	613,956	3,103,956
2037	2,600,000	501,906	3,101,906
2038	2,725,000	388,156	3,113,156
2039	2,500,000	268,937	2,768,937
2040	2,500,000	169,000	2,669,000
2041	1,500,000	63,375	1,563,375
Total	<u>\$ 94,116,400</u>	<u>\$ 54,048,264</u>	<u>\$ 148,164,664</u>

(1) Interest on \$34,196,053 of variable rate debt and debt under SWAP agreements was estimated using a 4.5% to 5% interest rate.



**Major Revenue/Other Financing Sources**

Revenues and Other Financing Sources for the Debt Service Fund are budgeted at \$7,024,917 for fiscal 2014, a \$297,066 decrease from fiscal 2013 levels. Revenues include \$1,095,850 from local sales tax proceeds, \$892,732 from building rental from the Electric, Waterworks and Streets Funds to provide funding for the debt service on \$12.7 million borrowed in fiscal 1996 to construct a new Central Service Center Complex, \$511,863 in contributions from the Oak Ridge Foundation and \$14,000 in interest earnings. The \$4,510,472 budget from Other Financing Sources includes an operating transfer from the General Fund budgeted at \$4,311,470 and a \$199,002 contingency.

On August 5, 2004, the citizens in the Anderson County portion of Oak Ridge overwhelmingly voted to increase the local sales tax option from 2.25% to the state maximum of 2.75%, with the additional tax proceeds being legally restricted to fund the renovation, construction and related debt service of the ORHS project. 18.18% of the City's total local sales tax proceeds received through Anderson County is allocated to funding the annual debt service on the ORHS project debt. Sales tax collections are budgeted to decrease 271,680 to reflect current collection patterns.

The Oak Ridge Public Schools Education Foundation has been working to raise private contributions in support of the ORHS project. It is anticipated that the Foundation will continue to provide funding to the City to pay the annual debt service on the Qualified Zone Academy Bonds which is budgeted at \$511,863 for fiscal 2014. Interest earnings are budgeted down \$11,000 due to very low interest rates related to national economic issues and a declining fund balance.

**Major Expenditure Areas**

Fiscal 2014 projected debt service obligations on existing and future debt totaled \$8,212,544. Revenues and expenditures both contain a \$199,002 contingency for fluctuations in variable rate debt and for timing variances on future debt issuances. There were no new debt issuances funded through the Debt Service Fund during fiscal 2013. There is no new debt issuances funded through the Debt Service Fund planned for fiscal 2014 at this time.

**DEBT SERVICE FUND  
BUDGET SUMMARY**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
4187 Sales Tax Proceeds (High School Project)	1,838,793	1,367,530	1,085,000	1,095,850	(271,680)	-19.9
4467 City Building Rentals	892,732	892,732	892,732	892,732	-	0.0
4840 Private Sources	403,531	511,863	402,611	511,863	-	0.0
4610 Interest	13,998	25,000	14,000	14,000	(11,000)	-44.0
<b>Total Revenues</b>	<b>3,149,054</b>	<b>2,797,125</b>	<b>2,394,343</b>	<b>2,514,445</b>	<b>(282,680)</b>	<b>(10.1)</b>
<b>EXPENDITURES:</b>						
Debt Issuances for City Capital Projects:						
12151 TMBF 1994 Variable Rate Loan	4,863	25,594	6,400	25,594	-	0.0
12175 General Obligation Bond Refunding 2003	129,546	324,734	324,777	721,050	396,316	122.0
12177 General Obligation Bond Refunding 2009	69,350	69,350	69,350	69,350	-	0.0
12173 General Obligation Bond Refunding 2011	2,037,352	2,108,462	2,108,464	1,612,582	(495,880)	-23.5
12180 Build America Bonds, Series 2009B	56,391	56,365	57,713	59,029	2,664	4.7
12200 Golf Course	561,484	564,334	564,334	566,734	2,400	0.4
<b>Total City Projects</b>	<b>2,858,986</b>	<b>3,148,839</b>	<b>3,131,038</b>	<b>3,054,339</b>	<b>(94,500)</b>	<b>-3.0</b>
Debt Issuances for School Capital Projects:						
12120 Oak Ridge High School Project Issuances	2,935,710	3,456,785	3,090,481	3,507,241	50,456	1.5
12176 General Obligation Bond Refunding 2003	13,118	32,883	32,888	73,015	40,132	122.0
12178 General Obligation Bond Refunding 2009	706,754	706,754	706,754	706,754	-	0.0
12158 TMBF 2008 Variable Rate Loan	11,764	89,624	13,175	159,365	69,741	77.8
12181 Build America Bonds	50,885	50,850	52,078	53,265	2,415	4.7
12174 General Obligation Bond Refunding 2011	580,612	600,877	600,881	459,563	(141,314)	-23.5
<b>Total School Projects</b>	<b>4,298,843</b>	<b>4,937,773</b>	<b>4,496,257</b>	<b>4,959,203</b>	<b>21,430</b>	<b>0.4</b>
12999 Contingency (Issuance Cost, Admin & Misc.)	-	213,388	-	199,002	(14,386)	-6.7
<b>Total Expenditures</b>	<b>7,157,829</b>	<b>8,300,000</b>	<b>7,627,295</b>	<b>8,212,544</b>	<b>(87,456)</b>	<b>-1.1</b>
Excess (Deficiency) of Revenues over Expenditures	(4,008,775)	(5,502,875)	(5,232,952)	(5,698,099)	(195,224)	3.5
<b>OTHER FINANCING SOURCES</b>						
Contingency	-	213,388	-	199,002	(14,386)	-6.7
Operating Transfers In:						
General Fund	3,045,000	4,311,470	4,311,470	4,311,470	-	0.0
<b>Total Other Financing Sources</b>	<b>3,045,000</b>	<b>4,524,858</b>	<b>4,311,470</b>	<b>4,510,472</b>	<b>(14,386)</b>	<b>-0.3</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(963,775)	(978,017)	(921,482)	(1,187,627)	(209,610)	21.4
<b>FUND BALANCE - 7/1</b>	<b>11,993,611</b>	<b>11,286,655</b>	<b>11,029,836</b>	<b>10,108,354</b>	<b>(1,178,301)</b>	<b>-10.4</b>
<b>FUND BALANCE - 6/30</b>	<b>11,029,836</b>	<b>10,308,638</b>	<b>10,108,354</b>	<b>8,920,727</b>	<b>(1,387,911)</b>	<b>(13.5)</b>

DEBT SERVICE FUND EXPENDITURES		ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs 13	% CHANGE
12120 ORHS RENOVATION ISSUANCES							
5210	Professional & Cont. Services	2,870	5,600	2,870	2,870	(2,730)	-48.8
5439.1	Principal Retirement	200,000	250,000	250,000	300,000	50,000	20.0
5439.2	Interest Charges	<u>2,329,309</u>	<u>2,689,322</u>	<u>2,435,000</u>	<u>2,692,508</u>	<u>3,186</u>	<u>0.1</u>
	Total	2,532,179	2,944,922	2,687,870	2,995,378	50,456	1.7
12121 HIGH SCHOOL RENOVATION QZAB's							
5210	Fees	-	2,445	-	2,445	-	0.0
5439.1	Principal Retirement	<u>403,531</u>	<u>509,418</u>	<u>402,611</u>	<u>509,418</u>	<u>-</u>	<u>0.0</u>
	Total	403,531	511,863	402,611	511,863	-	0.0
12180 BUILD AMERICA BONDS 2009B - CITY							
5210	Professional & Cont. Services	78	52	78	78	26	50.0
5439.1	Principal Retirement	-	-	-	-	-	0.0
5439.2	Interest Charges (Net Treasury Rebate)	<u>56,313</u>	<u>56,313</u>	<u>57,635</u>	<u>58,951</u>	<u>2,638</u>	<u>4.7</u>
	Total	56,391	56,365	57,713	59,029	2,664	4.7
12181 BUILD AMERICA BONDS 2009B - SCHOOLS (ORHS PORTION IN 12120)							
5210	Professional & Cont. Services	83	48	83	83	35	72.9
5439.1	Principal Retirement	-	-	-	-	-	0.0
5439.2	Interest Charges	<u>50,802</u>	<u>50,802</u>	<u>51,995</u>	<u>53,182</u>	<u>2,380</u>	<u>4.7</u>
	Total	50,885	50,850	52,078	53,265	2,415	4.7
12151 TMBF 1994 VARIABLE RATE LOAN - CITY							
5439.1	Principal Retirement	-	-	-	-	-	0.0
5439.2	Interest Charges	<u>4,863</u>	<u>25,594</u>	<u>6,400</u>	<u>25,594</u>	<u>-</u>	<u>0.0</u>
	Total	4,863	25,594	6,400	25,594	-	0.0
12158 TMBF 2008 VARIABLE RATE LOAN - SCHOOLS (ORHS PORTION IN 12120)							
5439.1	Principal Retirement	-	-	-	70,000	70,000	0.0
5439.2	Interest Charges	<u>11,764</u>	<u>89,624</u>	<u>13,175</u>	<u>89,365</u>	<u>(259)</u>	<u>-0.3</u>
	Total	11,764	89,624	13,175	159,365	69,741	77.8
12177 GENERAL OBLIGATION BONDS REFUNDING 2009 CITY							
5210	Professional & Cont. Services	36	36	36	36	-	0.0
5439.1	Principal Retirement	-	-	-	-	-	0.0
5439.2	Interest Charges	<u>69,314</u>	<u>69,314</u>	<u>69,314</u>	<u>69,314</u>	<u>-</u>	<u>0.0</u>
	Total	69,350	69,350	69,350	69,350	-	0.0

DEBT SERVICE FUND EXPENDITURES	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014	BUDGET 14 vs 13	% CHANGE
12178 GENERAL OBLIGATION BONDS REFUNDING 2009 SCHOOLS						
5210 Professional & Cont. Services	368	368	368	368	-	0.0
5439.1 Principal Retirement	-	-	-	-	-	0.0
5439.2 Interest Charges	706,386	706,386	706,386	706,386	-	0.0
Total	706,754	706,754	706,754	706,754	-	0.0
12173 GENERAL OBLIGATION BOND REFUNDING 2001 & 2011 - CITY						
5210 Professional & Cont. Services	498	498	500	500	2	0.4
5439.1 Principal Retirement	1,933,877	2,031,154	2,031,154	1,575,895	(455,259)	-22.4
5439.2 Interest Charges	102,977	76,810	76,810	36,187	(40,623)	-52.9
Total	2,037,352	2,108,462	2,108,464	1,612,582	(495,880)	-23.5
12174 GENERAL OBLIGATION BOND REFUNDING 2001 & 2011 - SCHOOLS						
5210 Professional & Cont. Services	142	141	145	145	4	2.8
5439.1 Principal Retirement	551,123	578,846	578,846	449,105	(129,741)	-22.4
5439.2 Interest Charges	29,347	21,890	21,890	10,313	(11,577)	-52.9
Total	580,612	600,877	600,881	459,563	(141,314)	-23.5
12175 GENERAL OBLIGATION BOND REFUNDING 2003 CITY						
5210 Professional & Cont. Services	240	197	240	240	43	21.8
5439.1 Principal Retirement	-	195,231	195,231	599,313	404,082	207.0
5439.2 Interest Charges	129,306	129,306	129,306	121,497	(7,809)	-6.0
Total	129,546	324,734	324,777	721,050	396,316	122.0
12176 GENERAL OBLIGATION BONDS REFUNDING 2003 SCHOOLS						
5210 Professional & Cont. Services	25	20	25	25	5	25.0
5439.1 Principal Retirement	-	19,769	19,769	60,687	40,918	207.0
5439.2 Interest Charges	13,093	13,094	13,094	12,303	(791)	-6.0
Total	13,118	32,883	32,888	73,015	40,132	122.0
12200 GENERAL OBLIGATION BONDS REFUNDING GOLF COURSE						
5210 Professional & Cont. Services	640	640	640	640	-	0.0
5439.1 Principal Retirement	405,000	420,000	420,000	435,000	15,000	3.6
5439.2 Interest Charges	155,844	143,694	143,694	131,094	(12,600)	-8.8
Total	561,484	564,334	564,334	566,734	2,400	0.4
12999 CONTINGENCY						
5439.2 Future Debt, Issuance Cost, Admin & Misc.	-	213,388	-	199,002	(14,386)	-6.7
TOTAL DEBT SERVICE FUND EXPENDITURES	7,157,829	8,300,000	7,627,295	8,212,544	(87,456)	-1.1

## CAPITAL PROJECTS FUND OVERVIEW

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This Capital Projects Fund is used to account for financial resources segregated for the acquisition, construction or renovation of major City and School capital facilities other than those financed by Enterprise Funds. By charter, the Oak Ridge Schools cannot issue debt. Expenditures for major School capital projects are accounted for in the Capital Projects Fund and are financed primarily either through long-term debt issued by the City and/or capital maintenance reserves funded by operating transfers from the City General Fund.

### Major Revenue/Other Financing Sources

Revenues and Other Financing Sources for fiscal 2014 total \$2,502,000, a \$471,469 decrease over the prior fiscal year. Funding for 2014 will be provided primarily from a \$500,000 operating transfer from the General Fund, \$800,000 in grant funding for the revitalization of Jackson Square, \$200,000 from a Clean TN Energy Grant, and existing cash reserves. There is no new debt issuances planned to fund the Capital Projects Fund for fiscal 2014.

For the past several years, the City has been funding capital maintenance projects through the issuance of long-term debt. The funding of these type items through the issuance of long-term debt is eroding the City's debt capacity, in addition to the required borrowings for major renovations or construction projects. In fiscal 2001, a program was recommended to City Council to finance capital projects costing between \$10,000 and \$300,000 from operating transfers from the General Fund to the Capital Projects Fund rather than through the issuance of long-term debt. The initial operating transfer in 2001 was for \$410,000 with the intent of gradually increasing the transfer amount each fiscal year until the required annual funding level of approximately \$1.5 to \$1.8 million is achieved. In fiscal 2011, the General Fund transfer amount was \$476,271. The General Fund operating transfer for fiscal 2012 was \$2,012,000 which includes resumption of full funding of capital maintenance projects at \$1,500,000, \$500,000 for a pledge by the City toward expansion of the Roane State Community College campus located in Oak Ridge and \$12,000 to accumulate funds for the renovation of the City's Senior Center. The General Fund operating transfer for 2013 was reduced to \$500,000 in order to maintain an adequate fund balance in the General Fund and stabilize the property tax rate and continues to remain at that same level for fiscal 2014 for the same reasons.

Revenues and expenditures both contain \$1,000,000 in contingency funding for project timing variances between fiscal years and emergency capital maintenance projects.

### Major Expenditures Areas

Capital improvements totaling \$3,030,000 are budgeted for fiscal 2014. \$250,000 is budgeted for School miscellaneous capital maintenance improvements and \$1,780,000 is for City capital projects. The budget includes a \$1,000,000 contingency for unplanned or timing variances in capital projects.

Major City capital improvements of \$1,780,000 budgeted for fiscal 2014 include \$1,705,000 in projects that will be funded by \$1,000,000 in grant proceeds. The City has been awarded a grant for approximately \$800,000 from the Tennessee Department of Transportation (TDOT) to enhance infrastructure in the Jackson Square area in an effort to increase mobility and provide better access to local small businesses and cultural activities. The City has applied of a Clean Tennessee Energy Grant for facility energy efficiency upgrades. The grant amount is projected at \$200,000 with the City providing \$425,000 in matching funds. The remaining \$75,000 will be spent on capital maintenance projects that will be prioritized during fiscal 2014.

A more in-depth presentation of planned City and School capital projects is located in the separately issued Capital Improvements Program 2014-2019 document.

**CAPITAL PROJECTS FUND  
BUDGET SUMMARY**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
4610 Interest on Investments	1,831	5,000	937	2,000	(3,000)	-60.0
4800 Clean TN Energy Grant	-	250,000	-	200,000	(50,000)	-20.0
4791 Pavilion Donations	-	-	140,838	-	-	0.0
4830 TDOT - Jackson Square	-	800,000	-	800,000	-	0.0
4830 Greenways Grants	524,378	117,973	13,121	-	(117,973)	-100.0
<b>TOTAL REVENUES</b>	<b>526,208</b>	<b>1,172,973</b>	<b>154,896</b>	<b>1,002,000</b>	<b>(170,973)</b>	<b>-14.6</b>
<b>EXPENDITURES:</b>						
School Expenditures:						
29201 Willowbrook Elementary	2,002	-	-	-	-	0.0
29211 Miscellaneous Improvements	122,019	-	-	250,000	250,000	100.0
29202 Woodland Elementary	83,253	500,000	507,761	-	(500,000)	-100.0
29205 Jefferson Jr High Renovations	257,038	-	-	-	-	0.0
29206 Robertsville Middle School	2,913	-	-	-	-	0.0
29210 Linden Elementary	38,794	-	-	-	-	0.0
29214 School Administration Bldg.	50,255	-	-	-	-	0.0
<b>Total School Expenditures</b>	<b>556,276</b>	<b>500,000</b>	<b>507,761</b>	<b>250,000</b>	<b>(250,000)</b>	<b>-50.0</b>
City Expenditures:						
29323 Roane State Community College	250,000	250,000	250,000	-	(250,000)	-100.0
29307 Municipal Building Improvements:						
Security Upgrades & Renovations	51,001	-	390,416	-	-	0.0
29313 Fire Stations Improvements						
Station 3 HVAC	-	25,000	53,200	-	(25,000)	-100.0
29318 Central Services Complex						
HVAC Management System	49,940	-	-	-	-	0.0
29322 Storm Water Drainage	94,554	-	36,596	-	-	0.0
29332 Intersection Improvements	2,775	-	-	-	-	0.0
29326 Parking Lot Maintenance	7,205	-	12,132	-	-	0.0
29333 Sidewalk Construction/Maintenance	911	-	1,584	-	-	0.0
29317 Recreation Facility ADA Improvements	9,801	30,000	30,000	-	(30,000)	-100.0
29400 Ball Field Lights, Poles and Misc. Recreation		80,000	13,436	-	(80,000)	-100.0
29400 Senior Center Feasibility Study	25,637	-	-	-	-	0.0
29400 Bleachers Replacement	18,540	-	-	-	-	0.0
29494 Greenways Phase IV	655,472	146,332	30,989	-	(146,332)	-100.0
29405 Oak Ridge Marina Rowing Improvements	9,230	25,000	-	-	(25,000)	-100.0
29412 Cedar Hill Park	49,916	-	-	-	-	0.0
29417 Melton Lake Park- Pavilion	-	-	206,441	-	-	0.0
29501 Jackson Square Revitalization	-	1,080,000	-	1,080,000	-	0.0
5530 Facility Energy Efficiency Upgrades	-	500,000	-	625,000	125,000	25.0
29999 Contingency	-	48,172	250	75,000	26,828	55.7
<b>Total City Expenditures</b>	<b>1,224,982</b>	<b>2,184,504</b>	<b>1,025,044</b>	<b>1,780,000</b>	<b>(404,504)</b>	<b>-18.5</b>
29999 Project Carryforward and Emergency Projects	-	1,000,496	-	1,000,000	(496)	0.0
<b>TOTAL EXPENDITURES</b>	<b>1,781,258</b>	<b>3,685,000</b>	<b>1,532,805</b>	<b>3,030,000</b>	<b>(655,000)</b>	<b>-17.8</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(1,255,048)</b>	<b>(2,512,027)</b>	<b>(1,377,909)</b>	<b>(2,028,000)</b>	<b>484,027</b>	<b>19.3</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Other Financing Sources and Transfers In:						
Contingency Funding/Carryforward	-	1,000,496	-	1,000,000	(496)	0.0
General Fund	2,012,000	500,000	500,000	500,000	-	0.0
Special Program Fund	-	300,000	300,000	-	(300,000)	-100.0
<b>Total Other Financing Sources (Uses)</b>	<b>2,012,000</b>	<b>1,800,496</b>	<b>800,000</b>	<b>1,500,000</b>	<b>(300,496)</b>	<b>-16.7</b>
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses</b>	<b>756,952</b>	<b>(711,531)</b>	<b>(577,909)</b>	<b>(528,000)</b>	<b>183,531</b>	<b>-25.8</b>
<b>FUND BALANCE - 7/1</b>	<b>1,376,440</b>	<b>1,720,990</b>	<b>2,133,392</b>	<b>1,555,483</b>	<b>(165,507)</b>	<b>-9.6</b>
<b>FUND BALANCE - 6/30</b>	<b>2,133,392</b>	<b>1,009,459</b>	<b>1,555,483</b>	<b>1,027,483</b>	<b>18,024</b>	<b>1.8</b>

## CAPITAL IMPROVEMENTS PROGRAMS OVERVIEW – ALL FUNDS

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Beginning on page [IV-26](#), is a summary and description of citywide capital improvement projects budgeted for fiscal 2014. The summary on page [IV-25](#) outlines the projects by funding source.

The projects funded by the Capital Projects Fund are financed by a combination of long-term debt proceeds and existing fund balance created from operating transfers from the General Fund. The long-term goal is to fund major capital projects through the issuance of long-term debt and routine capital maintenance through the accumulated annual operating transfers from the General Fund. The break between routine and major is currently being defined at the \$300,000 level. Fiscal 2014 Capital Projects Fund projects will be funded by a \$500,000 operating transfer from the General Fund, \$1,000,000 in grant proceeds and the utilization of existing fund balance.

The Electric and Waterworks Fund capital improvements will be funded through a combination of long-term debt and existing cash generated through the applicable user rates for those services. The City currently has \$994,806 in authorized and available loan proceeds that can be drawn for wastewater rehabilitation capital projects. This debt is in the form of draw loans, which are drawn down as capital expenditures occur over the next year. The City is currently under an Administrative Order (AO) from the United States Environmental Protection Agency (EPA) to remedy violations of the Clean Water Act that occurred through the City's wastewater system. EPA has accepted the City's remediation plan which outlines an estimated \$23,090,000 in capital projects, which must be completed by September 2015, to meet the AO requirements. \$10,000,000 of EPA mandated capital is estimated for fiscal 2014. The City currently has an application for an \$18,000,000 State Revolving Loan to fund EPA mandated projects. An additional \$3,000,000 in borrowed funds will be necessary to complete the remediation plan. In fiscal 2014, the City will also begin upgrades to the Water Plant and raw water intake systems that feed the plant. The US Department of Energy (DOE) utilizes over 50% of the City's water production. DOE will provide 53.5% of the cost for improvements to the Water Plant with the remainder to be funded through the issuance of long-term debt. Water and wastewater rates increased in May of 2012 and January 2013. Both water and wastewater rate increases are anticipated in January 2014 and January 2015 to fund these capital projects.

Capital improvement projects accounted for in the State Street Aid Fund are funded through an operating transfer from the General Fund and state shared tax revenues. Street paving is generally done during the summer months. In an effort to achieve better pricing, two years of paving funding may be combined into one summers paving efforts. Funding for fiscal 2014 paving projects combines fiscal 2013 and 2014 paving dollars.

At the end of each calendar year, a Capital Improvements Program (CIP) document is prepared that outlines the City's capital needs for the next six years. City staff drafts the document and then it is forwarded to the Oak Ridge Regional Planning Commission for review. A detail sheet is prepared outlining the need and cost of each capital project. The final adopted CIP is then incorporated into the City's annual budget document. Please refer to the CIP 2014-2019 document for a more in-depth discussion of the capital projects presented in this budget document.

**SUMMARY OF CAPITAL IMPROVEMENT PROGRAMS  
FISCAL YEAR 2014**

<b>PROJECT DESCRIPTION</b>	<b>CAPITAL PROJECTS FUND</b>	<b>ELECTRIC FUND</b>	<b>WATERWORKS FUND</b>	<b>OTHER CITY FUNDS</b>	<b>STATE/ FEDERAL/ PRIVATE</b>	<b>TOTAL CAPITAL PROJECTS</b>
JACKSON SQUARE PARKING LOT/PLAZA - TDOT GRANT	280,000				\$ 800,000	1,080,000
ENERGY EFFICIENCY- TDEC	425,000				\$ 200,000	625,000
CAPITAL MAINTENANCE - UNSPECIFIED	75,000					75,000
GOLF COURSE HVAC				50,000		50,000
SIDEWALK IMPROVEMENTS				30,000		30,000
STREET RESURFACING				1,490,000		1,490,000
ORT PEDESTRIAN IMPROVEMENT PROJECT				225,000		225,000
INTERSECTION IMPROVEMENT & BEACONS (EMORY VALLEY)				100,000		100,000
TRANSPORTATION/PEDESTRIAN/BICYCLE IMPROVEMENTS				160,000		160,000
STREET LIGHT IMPROVEMENT PROGRAM		180,000				180,000
FACILITIES EXPANSION FOR NEW LOADS AND SERVICES		355,000				355,000
ROUTINE EXPANSION, MAINTENANCE AND MINOR ADDITIONS		765,000				765,000
ELECTRIC SUBSTATION IMPROVEMENTS		260,000				260,000
DISTRIBUTION SYSTEM IMPROVEMENTS		1,550,000				1,550,000
TRAFFIC SIGNAL, PUBLIC & PRIVATE LT MAINT./IMPROVEMENTS		150,000				150,000
TRANSMISSION SYSTEM MAINTENANCE		100,000				100,000
BILLING SOFTWARE, SCADA AND REMOTE METERING		1,190,000				1,190,000
WATER TREATMENT PLANT IMPROVEMENTS			2,400,000			2,400,000
WATER BOOSTER STATION UPGRADES			100,000			100,000
WATER DISTRIBUTION SYSTEM REHABILITATION			600,000			600,000
SEWER LINE REHABILITATION PROGRAM			10,400,000			10,400,000
WASTEWATER PUMP STATION REPLACEMENT/UPGRADES			450,000			450,000
WEST WASTEWATER TREATMENT PLANT			150,000			150,000
RAW WATER INTAKE AND RAW WATER BOOSTER STATION			-			-
WEST END/DEVELOPMENT -SEWER			450,000			450,000
WEST END/DEVELOPMENT -WATER			850,000			850,000
SCHOOL IMPROVEMENTS	250,000					250,000
<b>TOTAL CAPITAL IMPROVEMENT PROGRAMS</b>	<b>\$ 1,030,000</b>	<b>\$ 4,550,000</b>	<b>\$ 15,400,000</b>	<b>\$ 2,055,000</b>	<b>\$ 1,000,000</b>	<b>\$ 24,035,000</b>

# Capital Improvements Program Fiscal Year 2014

## I. Commercial / Residential Development

### 1. West End Development & Expansion

In June of 1999, eight “Partners for Progress” consisting of the City of Oak Ridge, Roane County, Anderson County, Department of Energy (DOE), Tennessee Valley Authority (TVA), State of Tennessee, Boeing-Oak Ridge, and The Community Reuse Organization of East Tennessee (CROET), entered into a Memorandum of Understanding (MOU) for the partners to work together to find sources of funding for the installation of infrastructure, projected to cost \$15.2 million, to five large parcels of land in the Oak Ridge portion of Roane County. Since that time, a 1,400 acre parcel of land is now being developed as a residential/commercial community known as Rarity Ridge and a 957 acre parcel was developed by CROET as an industrial park.

Construction of water service infrastructure to the initial phase of Rarity Ridge has been completed. This includes a connection to Cumberland Utility District, a booster pump station, elevated storage tank and all interconnecting piping. A new Wastewater Treatment Plant (WWTP) with a permitted capacity of 0.6 MGD has been completed to handle the Rarity Ridge development, Horizon Center and the DOE owned East Tennessee Technology Park. The City has acquired the on-site water infrastructure at Horizon Center and on May 29, 2009 DOE transferred ownership of water and wastewater infrastructure located at the ETTP site to the City, which included a 4.0 million per day capacity water treatment plant, raw water intake station, two water storage tanks with a 4.0 million combined capacity, five wastewater-pumping stations and water and sewer lines. The City was awarded a Federal Grant to assist with interconnecting the ETTP Water Treatment Plant (WTP) and the Rarity Ridge water system.

CROET has completed construction of the force main between ETTP and Horizon Center. Additional work by CROET included a new pump station and force main from Heritage Center to the new Rarity WWTP. The City’s WWTP at the Clinch River Industrial Park is being decommissioned and replaced with a new pump station and force main directing flow toward the system at Heritage Center, and ultimately to the Rarity Ridge plant. Fiscal 2014 projects include the elimination of a pumping station by constructing a gravity sewer line and rehabilitation of a 2.5 million gallon water tank.

#### Funding Source and Projects

Waterworks Fund	<u>\$1,450,000</u>
ETTP Water System	\$450,000
ETTP Wastewater System	850,000
West Wastewater Treatment Plant	<u>150,000</u>
TOTAL	<u>\$1,450,000</u>

Operational Impact: As this project moves forward, additional costs for operation and maintenance will be incurred and are included in this item. With the assumption of the water and sewer infrastructure as well as the roadways within ETTP, in fiscal 2009 a five position west end maintenance crew was added as well as one water plant operator to handle the demands of the west end systems at ETTP, Horizon and Rarity Ridge. DOE is funding water and wastewater operational costs for west end utilities through its contractor URS/CH2M through September 2014.

## 2. Jackson Square Parking Lot/Plaza

This project will transform the Jackson Square Town site parking lot into a landscaped public plaza in an effort to increase mobility and provide better access to local small businesses and cultural activities. Several studies on Jackson Square have been conducted over the past few years and findings indicate that revitalization is needed. The Planning Commission believes this revitalization project in Jackson Square will provide numerous social and economic benefits to the community. Current retail shops and businesses in Jackson Square will thrive as commuters that work in the Square are encouraged to stay and shop, while new businesses will relocate to the Square as it becomes a more attractive and walkable area. \$800,000 in funding for this project is being provided by a Tennessee Department of Transportation Grant.

Funding Source	
State of Tennessee	\$ 800,000
Capital Projects Fund	<u>280,000</u>
TOTAL	<u>\$1,080,000</u>

Operational Impact: None

**TOTAL COMMERCIAL/RESIDENTIAL DEVELOPMENT** **\$2,530,000**

## II. Municipal Facilities

### 1. Renovations/Additions to Municipal Facilities (Capital Maintenance)

This project provides for improvements to existing City-owned facilities. The City has applied for a \$200,000 Clean Tennessee Energy Grant for a total project cost of \$625,000. The funds will be used on building and equipment maintenance and replacement on various city facilities to reduce energy consumption and comply with federal mandates. This project is contingent upon grant funding.

Funding Source and Projects	
Capital Projects Fund	\$500,000
State of Tennessee	<u>200,000</u>
TOTAL	<u>\$700,000</u>
Energy Efficiency Upgrades	\$625,000
Unspecified Capital Maintenance	<u>75,000</u>
TOTAL	<u>\$700,000</u>

Operational Impact: Replacement and upgrade of systems with energy efficient products will result in reduced energy consumption.

**TOTAL MUNICIPAL FACILITIES** **\$700,000**

### III. Recreation and Parks

#### 1. Golf Course HVAC

This project is to update the HVAC system at the golf course in order to bring down the maintenance cost required currently to maintain the system.

Funding Source

Golf Course Fund \$ 50,000

Operational Impact: Replacement and upgrade of systems with energy efficient products will result in reduced energy consumption.

**TOTAL RECREATION AND PARKS \$50,000**

### IV. Transportation

#### 1. Street Resurfacing including City-Owned Parking Lots (Maintenance)

This program funds the City's Enhanced Pavement Maintenance Program and provides for annual resurfacing of designated city streets in a manner, which utilizes both corrective and preventative maintenance strategies. Corrective maintenance includes the use of conventional hot-mix asphalt overlays along with pavement milling where necessary, and is used to rehabilitate and correct streets that are deteriorated and/or have poor pavement conditions. Preventative maintenance strategies include the application of thin micro-surface overlays and the application of asphalt rejuvenating surface treatments. These strategies are used to extend the life of street pavements that are still in good to excellent condition.

In addition to resurfacing streets, this program also includes resurfacing of city-owned parking lots that are in poor condition including such parking lots as those located in the Grove Center and Jackson Square commercial area and various city parks.

Funding Source

State Street Aid \$1,490,000

Operational Impact: By resurfacing or rejuvenating streets on an as needed basis, this project reduces the overall cost and amount of maintenance required for City streets. This project is performed under contract with minimal impact on operations.

## 2. Sidewalk Improvements

Rehabilitation of existing sidewalks will continue throughout the City.

Until such time that the State grant funding becomes available for new sidewalk construction, efforts will be concentrated on rehabilitation of existing sidewalks. The construction of new sidewalks will resume should additional State funds become available.

Approximately 100 miles of concrete and asphalt sidewalks are located throughout Oak Ridge. Many of the existing sidewalks are 30+ years old and the cost of repairing sidewalks and handicap ramps has significantly increased. Funding levels of \$30,000 for fiscal 2014 will aid in keeping sidewalks in an acceptable position to assure pedestrian safety.

### Funding Source

State Street Aid Fund	<u>\$30,000</u>
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Operational Impact: Sidewalk renovation does not initially impact operating expenses. Direct operating costs are generally insignificant and can be handled with existing municipal forces.

## 3. Transportation Enhancement Program

This project is to provide funding to improve traffic capacity/safety, school crossings, and bicycle/pedestrian safety at various locations within the City as identified by transportation enhancement projects and the Oak Ridge Bicycle and Pedestrian Plan. Initial projects are located at intersections along Oak Ridge Turnpike and Illinois Avenue. Improvements include crosswalks, pedestrian signals with count down timers, traffic signs, pavement markings, and new sidewalks to connect missing link sections.

Some minor projects were completed by the City during the fall of 2011. Minor projects will include installation of rumble strips on Emory Valley Road between the greenway and street, pedestrian crosswalk enhancement along the Oak Ridge Turnpike, Illinois Avenue and other intersections, and traffic signs along a designated east-west bicycle route.

Major projects will include new sidewalk construction on Illinois Avenue, Jefferson Circle and other missing link sections within the downtown business section of the City and possibly geometric improvements at the Oak Ridge Turnpike/Illinois Avenue intersection.

Fiscal 2014 projects include pedestrian enhancements on Oak Ridge Turnpike at Georgia, Tyler, West Main, Lafayette, Tulane and Robertsville.

### Funding Source

Special Programs Fund	<u>\$485,000</u>
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Operational Impact: Ongoing maintenance will be provided under the City's highway maintenance contract with the State.

<b>TOTAL TRANSPORTATION</b>	<b><u>\$2,005,000</u></b>
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## V. Utilities

### 1. Facilities Expansion for New Load

This item combines the various elements of the Electric Department's efforts to serve new loads with the exception of substations and major feeder lines. These include line extensions, construction within subdivisions and other such activities. Cost is dependent on development activity and this should be treated as a placeholder.

The cost and timelines for these projects are development driven, and thus difficult to predict. Expenditures for underground residential development topped in FY09, a large increase from the years prior. Commercial expansion expenditures were also ahead of projections slightly. We expect moderation in these figures over the next few years. Funding demands in the ETPP area have also exceeded expectation and capital has been adjusted accordingly.

This expense is required to serve new loads under existing council policy. All costs expended in this item are protected by the City's justified investment policy, which should provide for cost recovery through the rate over time.

#### Funding Source and Projects

Electric Fund		<u>\$355,000</u>
Underground Residential	\$100,000	
Overhead Residential	55,000	
Underground Commercial	150,000	
Overhead Commercial	<u>50,000</u>	
TOTAL	<u>\$355,000</u>	

Operational Impact: Expanded service areas will require additional maintenance by City electrical crews. Outside contractors are utilized for distribution expansion and other operational projects to supplement electric crews on an as needed basis.

### 2. Electrical Distribution System Improvements

This project provides for the upgrade of existing system components, including conductors, underground service vaults, and the addition of specific protection devices. It describes non-routine work done by the department to rectify identified inadequacies, along with items required to enhance system performance.

All circuits are continually monitored for overloading, deterioration or other conditions that require updating.

Underground cable failure and replacement continues to be a major effort. This work was originally intended to be cut in half next year, but a spate of failures has moderated this goal to 25% reduction for the next three years. Our projects have been left unchanged as progress through the system indicates a reduction will be in order at that time. Work is beginning in the Westwood subdivision to supply a new feed into the area. We plan to finish this important feed over the next two years. Other improvements were made in small sections.

Line segments are routinely evaluated via the Department’s system model for potential use in switching operations, alternate feeds and line loss, as well as age, condition and functionality. Other structures, particularly underground vaults, need to be upgraded. With new equipment installed, annual operating costs should decrease and system safety improved. Additionally, underground cables in parts of the City are reaching the end of their useful life.

Funding Source and Projects

Electric Fund		<u>\$1,550,000</u>
Circuit Improvement	\$150,000	
Underground Cable Replacement	800,000	
Site Specific Automation	250,000	
Department of Energy Conversion	100,000	
East End Back Fees to Sub300 Area	<u>250,000</u>	
TOTAL		<u>\$1,550,000</u>

Operational Impact: With new equipment installed annual operating costs should decrease and system safety improved.

**3. Electrical Routine Expansion, Maintenance, Replacement and Minor Additions (Maintenance)**

Most of the routine work done by the Department is considered capital (under TVA guidelines). This item has been included to capture the cost of that routine capital. Much of the City’s underground cable has aged to the point that replacement is necessary. Also this item represents minor items that are completed on an ongoing basis in the Department – such as pole change outs. Miscellaneous capital includes a broad range of items from meters to equipment purchases.

Funding Source

Electric Fund		<u>\$765,000</u>
Miscellaneous Capital	\$160,000	
Overhead Distribution	180,000	
Underground Distribution	180,000	
Inspect and Treat Poles	150,000	
Substation Equipment	45,000	
Metering	<u>50,000</u>	
TOTAL		<u>\$765,000</u>

Operational Impact: This is an ongoing project for replacement of aging equipment and will reduce overall maintenance expenses and insure good quality electric power delivery.

**4. Street Light Improvement Program (Capital)**

This ongoing project provides for the correction of problems to improve the level of street lighting activity within the City. Reduced funding will allow for minor improvements to critical need locations. There has been interest expressed in past year for “high-efficiency” dark sky compliant lighting. The high-efficiency lighting component is somewhat nebulous and will have to be defined. Further funding can be considered based on the acceptance of the lighting and it projected cost.

The Electrical Department has a street light survey of the city and has policies and guidelines for street lighting. This program will address the street lighting in areas with deteriorated or inadequate lighting. No money is included for significant new lighting. An increased emphasis on “dark sky lighting” will be part of the future effort to minimize the effects of light pollution on the nighttime sky.

Funding Source		
Electric Fund		<u>\$180,000</u>
Design & Construction	\$ 30,000	
High Efficiency Dark Sky Lighting	<u>150,000</u>	
Total	<u>\$180,000</u>	

Operational Impact: This is an ongoing project for replacement of aging equipment and will reduce overall maintenance expenses and provide better lighting of City streets.

**5. SCADA and Remote Metering (Capital)**

This program combines two significant efforts that will be required in the next few years to operate effectively under the new TVA rate structures, AMR & SCADA. SCADA (Supervisory Control and Data Acquisition) allows remote monitoring and operation of the Electric System. AMR (Automatic Meter Reading) will permit new structures to be implemented and reduce some costs.

The installation of fiber optic cable will provide a communications back bone from which SCADA operations can be launched. The beginning of this system should start within one year. An engineering review of available SCADA options, as well as an evaluation of their ability to reduce operational and energy cost needs to be undertaken. A small test section of AMR is currently operating. Evaluation of its interface abilities is needed.

Additionally, this project could have reduced duration and frequency of electrical outages and improved efficiency of operations. New TVA rate structures will reward utilities that are able to remotely control voltage use monitor loads in real time. Neither of these is possible without a SCADA system. Finally, the communication back bone needed for SCADA system will serve data needs of advanced metering, which will be required to comply with TVA directives and rates.

Funding Source		
Electric Fund		<u>\$1,190,000</u>

Operational Impact: A more in-depth analysis will be required to more effectively define both the qualitative and quantitative benefits and payback of installing these systems.

## 6. Traffic Signal and Street Lighting Improvements (Maintenance)

This project provides for the routine maintenance, installation and replacement of existing traffic signals, street and private lighting. These items are maintained and replaced on an ongoing basis and will be budgeted annually.

### Funding Source

Electric Fund	<u>\$150,000</u>
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Operational Impact: The Electric Fund pays for and installs the capital equipment and performs on-going maintenance to the traffic/street lighting systems. The General Fund annually pays the Electric Fund a 13% investment charge on the net book value of the traffic signal and street lighting assets for the installation and maintenance of the equipment.

## 7. Transmission System Improvements (Maintenance)

This program provides funding for maintenance of the City's 69kV system. Other amounts reflect the occasional need to replace wooden poles as they decay.

Pole replacement is being completed as needed. Work in replacing insulators, connectors, and switches have been identified in engineering studies.

### Funding Source

Electric Fund	<u>\$100,000</u>
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Operational Impact: This project represents an effort to maintain the 69kV system. Delay of this project significantly increases chance of widespread electrical outages.

## 8. Electric Substation Improvements

This project provides funding to install communications and security equipment in electrical substations, and also to provide upgrades to equipment in the stations. The manufacturer has identified protective equipment relays at several substations as obsolete. Replacement planning is underway with a view toward standardization and future electronic (SCADA) control. Additionally, security is being tightened via broadband communications and improved security systems. Communication will eventually be through a fiber optic system, although this will be some time in the future.

In the past, we have used telephone lines to monitor alarm conditions, which have prevented many outages and helped the situation somewhat. Current equipment being installed in substations has significantly greater communications capability. As the price of wireless wide-area network technology decreases, the ability to utilize this capability and provide basic system monitoring becomes economically feasible. The security of the stations, both from a homeland security standpoint and from a pilferage standpoint needs to be improved. This project would allow both of these objectives to be met. Many of the relays in the field are antiquated units with "hard to find" parts. Improvements include moving station equipment into the field and replacing it with newer more reliable equipment.

Costs have been adjusted this year to compact the time frame of the work.

Funding Source

Electric Fund \$260,000

Operational Impact: Most of the operating costs required by the new systems would be covered by the replacement of those currently being paid for existing services.

**9. Water Booster Station Upgrades (Maintenance)**

Additional maintenance capital is added to replace or upgrade items such as pumps, motors, or pipes that will fail as time further degrades these forty plus year old structures. The general upgrade of all water booster stations is complete. Additional capital maintenance funding is added to replace existing equipment such as pumps and motors over time.

Water booster stations are an integral part of the water system. Repairs and upgrades have resulted in the stations performing more efficiently. The extended life of over thirty years necessitates continued maintenance to provide uninterrupted water service for our customers.

Funding Source

Waterworks Fund \$100,000

Operational Impact: Continuation of upgrades to the City's main water booster pump stations including buildings, pumps, motors and the hydraulic capability of the pumping stations. This will reduce maintenance costs and improve the operation of the pumping stations.

**10. Water Distribution System Rehabilitation (Maintenance)**

This program provides funding for ongoing routine capital maintenance activities within the water distribution system. Replacement of obsolete fire hydrants and large diameter water valves and piping occur throughout the year. Inspection and repainting of the elevated tanks will be performed using routine capital maintenance.

This project continues a plan for rehabilitation of the City's water distribution system concentrating on:

- 1) Replacing obsolete fire hydrants which are no longer manufactured and repair parts are no longer available;
- 2) Inspection and painting of the six elevated water tanks and cleaning in-ground reservoirs is on-going;
- 3) Replacement of approximately 6,000 feet of 14 inch force main from the west booster station up to West Outer Drive due to age and large number of breaks on that line, estimated to be approximately \$900,000 and;
- 4) Replacement and downsizing of water meters.

Funding Source and Projects

Waterworks Fund		<u>\$600,000</u>
Water Tank Painting & Inspection, Reservoir Cleaning	\$80,000	
Water System Rehabilitation	260,000	
Fire Hydrant Replacement	160,000	
Water Meter Replacement & Downsizing	75,000	
Water Meter Testing and Repair	<u>25,000</u>	
TOTAL		<u>\$600,000</u>

Operational Impact: This project will concentrate on replacement of aged system components. This will decrease the number of water breaks and lower maintenance costs. Older fire hydrants are being replaced instead of being repaired because the parts are obsolete.

**11. Water Treatment Plant Improvements (Capital/Maintenance)**

This program provides ongoing capital improvements to the Water Treatment Plant necessary to ensure the plants physical and mechanical structure is solid, thus allowing it to continuously produce drinking water that meets the guidelines established by State and Federal regulations. DOE had owned and operated the plant since its construction in the early 1940's. The plant provides portable water to both the Y-12 and ORNL facilities as well as to the City of Oak Ridge. The City assumed ownership and operational responsibilities of the Water Treatment Plant from DOE on May 1, 2000. Prior to the transfer to the City, a physical and structural analysis of the plant and its related facilities indicated that the plant's physical condition, while still functional, would require various improvements in order to replace outdated equipment with new, modern and more reliable equipment and allow the facility to run cost efficiently. Engineers identified a four million dollar five-year improvement program and the financial support of this program has been factored into the rate structure. These improvements have been slowly implemented since the city assumed ownership. Ongoing capital maintenance funding will continue annually.

Fiscal 2014 improvements include replacement of approximately 7,000 feet of 24-inch raw water main due to age and location, continue to clean and paint the building and replace windows in the main operation buildings. The completion of the electrical upgrades is expected to extend into fiscal 2016. Annual routine capital improvements are budgeted at \$250,000.

This project is subject to change based on future regulations from the EPA.

Funding Source and Projects

Waterworks Fund		<u>\$2,400,000</u>
Electrical Upgrade	\$1,000,000	
Raw Water System	900,000	
Paint and replace window-Main Operation	250,000	
Maintenance Capital Improvements	<u>250,000</u>	
TOTAL		<u>\$2,400,000</u>

Operational Impact: These upgrades should provide more efficient, effective and safer operations with minimal ongoing operating cost increases.

**12. Sewer Line Rehabilitation**

This program provides funding to rehabilitate deteriorated lines on an ongoing basis. Work has continued at a steady pace for many years to the complete satisfaction of the Tennessee Department of Conservation (TDEC). In 2010, the Environmental Protection Agency (EPA) decided to pre-empt TDEC and assume oversight of the City's sewer system. They have placed an Administrative Order on the City, significantly increasing the required work and compressing the time to complete it.

This multi-year project is intended to reduce the large quantities of extraneous flow entering the system, eliminate sanitary sewer overflows (SSO's) and provide ongoing capital maintenance to ensure a tight system well into the future thus preventing future overflows.

Timing and costs are accelerated from recent years due to the EPA Order. Additional on-going work will result to ensure the system remains in compliance through the mandated Management Operation, and Maintenance Program (MOM). Staff and equipment costs are identified.

Funding Source

Waterworks Fund \$10,400,000

Operational Impact: This program is part of an annual repair and replacement program to upgrade the City's sewer collection system and correct Infiltration and Inflow problems. Funding will be provided from a 20-year loan from the Tennessee State Revolving Loan Program.

**13. Wastewater Pump Station Replacement /Upgrade Program (Capital/Maintenance)**

This program funds the systematic replacement of deteriorated sewer pump stations and the upgrading of some other lift stations.

Funds were approved for upgrades and purchase of equipment for pump station due to the EPA Administrative Order issued September 28, 2010. During FY 2013, portable generators and portable pumps will be purchased as required by the EPA at an estimated cost of \$200,000.

The stations are in need of significant upgrading of mechanical and electrical systems. These stations continue to be maintenance problems. Their advanced age has made locating replacement parts extremely difficult. This program has addressed many stations as was reported above. The remaining stations are on a priority basis and this program will continue as planned. Additional capital maintenance funding is included to replace or update items such as pumps, motors or transmission pipes that will fail as time takes its toll on this equipment. The level of annual funding is approximately one percent of the total asset value.

Funding Source

Waterworks Fund \$450,000

Operational Impact: Systematic replacement of wastewater lift stations will reduce maintenance expenses. Ongoing maintenance as required in the MOM will add to recurring program costs

**TOTAL UTILITIES \$18,500,000**

**TOTAL CITY OF OAK RIDGE \$23,785,000**

## VI. Schools

### 1. Site Development and Building Improvements

This project provides for improvements to existing School facility. Capital maintenance projects will be prioritized and performed by the School during fiscal 2014.

#### Funding Source and Projects

Capital Projects Fund	<u>\$ 250,000</u>
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Operational Impact: Most projects will increase efficiency and effectiveness of equipment resulting in minimal operational impact on School Staff.

<b>TOTAL SCHOOLS</b>	<b><u>\$250,000</u></b>
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<b>GRAND TOTAL - CAPITAL IMPROVEMENTS</b>	<b><u>\$24,035,000</u></b>
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# V. Special Revenue Funds

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## SPECIAL REVENUE FUNDS

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**Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City maintains nine Special Revenue Funds as outlined in this Section.**

The eleven Special Revenue Funds are as follows:

**General Purpose School Fund** – Accounts for Oak Ridge School Operations.

**Drug Enforcement Program Fund** – Accounts for drug enforcement activities funded through restricted use drug fines and forfeitures.

**State Street Aid Fund** – Accounts for maintenance on non-state streets funded through restricted use State-shared gas and motor fuel taxes supplemented by operating transfers from the City's General Fund.

**Street and Public Transportation Fund** – Accounts for the City's public transportation programs funded through restricted use State-shared petroleum product inspection fees and a state operating assistance grant.

**Grant Fund** – Accounts for the receipt of various non-utility state and federal grant revenues, including the annual Community Development Block Grant (CDBG) and other grants that benefit low-income persons in the community.

**Solid Waste Fund** – Accounts for the collection and disposal of residential refuse. Under Tennessee State Law, these activities must be accounted for in a special revenue fund.

**Golf Course Fund** – Accounts for the construction and operation of the Tennessee Centennial municipal golf course and sale of the remaining available land surrounding the course.

**West End Fund** – Accounts for the City's fire and ambulance services located at the ETPP site that is currently being funded under a contract with Bechtel Jacobs.

**Special Programs Fund** – Accounts for programs to be determined.

## GENERAL PURPOSE SCHOOL FUND

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School operations are funded by transfers from the City's General Fund, set at \$13,862,832 for fiscal 2014, and from revenues from the State of Tennessee, Anderson and Roane Counties as well as federal sources. An elected five member School Board has oversight responsibility for the Oak Ridge Schools. The School Board reviews the budget prepared by School staff and then submits a funding request to the City to finance School operations. The General Fund provides funding for approximately 25% of the Schools total budgeted expenditures.

City Council approves the total legal expenditure appropriation for the General Purpose School Fund; however, City Council cannot alter any budget line item within the School's budget. The School Board reviews and may alter detail line items within the School's operating budget. The legal expenditure appropriation for the General Purpose School Fund for fiscal 2014 is \$55,485,152; a \$1,050,173 or 1.9% decrease over the prior fiscal year. The \$1,050,173 budgeted expenditure reduction in the General Purpose School Fund reflects a reduction of \$691,073 in the utilization of fund balance draw and a \$359,100 reduction in budgeted revenues over fiscal 2013. In the General Purpose School Fund, draws from fund balance are generally utilized for non-recurring expenditures and must be in excess of the 3% fund balance required by the State. The Schools prepare a separate budget document that details the revenues and expenditures for School operations.

**GENERAL PURPOSE SCHOOL FUND  
BUDGET SUMMARY**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
Local Funds:						
Local Taxes-Anderson/Roane Co.	12,832,810	13,402,470	13,699,657	13,413,695	11,225	0.1
Charges for Services	368,631	368,000	364,000	364,000	(4,000)	-1.1
Other Local Revenues	144,464	97,500	200,000	112,500	15,000	15.4
State Funds:						
State Education Funds	19,758,817	20,189,622	20,056,339	20,324,267	134,645	0.7
Federal Funds:						
Federal Funds Received Thru State	134,092	146,074	146,000	125,000	(21,074)	-14.4
Federal Revenues	2,975,058	3,201,560	3,395,679	3,214,677	13,117	0.4
Other Sources	4,828,413	3,247,797	3,075,631	2,739,784	(508,013)	-15.6
<b>Total Revenues</b>	<b>41,042,285</b>	<b>40,653,023</b>	<b>40,937,306</b>	<b>40,293,923</b>	<b>(359,100)</b>	<b>-0.9</b>
<b>EXPENDITURES:</b>						
Instruction:						
Regular Education Program	24,198,987	24,348,038	24,012,729	23,916,217	(431,821)	-1.8
Alternative Schools	359,199	437,652	387,652	387,842	(49,810)	-11.4
Special Education Program	4,200,929	4,277,189	4,277,189	3,998,192	(278,997)	-6.5
Technology Career Program	965,492	998,142	998,141	1,012,189	14,047	1.4
Other - Instruction Services	5,804	287,805	83,204	536,805	249,000	86.5
Support Services:						
Health Services	355,100	384,924	384,925	409,867	24,943	6.5
Other Student Support	1,236,434	1,251,476	1,307,542	1,275,810	24,334	1.9
Regular Instructional Support	2,211,585	2,246,890	2,174,182	2,101,232	(145,658)	-6.5
Special Education Support	671,772	681,308	681,308	679,429	(1,879)	-0.3
Technology - Career Support	175,152	88,195	88,195	35,031	(53,164)	-60.3
Board of Education Support	811,239	898,073	925,104	947,220	49,147	5.5
Office of Superintendent	258,896	281,943	281,943	320,742	38,799	13.8
Office of Principal	2,747,760	2,836,666	2,842,433	2,894,410	57,744	2.0
Fiscal Services	616,871	687,650	687,651	690,672	3,022	0.4
Human Services	231,016	264,584	264,584	261,532	(3,052)	-1.2
Operation of Plant	4,350,339	4,677,315	4,582,698	4,720,879	43,564	0.9
Maintenance of Plant	1,386,888	1,339,991	1,339,991	1,355,911	15,920	1.2
Transportation	1,214,633	1,421,310	1,424,272	1,345,608	(75,702)	-5.3
Central Services	954,425	899,812	924,811	1,054,033	154,221	17.1
Non-Instructional Services:						
Food Service	1,827,308	1,928,836	1,928,836	1,954,004	25,168	1.3
Community Services	1,008,490	1,106,989	1,110,141	1,075,546	(31,443)	-2.8
Capital Outlay	1,277,481	1,199,000	1,590,323	1,008,845	(190,155)	-15.9
Federal Projects	2,961,966	3,201,560	3,395,679	3,214,677	13,117	0.4
Other	912,129	789,977	191,113	288,460	(501,517)	-63.5
<b>Total Expenditures</b>	<b>54,939,898</b>	<b>56,535,325</b>	<b>55,884,647</b>	<b>55,485,152</b>	<b>(1,050,173)</b>	<b>-1.9</b>
Excess (Deficiency) of Revenues Over Expenditures	(13,897,613)	(15,882,302)	(14,947,341)	(15,191,229)	691,073	-4.4
<b>Other Financing Sources (Uses)</b>						
Operating Transfers In	14,629,302	13,862,832	13,862,832	13,862,832	-	0.0
Operating Transfers Out	-	-	-	-	-	0.0
<b>Total Other Financing Sources (Uses)</b>	<b>14,629,302</b>	<b>13,862,832</b>	<b>13,862,832</b>	<b>13,862,832</b>	<b>-</b>	<b>0.0</b>
Excess (Deficiency) of Revenues and Other Sources Over (Under) Expenditures and Other Uses	731,689	(2,019,470)	(1,084,509)	(1,328,397)	691,073	-34.2
<b>Reserves and Fund Balance 7/1</b>	<b>3,714,135</b>	<b>5,081,509</b>	<b>4,445,824</b>	<b>3,361,315</b>	<b>(1,720,194)</b>	<b>-33.9</b>
<b>Reserves and Fund Balance 6/30</b>	<b>4,445,824</b>	<b>3,062,039</b>	<b>3,361,315</b>	<b>2,032,918</b>	<b>(1,029,121)</b>	<b>-33.6</b>

# DRUG ENFORCEMENT PROGRAM FUND

## Fund Overview:

In 1985, the Drug Enforcement Program Fund was established by the City to account for revenues from drug fines and from the sale of items confiscated during drug curtailment activities. Tennessee state law requires those revenues to be accounted for in a separate special revenue fund and that disbursements from those revenues be legally restricted to drug enforcement, drug education, drug treatment and nonrecurring general law enforcement expenditures. The operations accounted for in this Fund are under the supervision of the Police Department.

## Major Revenue Sources:

Fiscal 2014 revenues are budgeted at \$96,750 from drug fines and the sale of items confiscated during drug curtailment activities. The City receives equitable shared funding from the Department of Justice, Internal Revenue Service and the US Marshall Service. Equitable sharing is a program designed to enhance cooperation among federal, state and local law enforcement agencies through the sharing of proceeds resulting from federal forfeitures. The percentage of net proceeds shared with state and local law enforcement agencies is based on the degree of the agencies' direct participation in the case and therefore can vary greatly from year to year.

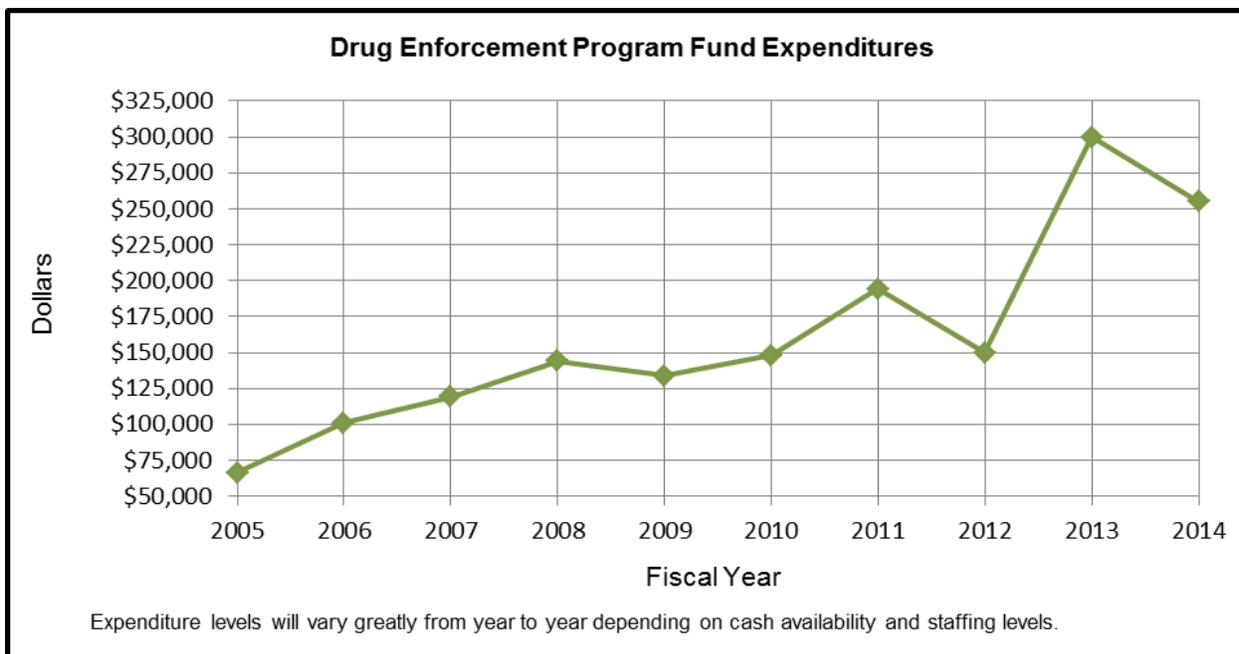
## Major Expenditure Areas:

Fiscal 2014 expenditures are budgeted at \$255,200 for drug enforcement, drug education, drug treatment and nonrecurring general law enforcement expenditures.

## Budget Overview and Changes:

Revenues and expenditures for this Fund will vary from year-to-year based on the level of Fund Balance and revenues collected during the fiscal year. Since expenditures are legally restricted, the \$255,200 appropriation for the Drug Enforcement Program Fund allows for fluctuations in expenditure levels due to irregular revenue/expenditure patterns from enforcement activities and the occasional state and/or federal grant award without requiring amendment of the appropriation ordinance.

## Drug Enforcement Program Fund Expenditures by Fiscal Year



**DRUG ENFORCEMENT PROGRAM FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL</u> 2012	<u>BUDGET</u> 2013	<u>PROJECTED</u> 2013	<u>BUDGET</u> 2014	<u>BUDGET</u> 14 vs 13	<u>%</u> <u>CHANGE</u>
<b><u>REVENUES:</u></b>						
4035 Drug Fines	16,284	20,000	19,209	20,000	-	0.0
4036 Confiscations	72,688	35,000	42,907	35,000	-	0.0
4306 DOJ Equitable Sharing	-	25,000	10,000	10,000	(15,000)	-60.0
4307 IRS Equitable Sharing	-	10,000	5,000	5,000	(5,000)	-50.0
4308 US Marshalls Equitable Sharing	31,383	25,000	17,660	25,000	-	0.0
4610 Interest on Investments	376	750	350	750	-	0.0
4790 Proceeds from Salvage Sale	-	1,000	261	1,000	-	0.0
Total Revenues	<u>120,731</u>	<u>116,750</u>	<u>95,387</u>	<u>96,750</u>	<u>(20,000)</u>	<u>-17.1</u>
<b><u>EXPENDITURES:</u></b>						
5201 Rents	9,996	12,000	15,996	12,000	-	0.0
5207 Dues & Memberships	1,819	300	4,140	5,000	4,700	1566.7
5210 Prof. & Contractual Services	1,976	15,000	2,431	15,000	-	0.0
5212 Utility Services	38,664	40,000	39,166	40,000	-	0.0
5220 Travel, Schools & Conferences	2,862	15,000	4,902	15,000	-	0.0
5235 Routine Repairs & Maintenance	1,551	2,000	3,097	2,000	-	0.0
5289 Equipment Use Charges	4,040	4,000	4,045	4,000	-	0.0
5292 Drug Cases	12,032	69,200	25,000	69,200	-	0.0
5293 Dare Program	-	3,000	-	3,000	-	0.0
5310 Commodities	76,656	35,000	28,905	35,000	-	0.0
5500 Machinery & Equipment	-	49,500	-	-	(49,500)	-100.0
5999 Contingency/Grants	-	55,000	-	55,000	-	0.0
Total Expenditures	<u>149,596</u>	<u>300,000</u>	<u>127,682</u>	<u>255,200</u>	<u>(44,800)</u>	<u>-14.9</u>
Excess (Deficiency) of Revenues over Expenditures	(28,865)	(183,250)	(32,295)	(158,450)	24,800	-13.5
<b><u>FUND BALANCE - 7/1</u></b>	<u>253,646</u>	<u>198,723</u>	<u>224,781</u>	<u>192,486</u>	<u>(6,237)</u>	<u>-3.1</u>
<b><u>FUND BALANCE - 6/30</u></b>	<u>224,781</u>	<u>15,473</u>	<u>192,486</u>	<u>34,036</u>	<u>18,563</u>	<u>120.0</u>

# STATE STREET AID (SSA) FUND

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## **Fund Overview:**

The State Street Aid Fund provides for the maintenance of all City streets that are not designated State highways. The goal is to provide a cost effective and acceptable level of street maintenance and to improve overall quality of streets and sidewalks. The operations accounted for in this Fund are under the supervision of the Public Works Department. The Street Maintenance employees perform the routine road and rights-of-way (ROW) maintenance accounted for in this Fund, with the exception of major street resurfacing projects, which are contracted to private vendors.

Maintenance of State streets located within Oak Ridge is accounted for in the City's General Fund, Activity 942. The State reimburses the City for a portion of State street maintenance under a separate contract.

## **Major Revenue Source:**

Revenues in this Fund are received from the State of Tennessee's state-shared twenty-one-cent gasoline and motor fuel tax and may be used for street construction and maintenance related activities. The State restricts municipalities as to what types of expenditures are eligible for disbursement from these tax proceeds. Revenues from state-shared fuel taxes continue to be budgeted at \$600,000 for fiscal 2014.

The revenue stream provided from fuel taxes is insufficient to fund all the expenditures accounted for in the State Street Aid Fund. The fiscal 2014 budget includes a \$660,000 operating transfer from the General Fund, at the same level as fiscal 2013.

## **Major Expenditure Areas:**

Expenditures are budgeted at \$2,210,450, a 7.1 percent increase over fiscal 2013. In fiscal 1995, the City began a major Pavement Management Program. Long-term goals of the program are to provide adequate maintenance to City streets in order to prevent or prolong the need for more expensive street reconstruction. Expenditures for this program should run between \$600,000 and \$700,000 annually.



Major projects for FY 2013 include:

- Maintenance activities are budgeted at \$434,000 and include street maintenance (\$254,000), sidewalk maintenance (\$30,000), leaf pickup (\$20,000), storm drains and spoil dumps (\$110,000) and snow and ice removal (\$20,000).
- Resurfacing of City streets is budgeted at \$1,491,450.
- Other Costs are budgeted at \$285,000 include the allocation of charges from the General Fund for engineering and other services rendered, and rental for space occupied at the Central Services Complex.

**Budget Changes:**

The \$146,450 budgeted increase in expenditures from fiscal 2013 levels is for street resurfacing. The State will pave certain streets located in the City, with the City providing a 20% local funding match. \$1,450 is budgeted in fiscal 2014 for the City's local match for completion of paving already under contract with the State.

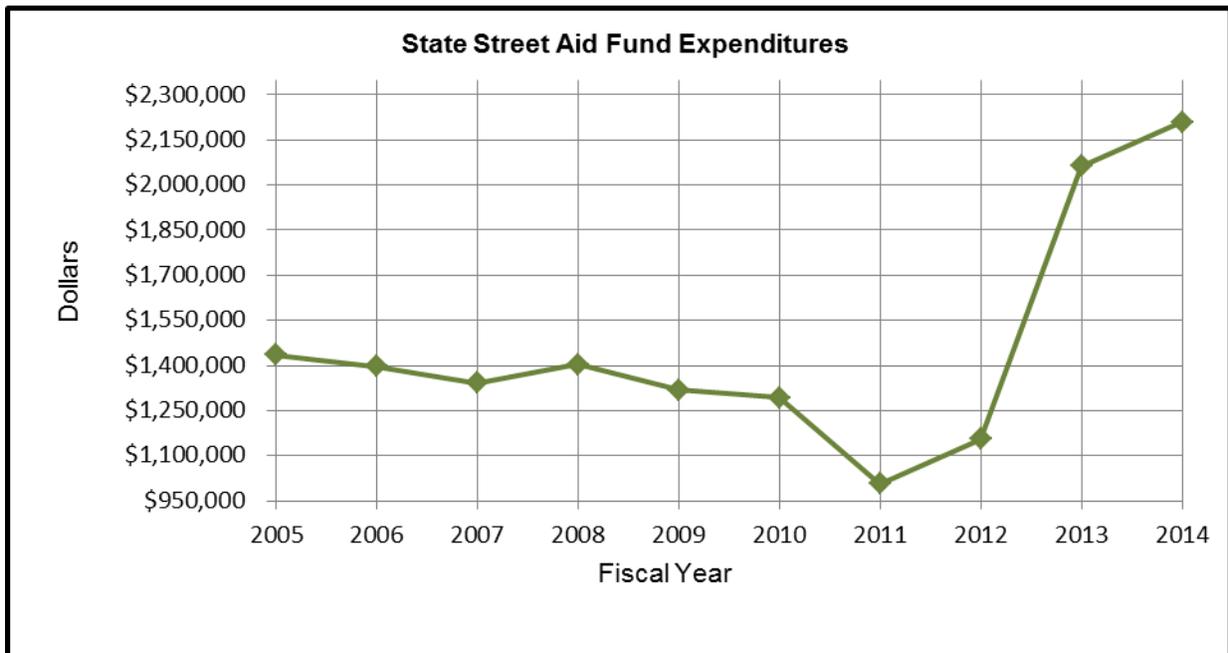
Budgeted funding for paving contracted by the City is up \$260,000. The City generally paves in the summer, with services contracted at the beginning of the fiscal year. The \$660,000 annual operating transfer from the General Fund is generally allocated for paving. In an effort to maximize usage of paving dollars, portions of the fiscal 2012 and 2013 funding for paving has been combined with fiscal 2014's \$660,000 allotment in order to allow for a larger paving contract to be awarded in 2014.

During budget deliberations in fiscal 2004, \$60,000 in funding for snow removal on non-state streets was removed from the budget. This service reduction was made solely to reduce the property tax rate. Correspondingly, a \$60,000 reduction was made to budgeted operating transfers from the General Fund. Fiscal 2014 will see snow removal efforts remaining at the reduced 2004 level with any excess expenditure over the \$20,000 budget coming from funds designated for street resurfacing.

**State Street Aid Fund Expenditures by Fiscal Year:**

Expenditures vary somewhat from year-to-year based on needed street maintenance and snow removal for that year. The increase in fiscal 2014 is for street resurfacing as outlined above.

**State Street Aid Fund Expenditures by Fiscal Year**



**STATE STREET AID FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u> <u>2012</u>	<u>BUDGET</u> <u>2013</u>	<u>PROJECTED</u> <u>2013</u>	<u>BUDGET</u> <u>2014</u>	<u>BUDGET</u> <u>14 vs 13</u>	<u>%</u> <u>CHANGE</u>
<u>REVENUES:</u>						
4610 Interest on Investments	1,063	200	150	200	-	0.0
4810 Motor Fuel Tax	155,593	155,000	156,000	155,000	-	0.0
4811 State Shared Gasoline Tax	<u>604,776</u>	<u>600,000</u>	<u>601,981</u>	<u>600,000</u>	-	<u>0.0</u>
Total Revenues	<u>761,432</u>	<u>755,200</u>	<u>758,131</u>	<u>755,200</u>	-	<u>0.0</u>
<u>EXPENDITURES:</u>						
15100 Street Maintenance	232,860	150,000	187,829	150,000	-	0.0
15110 Curb & Gutter Replacement	28,924	55,000	24,821	55,000	-	0.0
15120 Traffic Sign Maintenance	38,091	24,000	30,087	24,000	-	0.0
15130 Striping City Streets	27,471	25,000	28,488	25,000	-	0.0
15200 Sidewalk Maintenance	11,309	30,000	12,325	30,000	-	0.0
15300 Leaf Pickup	-	20,000	-	20,000	-	0.0
15400 Storm Drains	120,298	110,000	110,000	110,000	-	0.0
15500 Snow & Ice Removal	16,020	20,000	31,345	20,000	-	0.0
15700 Other Costs	284,472	285,000	284,000	285,000	-	0.0
15800 Street Resurfacing-State Prepaid	113,900	115,000	-	1,450	(113,550)	-98.7
15800 Street Resurfacing	<u>281,118</u>	<u>1,230,000</u>	<u>200,000</u>	<u>1,490,000</u>	<u>260,000</u>	<u>21.1</u>
Total Expenditures	<u>1,154,463</u>	<u>2,064,000</u>	<u>908,895</u>	<u>2,210,450</u>	<u>146,450</u>	<u>7.1</u>
Excess (Deficiency) of Revenues over Expenditures	(393,031)	(1,308,800)	(150,764)	(1,455,250)	(146,450)	11.2
<u>OTHER FINANCING SOURCES (USES)</u>						
Operating Transfers In						
General Fund	<u>653,000</u>	<u>660,000</u>	<u>660,000</u>	<u>660,000</u>	-	<u>0.0</u>
Total Other Financing Sources (Uses)	<u>653,000</u>	<u>660,000</u>	<u>660,000</u>	<u>660,000</u>	-	<u>0.0</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures	259,969	(648,800)	509,236	(795,250)	(146,450)	22.6
<u>FUND BALANCE - 7/1</u>	<u>646,794</u>	<u>1,054,218</u>	<u>906,763</u>	<u>1,415,999</u>	<u>361,781</u>	<u>34.3</u>
<u>FUND BALANCE - 6/30</u>	<u>906,763</u>	<u>405,418</u>	<u>1,415,999</u>	<u>620,749</u>	<u>215,331</u>	<u>53.1</u>

# STREET AND PUBLIC TRANSPORTATION FUND

## Major Revenue Sources

The primary source of revenue for this Fund is a special one-cent-per-gallon inspection fee levied on all petroleum products bought, sold or stored in the state and an operating assistance grant from the Tennessee Department of Transportation (TDOT). The inspection fee is distributed on a per-capita basis to assist municipalities with street signage and public transportation. Fiscal 2014 revenues from this fee are budgeted at \$60,125.

The TDOT operating assistance grant reimburses the City for 50% of the expenditures for the taxicab coupon program and the public transit program, up to a total grant award that is adjusted annually. Historically, eligible expenses have been well below the grant maximum resulting in the full 50% reimbursement allowed under the grant. Under a contract with the City, the East Tennessee Human Resource Agency (ETHRA) operates three demand responsive public transit buses. In fiscal 2014, the City will transfer the existing public transit buses to ETHRA and under a revision to the contract ETHRA will begin providing the public transit buses. During fiscal 2014, ETHRA will provide three new ADA-compliant, wheelchair equipped public transit buses which also have backup cameras. The cost for this contract revision is approximately \$17,500 annually, with 50% of the funding provided by the TDOT grant.

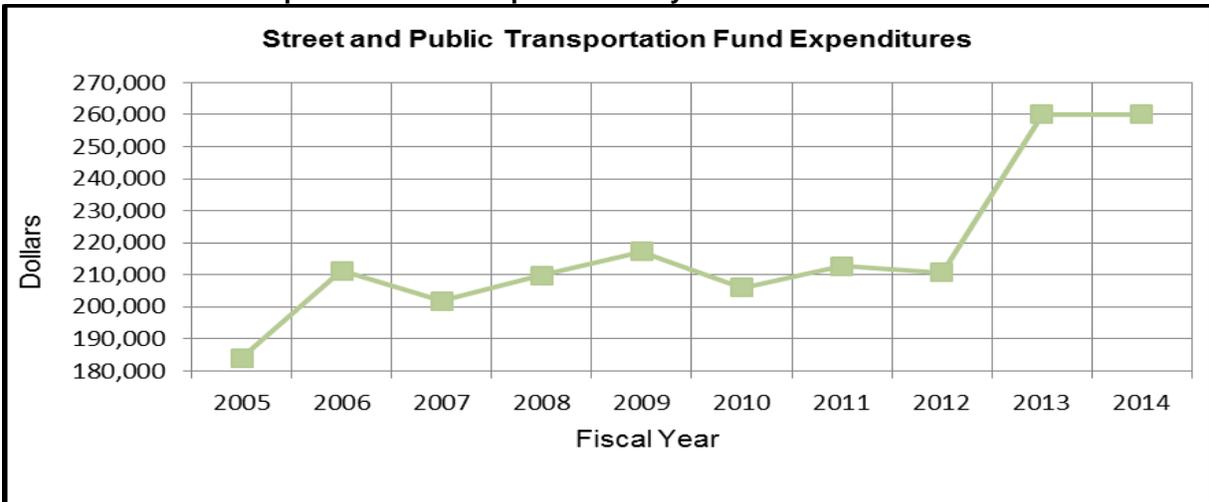
Revenues from the state-shared fuel taxes and the TDOT operating assistance grant are insufficient to finance the ongoing operating costs for the taxicab coupon and public transit programs. In fiscal 2004, the General Fund began providing an operating transfer to the Street and Public Transportation Fund to support the operations of the public transit buses. For fiscal 2014 this operating transfer is budgeted at \$60,000, maintaining at fiscal 2013 levels.

## Major Expenditure Areas:

The Public Transit Program provides for the operation of three wheelchair lift equipped vans. The program is demand responsive and provides service within the City's corporate limits on a 24-hour advance reservation basis. Service is provided six days a week, Monday through Saturday, from 8:00 a.m. until 5:00 p.m. for a fare of \$2.00 per one-way trip. The system is operated under contract with the East Tennessee Human Resources Agency (ETHRA). ETHRA is responsible for all facets of operation, including hiring and training of personnel, scheduling, dispatch functions, vehicle maintenance and financial report/record keeping. \$195,000 is budgeted for this program in FY 2014.

The Taxi Coupon Program, administered in the Senior Center (Activity 978), provides for the purchase of coupons by the elderly for reduced taxi fares. The participant's share of the coupon is \$0.75 for the rider, \$0.30 for the Taxi Company and \$1.95 for the City. \$65,000 is budgeted for this program in fiscal 2014.

## Street and Public Transportation Fund Expenditures by Fiscal Year:



**STREET AND PUBLIC TRANSPORTATION FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u> <u>2012</u>	<u>BUDGET</u> <u>2013</u>	<u>PROJECTED</u> <u>2013</u>	<u>BUDGET</u> <u>2014</u>	<u>BUDGET</u> <u>14 vs 13</u>	<u>%</u> <u>CHANGE</u>
<b><u>REVENUES:</u></b>						
4610 Interest on Investments	48	-	-	-	-	0.0
4300 Future Grant	-	10,000	-	10,000	-	0.0
4820 State Shared Gasoline Tax Inspection Fees	60,198	60,125	60,101	60,125	-	0.0
4358 Tennessee Department of Transportation	<u>105,222</u>	<u>130,000</u>	<u>102,182</u>	<u>130,000</u>	-	0.0
Total Revenues	<u>165,468</u>	<u>200,125</u>	<u>162,283</u>	<u>200,125</u>	-	0.0
<b><u>EXPENDITURES:</u></b>						
16102 Maintenance Traffic Signs	231	-	55	-	-	0.0
16200 Taxi Coupon Program	52,412	65,000	56,957	65,000	-	0.0
16200 Public Transit Program	<u>158,031</u>	<u>195,000</u>	<u>147,407</u>	<u>195,000</u>	-	0.0
Total Expenditures	<u>210,674</u>	<u>260,000</u>	<u>204,419</u>	<u>260,000</u>	-	0.0
Excess (Deficiency) of Revenues over Expenditures	(45,206)	(59,875)	(42,136)	(59,875)	-	0.0
<b><u>OTHER FINANCING SOURCES (USES):</u></b>						
Operating Transfers In General Fund	<u>55,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	-	0.0
Total Other Financing Sources (Uses)	<u>55,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	-	0.0
Excess (Deficiency) of Revenues and Other Sources Over Expenditures	9,794	125	17,864	125	-	0.0
<b><u>FUND BALANCE - 7/1</u></b>	<u>31,386</u>	<u>35,352</u>	<u>41,180</u>	<u>59,044</u>	<u>23,692</u>	<u>67.0</u>
<b><u>FUND BALANCE - 6/30</u></b>	<u>41,180</u>	<u>35,477</u>	<u>59,044</u>	<u>59,169</u>	<u>23,692</u>	<u>66.8</u>

## GRANT FUND

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### **Fund Overview:**

The Grant Fund accounts for the receipt of various non-utility state and federal grant revenues, including those that benefit low-income persons in the community. With the passage of the Urban-Rural Recovery Act of 1983, Oak Ridge became eligible for an automatic annual community block grant entitlement (CDBG) through the US Department of Housing and Urban Development (HUD). The entitlement has been used for projects that benefit low and very low-income persons; eliminate or prevent slums; and eliminate conditions detrimental to the health, safety and public welfare. The Grant Fund was initially established to account for the annual CDBG award. As grant opportunities expanded to other areas, the accounting for non-utility grants was centralized in the Grant Fund. Routine grant awards now include an Emergency Solution Grant (ESG) through the Tennessee Department of Human Services and police grants through the US Department of Justice.

### **Major Revenue/Expenditure Sources and Budget Changes:**

The Grant Fund budget is based on grant awards and therefore the appropriated expenditure level will vary from year to year. Revenues and expenditures are budgeted to be equal in the Grant Fund at \$2,179,401 for fiscal 2014. Included in fiscal 2014 amounts is a \$1,200,000 contingency so that the City can aggressively pursue other federal and state grants.

The fiscal 2014 CDBG entitlement award is projected at \$215,024. In fiscal 2014, CDBG funding will be allocated for acquisition and demolition of blighted properties in support the City's 'Not in Our City' campaign. In fiscal 2012, the City embarked on the "Not in Our City" campaign to address drugs and crime, elimination of blighted residential structures, improved housing conditions with a goal of making Oak Ridge a better place to live and invest. The fiscal 2014 allocation of CDBG funds is as follows:

- \$117,024 for acquisition and demolition of vacant blighted properties.
- \$95,000 for annual debt service on funds borrowed by the City to renovate and expand the Scarboro Community Center. This is the tenth of fifteen installments on this debt.
- \$3,000 for general program administration, project implementation, management of sub recipient agreements and all reporting requirements.

\$180,557 is budgeted for City social services funding including \$148,707 for the City's social service program administered under a contract with Aid to Distressed Families of Appalachian Counties (ADFAC). The City's social service program provides assistance with rent, mortgage and utility payments, transportation for doctor appointments or job interviews, counseling toward self-sufficiency and referrals to appropriate agencies for further assistance to eligible citizens. \$31,850 in funding is budgeted for the Anderson County Health Council Healthy Start program that provides assistance, training and support program for young mothers. Both of these programs are 100% funded by the operating transfer from the General Fund.

\$224,820 is budgeted for grants that have been applied for or areas that miscellaneous grants to the City have historically been awarded. This includes a \$95,029 Preserve America Grant from the Department of the Interior, \$74,000 in police and fire grants, \$52,791 Emergency Solutions Grant from the HUD and \$3,000 for Farmers Market Grant. For the past few years, the City has been awarded grants toward police functions from the US Department of Justice and Fire grants from the Tennessee Department of Military. In fiscal 2010, the City was awarded a five-year \$915,765 grant from DOE to collect and retain oral histories related to the Manhattan project in Oak Ridge. The 2014 allotment is budgeted at \$100,000.

Other grants include \$259,000 for an economic development initiative program (EDI) to acquire and redevelop foreclosed properties that might become sources of abandonment and blight within the Highland View neighborhood. The City is required to utilize the NSP funds within census tract 205, which encompasses the area west of Highland Avenue and east of Louisiana Avenue, north to West Outer Drive and south to Oak Ridge Turnpike. This census tract was determined by Tennessee Housing Development Agency as the City's area of greatest need.

**GRANT FUND  
BUDGET SUMMARY**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
4839 Oral History	119,523	315,000	88,628	100,000	(215,000)	-68.3
4886 Preserve America	15,683	100,000	5,000	95,029	(4,971)	-5.0
4845 Police/Fire Grants	47,831	188,000	45,295	74,000	(114,000)	-60.6
4878 Emergency Shelter Grant (ESG)	34,367	10,000	10,000	-	(10,000)	-100.0
4878 Emergency Solutions Grant	-	35,000	10,000	52,791	17,791	50.8
4879 Community Development Block Grant (CDBG)	157,635	352,572	64,037	215,024	(137,548)	-39.0
4881 American Recovery and Reinvestment Act (ARRA)	4,500	-	-	-	-	0.0
4882 Tennessee Energy Efficiency Community Block Grant (TEECBG)	51,121	-	-	-	-	0.0
4884 HUD Development Grant	30,494	234,900	38,723	259,000	24,100	10.3
4899 TDOT Safe Routes to School Grant (SRTS) 2008	109,594	-	-	-	-	0.0
4880 Future and Other Grants	-	2,342,678	1,000	1,203,000	(1,139,678)	-48.6
Total Revenues	<u>570,748</u>	<u>3,578,150</u>	<u>262,683</u>	<u>1,998,844</u>	<u>(1,579,306)</u>	<u>-44.1</u>
<b>EXPENDITURES:</b>						
Community Development Block Grant (CDBG):						
27401 Property Maintenance Inspector	8,721	-	-	-	-	0.0
27406 Grants Coordinator/Administrative	936	3,000	1,105	3,000	-	0.0
27507 Demolition of Property	30,200	243,072	58,284	117,024	(126,048)	-51.9
27411 Ridgeview Psychiatric Hospital	2,083	-	-	-	-	0.0
27215 Scarboro Center (Loan Payment)	76,269	95,000	4,298	95,000	-	0.0
27501 ADFAC	39,426	11,500	-	-	(11,500)	-100.0
27506 CDBG-R	4,500	-	-	-	-	0.0
Other Grants:						
27504 Emergency Shelter Grant (ESG)	34,367	10,000	10,000	-	(10,000)	-100.0
27504 Emergency Solutions Grant	-	35,000	10,000	52,791	17,791	50.8
27604 Police Grants	31,831	58,000	24,172	58,000	-	0.0
27617 DOJ Grant (Police)	-	100,000	-	-	(100,000)	-100.0
27605 Fire Grants	16,000	30,000	21,123	16,000	(14,000)	-46.7
27611 ADFAC (Social Services Program)	142,240	140,000	146,365	148,707	8,707	6.2
27612 Healthy Start	31,850	31,850	31,850	31,850	-	0.0
27614 Farmers Market Grant	2,500	3,000	1,000	3,000	-	0.0
27615 Oral History Grant	119,523	315,000	88,628	100,000	(215,000)	-68.3
27616 Preserve America	13,183	100,000	5,000	95,029	(4,971)	-5.0
27618 TEECBG	51,121	-	-	-	-	0.0
27512 HUD EDI Highland View Neighborhood	30,494	234,900	38,723	259,000	24,100	10.3
27305 SRTS Grant	109,594	-	-	-	-	0.0
27900 Other Grants/Contingency/Carryover	-	2,339,678	-	1,200,000	(1,139,678)	-48.7
Total Expenditures	<u>744,838</u>	<u>3,750,000</u>	<u>440,548</u>	<u>2,179,401</u>	<u>(1,570,599)</u>	<u>-41.9</u>
Excess (Deficiency) of Revenues over Expenditures	(174,090)	(171,850)	(177,865)	(180,557)	(8,707)	5.1
<b>OTHER FINANCING SOURCES:</b>						
Transfer From General Fund	<u>174,090</u>	<u>171,850</u>	<u>177,865</u>	<u>180,557</u>	<u>8,707</u>	<u>5.1</u>
Excess (Deficiency) Of Revenues and Other Financing Sources Over (Under) Expenditures	-	-	-	-	-	0.0
<b>FUND BALANCE - 7/1</b>	<u>112,877</u>	<u>112,877</u>	<u>112,877</u>	<u>112,877</u>	<u>-</u>	<u>0.0</u>
<b>FUND BALANCE - 6/30</b>	<u>112,877</u>	<u>112,877</u>	<u>112,877</u>	<u>112,877</u>	<u>-</u>	<u>0.0</u>

# SOLID WASTE FUND

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## Fund Overview:

This Fund provides for the collection and disposal of residential refuse and recyclables. The goal is to contribute to the health and welfare of the community by providing a quality level of refuse collection, while at the same time continually striving to identify and recommend measures which improve the efficiency of the service to the public. This service had historically been funded and accounted for in the City's General Fund. In 1992, state legislation required that the City establish a separate Fund to account for solid waste management expenditures. General Fund revenues continue to provide funding for solid waste expenditures via an operating transfer from the General Fund.

## Major Revenue Source:

In fiscal 1999, City Council authorized a \$5 monthly fee be charged to residential households for solid waste collection. In March 2009, the monthly residential refuse fee was increased to \$7. In fiscal 2014, this fee is estimated to provide \$1,004,000 in funding for the Solid Waste Fund. The City does not provide refuse collection to commercial entities located within Oak Ridge. The operating transfer from the General Fund is budgeted at \$1,678,000, up \$42,000 or 2.6% from the prior fiscal year. The operating transfer amount is adjusted each year so that budgeted revenues and expenditures will be equal.

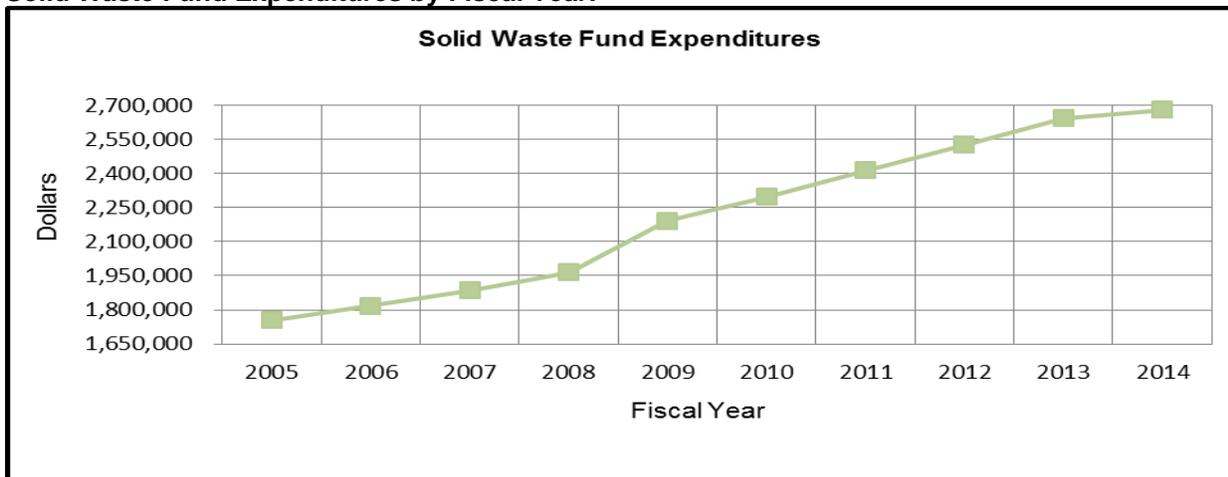
## Major Expenditures Areas:

For fiscal 2014, expenditures for the Solid Waste Fund are budgeted at \$2,682,000, a \$39,000 increase from the preceding fiscal year. The City contracts with Waste Connections for the collection and disposal of residential solid waste at an estimated cost of \$2,200,000, which includes the fuel cost surcharge. During fiscal 2007, a contract revision was allowed to compensate the vendor for the significant increase in fuel costs that had occurred since the original contract was awarded. Residential refuse collection is provided once a week at the back door and once a week at curbside for recyclable items. The contractor is also responsible for the operation of a convenience center for disposing of residential waste and recyclable items, budgeted at a cost of \$345,000. In an effort to mitigate escalating costs, the City entered into a contract for these services, which extends through June 30, 2021. The current multi-year contract provides for annual increases in contract payments determined by a formula calculated on an increase of 90% of the change in the Consumer Price Index. Also budgeted in this Fund, is \$46,000 for an annual spring household trash and brush collection, \$81,000 for disposal of green waste at a mulching facility and \$10,000 for Not in Our City Cleanup Container Program.

## Solid Waste Fund Expenditures by Fiscal Year:

The majority of the services are provided under a long-term contract with an inflationary escalation clause.

## Solid Waste Fund Expenditures by Fiscal Year:



## SOLID WASTE FUND

### BUDGET SUMMARY

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>REVENUES:</u>						
4400 Charges for Services	1,004,652	1,007,000	1,004,000	1,004,000	(3,000)	-0.3
<u>EXPENDITURES:</u>						
5210 Residential Refuse Pickup & Recycle Service	1,918,630	1,975,000	1,998,000	2,000,000	25,000	1.3
5210 Convenience Center Rental	328,275	340,000	337,028	345,000	5,000	1.5
5210 Fuel Surcharge	164,507	200,000	170,000	200,000	-	0.0
5210 Annual Brush Collection	28,297	29,000	30,700	32,000	3,000	10.3
5210 Annual Household Trash Collection	12,460	13,000	13,600	14,000	1,000	7.7
5210 Mulching Contract	51,962	58,000	58,000	58,000	-	0.0
5235 Support Services & Street Sweeping	19,202	23,000	20,000	23,000	-	0.0
5235 Not in Our City	3,732	5,000	2,000	10,000	5,000	100.0
Total Expenditures	2,527,065	2,643,000	2,629,328	2,682,000	39,000	1.5
Excess (Deficiency) of Revenues over Expenditures	(1,522,413)	(1,636,000)	(1,625,328)	(1,678,000)	(42,000)	2.6
<u>OTHER FINANCING SOURCES:</u>						
Operating Transfers In General Fund	1,522,413	1,636,000	1,625,328	1,678,000	42,000	2.6
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures	-	-	-	-	-	0.0
<u>FUND BALANCE - 7/1</u>	-	-	-	-	-	0.0
<u>FUND BALANCE - 6/30</u>	-	-	-	-	-	0.0

## GOLF COURSE FUND

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### **Fund Overview:**

In fiscal 1995, the City established the Golf Course Fund to account for the construction and operation of a Municipal Golf Course. The City issued \$7,275,000 in Golf Course Revenue and Tax Bonds to finance the construction and equipping of an 18-hole Golf Course, named the Tennessee Centennial Golf Course. The Course became operational in late-June 1997. Billy Casper Golf Management is currently under contract for operation and management of the course. The course is located on a 700 acre tract known as "Parcel A" which was purchased by the City from the Department of Energy. The course and range occupies approximately 192 acres with the remaining 500 acres having been sold by the City to private developers for residential and commercial development.

The Golf Course Fund was previously accounted for as an Enterprise Fund. In fiscal 2007, the Golf Course Fund was converted to a Special Revenue Fund. While the fees for usage of the course are sufficient to cover the operational and maintenance costs of the course, they are insufficient to cover depreciation expense and interest expense on the debt issued to construct the course. The debt service expenditures on the bonds issued to construct the course are now accounted for in the Debt Service Fund.

### **Major Revenue Source:**

Fiscal 2014 revenues budgeted at \$1,347,000 remains at the prior fiscal year level. Budgeted revenues include green fees, cart fees, and driving range. Budgeted revenues are based on projections provided from Billy Casper Golf Management and historical amounts.

### **Major Expenditure Areas:**

Operating expenses are budgeted at \$1,385,000, a \$50,000 increase over fiscal year 2013 amounts. Budgeted expenditure items are based on projections provided from Billy Casper Golf Management and historical amounts. The \$50,000 increase for building improvements is for the replacement of the HVAC system in the Clubhouse.

## GOLF COURSE FUND

### BUDGET SUMMARY

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
Green Fees	572,130	650,000	562,169	650,000	-	0.0
Cart Fees	314,841	365,000	292,461	365,000	-	0.0
Pro Shop Sales	103,684	90,000	88,903	90,000	-	0.0
Food & Beverage	166,170	170,000	156,386	170,000	-	0.0
Driving Range	37,855	60,000	31,945	60,000	-	0.0
Misc/Other	5,770	10,000	8,571	10,000	-	0.0
Interest Income	1,272	2,000	1,800	2,000	-	0.0
Total Revenues	<u>1,201,722</u>	<u>1,347,000</u>	<u>1,142,235</u>	<u>1,347,000</u>	<u>-</u>	<u>0.0</u>
<b>EXPENDITURES:</b>						
Cost of Goods Sold	124,917	125,000	118,767	125,000	-	0.0
Golf Operations	163,306	255,000	174,013	255,000	-	0.0
Utility Costs	2,475	4,000	2,873	4,000	-	0.0
Maintenance	362,975	450,000	333,751	450,000	-	0.0
Food & Beverage	46,388	75,000	47,940	75,000	-	0.0
Marketing	25,394	35,000	18,467	35,000	-	0.0
General & Administration	318,899	260,000	343,718	260,000	-	0.0
Equipment Leases	64,277	115,000	63,960	115,000	-	0.0
Golf Course Improvements	-	-	132,328	-	-	0.0
Building Improvement	-	-	12,000	50,000	50,000	100.0
Miscellaneous Expenses	188	16,000	752	16,000	-	0.0
Total Expenditures	<u>1,108,819</u>	<u>1,335,000</u>	<u>1,248,569</u>	<u>1,385,000</u>	<u>50,000</u>	<u>3.7</u>
Excess (Deficiency) of Revenues over Expenditures	92,903	12,000	(106,334)	(38,000)	(50,000)	-416.7
<b>FUND BALANCE - 7/1</b>	<u>1,084,740</u>	<u>1,091,542</u>	<u>1,177,643</u>	<u>1,071,309</u>	<u>(20,233)</u>	<u>-1.9</u>
<b>FUND BALANCE - 6/30</b>	<u>1,177,643</u>	<u>1,103,542</u>	<u>1,071,309</u>	<u>1,033,309</u>	<u>(70,233)</u>	<u>-6.4</u>

## WEST END FUND

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### **Fund Overview:**

In 2006, the City Fire Department performed a feasibility study to determine if it could provide fire protection and emergency response services to the East Tennessee Technology Park (ETTP). The US Department of Energy (DOE), through its then ETTP site contractor Bechtel Jacobs Co. LLC (BJC), provided \$88,000 in funding to the City to perform the feasibility study. Results of the study indicated that the City could provide the services DOE required utilizing the existing fire station and equipment at the ETTP site along with the addition of 29 new employees. In preparation for this transition, the City hired a Fire Battalion Chief in fiscal 2007. A "transition agreement" was executed with BJC in early 2007 with BJC funding approximately \$900,000 to the Oak Ridge Fire Department to prepare for the assumption of operations at ETTP.

On October 1, 2007, DOE transferred 2.23 acres of land, the ETTP fire station and several million dollars' worth of firefighting apparatus and equipment to the City and the Oak Ridge Fire Department (ORFD) commenced operations of City Fire Station 4. In addition to serving the ETTP site, this fire station will also serve the west end of Oak Ridge. The City added an additional 28 employees during fiscal 2008 to man this station. Under an agreement with DOE, through its site contractor, the City received over \$10,000,000 in funding over a four-year period to provide fire protection and emergency response services to the ETTP site.

In 2011, the agreement with DOE was extended four additional years through on September 30, 2015. The City anticipates additional renewals of the contract past 2015. \$2,568,000 was budgeted for fiscal 2014 operations of the west end fire station (West End Fund). The fiscal 2014 budget was decreased by \$350,000 below fiscal 2013 level. The \$21,000 reduction for equipment and \$329,000 reduction in the contingency budget was related to the fulfillment of terms related to the contract extension.

**WEST END FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u> 2012	<u>BUDGET</u> 2013	<u>PROJECTED</u> 2013	<u>BUDGET</u> 2014	<u>BUDGET</u> 14 vs 13	<u>%</u> <u>CHANGE</u>
<b><u>REVENUES:</u></b>						
4610 Interest on Investments	923	1,500	900	1,500	-	0.0
4800 URS/CH2M Oak Ridge LLC	<u>2,327,689</u>	<u>2,360,514</u>	<u>2,360,505</u>	<u>2,401,428</u>	<u>40,914</u>	<u>1.7</u>
Total Revenues	<u>2,328,612</u>	<u>2,362,014</u>	<u>2,361,405</u>	<u>2,402,928</u>	<u>40,914</u>	<u>1.7</u>
<b><u>EXPENDITURES:</u></b>						
5210 Personal Services and Benefits	1,931,749	2,023,000	2,035,050	2,023,000	-	0.0
5201 Rents	-	500	1,027	500	-	0.0
5207 Dues & Subscriptions	114	500	444	500	-	0.0
5210 Professional & Contractual Services	30,476	20,000	20,094	20,000	-	0.0
5212 Utility Services	7,059	10,000	7,504	10,000	-	0.0
5220 Training & Travel	14,967	20,000	19,018	20,000	-	0.0
5235 Repair & Maintenance	67,041	65,000	51,651	65,000	-	0.0
5289 Vehicle/Equip Use Charge	109,521	115,000	101,973	115,000	-	0.0
5288 Ambulance Service	30,809	111,000	28,931	111,000	-	0.0
5310 Commodities	37,584	100,000	52,175	100,000	-	0.0
5410 Insurance	2,923	3,000	2,923	3,000	-	0.0
5540 Machinery & Equipment	74,947	100,000	231,794	79,000	(21,000)	-21.0
5999 Contingency	<u>241,443</u>	<u>350,000</u>	<u>43,637</u>	<u>21,000</u>	<u>(329,000)</u>	<u>-94.0</u>
Total Expenditures	<u>2,548,633</u>	<u>2,918,000</u>	<u>2,596,221</u>	<u>2,568,000</u>	<u>(350,000)</u>	<u>-12.0</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures	(220,021)	(555,986)	(234,816)	(165,072)	390,914	-70.3
<b><u>FUND BALANCE - 7/1</u></b>	<u>636,796</u>	<u>678,797</u>	<u>416,775</u>	<u>181,959</u>	<u>(496,839)</u>	<u>-73.2</u>
<b><u>FUND BALANCE - 6/30</u></b>	<u>416,775</u>	<u>122,811</u>	<u>181,959</u>	<u>16,887</u>	<u>(105,925)</u>	<u>-86.2</u>

## SPECIAL PROGRAMS FUND

### Fund Overview:

In fiscal 2011, the City added a new Special Programs Fund to account for the revenues from photo enforcement cameras. For fiscal 2011, the Special Programs Fund was established with a budgeted appropriation of \$900,000 with City Council to determine the purpose for which the funds were to be spent during the fiscal year. On April 11, 2011, City Council adopted resolution number 4-30-11 which authorized the use of Special Programs Funds for transportation enhancement projects for traffic capacity/safety improvements, school crossing and bicycle/pedestrian safety improvements. Budgeted expenditures were appropriated at \$1,120,000 for fiscal 2014 and expenditures will include \$18,302 in funding toward the salaries of the police officers that review and issue the speeding and red light violations. The \$485,000 budget for special programs is for identified capital projects for pedestrian and bicycle improvements including those at intersection and crosswalks.

### SPECIAL PROGRAMS FUND

#### BUDGET SUMMARY

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>REVENUES:</b>						
4500 Photo Enforcement	451,173	435,000	410,000	410,000	(25,000)	-5.7
4610 Interest on Investments	969	125	50	50	(75)	-60.0
Total Revenues	452,142	435,125	410,050	410,050	(25,075)	-5.8
<b>EXPENDITURES:</b>						
26100 Salaries & Benefits	16,050	18,302	18,446	18,302	-	0.0
26100 Special Programs	136,939	900,000	200,000	485,000	(415,000)	-46.1
26100 Future Programs	-	-	-	616,698	616,698	100.0
Total Expenditures	152,989	918,302	218,446	1,120,000	201,698	22.0
Excess (Deficiency) of Revenues over Expenditures	299,153	(483,177)	191,604	(709,950)	(226,773)	46.9
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating Transfers Out						
Capital Projects Fund	-	(300,000)	(300,000)	-	300,000	-100.0
Total Other Financing Sources (Uses)	-	(300,000)	(300,000)	-	300,000	-100.0
Excess (Deficiency) of Revenues and Other Sources Over Expenditures	299,153	(783,177)	(108,396)	(709,950)	73,227	-9.3
<b>FUND BALANCE - 7/1</b>	<b>619,619</b>	<b>887,064</b>	<b>918,772</b>	<b>810,376</b>	<b>(76,688)</b>	<b>-8.6</b>
<b>FUND BALANCE - 6/30</b>	<b>918,772</b>	<b>103,887</b>	<b>810,376</b>	<b>100,426</b>	<b>(3,461)</b>	<b>-3.3</b>

# VI. ENTERPRISE FUNDS & INTERNAL SERVICE FUNDS

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# ENTERPRISE FUNDS

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Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purpose.

Due to external influences beyond the City's control, actual expenses may vary either higher or lower than projected budgeted expenses in the City's Enterprise Funds. Factors such as weather patterns, mild or severe summers or winters, rainfall or drought conditions, unusual maintenance requirements (such as replacement of downed electric lines, water line breaks, etc.), affect the level of expenses of these Funds. Therefore, the budgeted expenses for the City's Enterprise Funds are not legally appropriated and are presented for informational purposes to show operational projections for the remaining major Funds of the City. As outlined in this Section, the City maintains three Enterprise Funds:



- **Electric Fund** – Accounts for the provision of electric service to the residents of the City.
- **Waterworks Fund** – Accounts for the provision of water treatment and distribution and wastewater collection and treatment for residents and commercial customers in the City.
- **Emergency Communications Fund** – Accounts for some activities related to the provision of emergency communication service (911) to the residents of the City and some surrounding areas.

## ELECTRIC FUND

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### Fund Overview

The City is a TVA electric power distributor. Major activities include purchasing power from TVA and providing service to the City's more than 16,085 residential and industrial customers within the city limits, including portions of the DOE Reservation. Historically, purchased power costs range from 75% to 79% of electric sales revenues. A projected statement of revenue and expenses for the Electric Fund is found on page [VI-4](#).

The Electric Department is divided into four divisions; the Utility Business Office (see activity 864), Engineering, Operations and Technical Services, and is staffed by 35 employees, excluding those in 864. Under the responsibility of the Electric Department, the system's physical plant is maintained by a variety of specialized crews supplemented by contract labor. The Electric Fund provides for the construction,

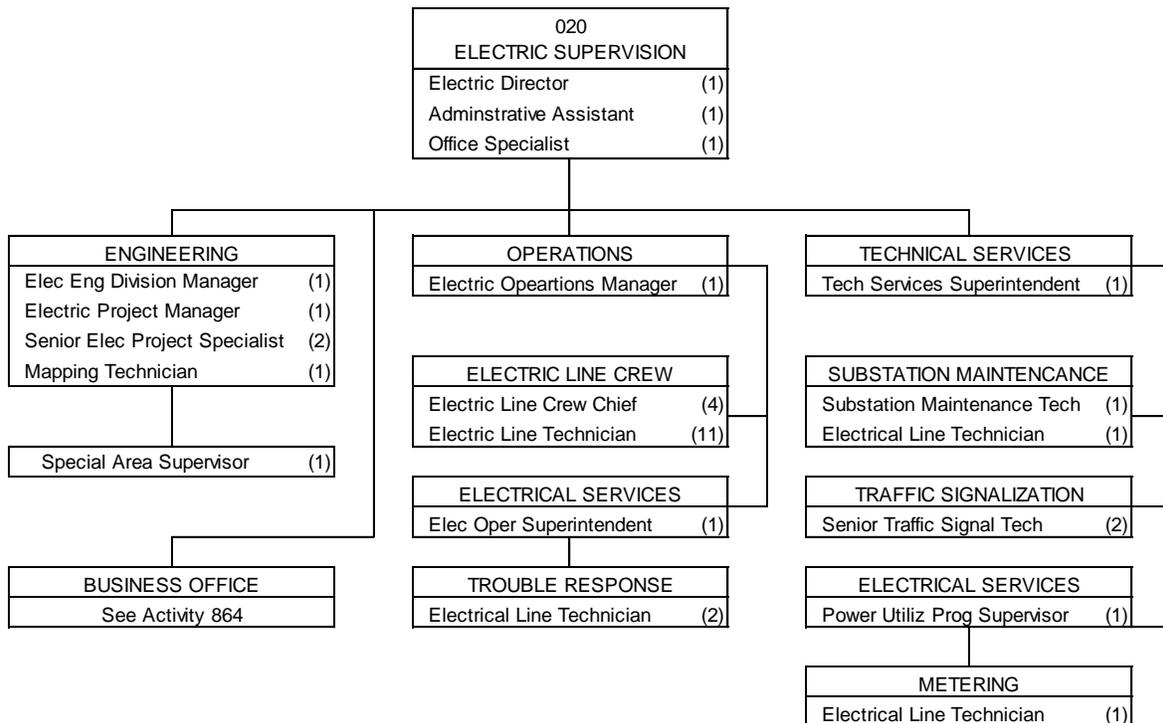
operation and maintenance of the electrical distribution system, the street lighting system and the traffic signal system. The Electric Department also provides technical expertise and assistance with special events, specific components of the water and wastewater systems and provides electric maintenance of all City buildings, all under a cost recovery basis.

The City purchases electrical power from Tennessee Valley Authority (TVA) at a voltage of 161 kV at one of four delivery points and distributes it to commercial and residential customers through five distribution substations. Electricity is supplied to the substations through 14.5 miles of 69 kV transmission lines, at which point the voltage is stepped down to 13.2 kV for distribution. The distribution system consists of 1,044 miles of overhead primary and 238 miles of various underground conductors.

These services are provided in accordance with three guiding principles: 1) safety for employees and City customers; 2) quality; and 3) efficiency of operations. Other departmental objectives of the Electric Department include:

- Respond to all customer requests for meter accuracy verification within two working days.
- Respond to 90% of street light complaints within two working days of receipt.
- Meet/exceed state law requirements in response to all requests for underground line location.
- Respond to all requests from internal customers within three days.
- Respond to all non-catastrophic power outages within 1 hour, 24 hours a day, 7 days a week.

## Organizational Chart - Electric Department



## 2012-2013 Accomplishments

- Operated a successful safety committee who suggested and helped implement processes, such as a new process for use, testing and replacement of high voltage rubber goods.
- Completed construction of 13kV bay at Substation 800 on Union Valley Road.
- Completed general design of a fiber optic network.
- Started upgrade of 13kV protection devices in all distribution substations.
- Continually evaluate replacement and upgrade options for lighting system in City facilities in preparation for the obsolescence of older fluorescent lighting tubes.
- Examined and complied with all new OSHA guidelines covering areas of operation.
- Completed selection process for Automated Meter Reading/ Automated Meter Infrastructure and made recommendations to City Council for procurement and installation.
- Submitted to a third party for review of tree trimming policies and practices by an experienced specialist in utility right of way maintenance.
- Strengthened feeds to the Whippoorwill area, increasing reliability and relieving issues such as phase imbalance and load growth potential.
- Completed and brought on line two new 13kV circuits in the Union Valley Road area.
- Completed a circuit by circuit review of system conditions for fifty percent of the system using infrared and physical inspection.
- Worked with industry and City boards in planning and implementing capacity additions needed to facilitate the economic development of the City.
- Examined available technologies for a fiber based Supervisory Control and Data Acquisition (SCADA) system to control substation components and facilitate load shifting through load reduction and other programs.
- Facilitated the addition of renewable energy resources through participation in current and future TVA programs such as the Green Power Switch, Generation Partners and others that may become available.
- Worked with DOE in assuming responsibility for providing power within the ETTP over City owned and operated lines.
- Assumed responsibility for providing electrical power to the East Tennessee Technology Park. (This included finalizing negotiations on billing arrangements, creating billing systems and construction of electrical lines)
- Met with, designed and completed construction to meet the electrical requirements of all commercial and residential customers in the City of Oak Ridge.

## 2014-2015 Goals

- Maintain an effective, aggressive safety program in accordance with all regulations and utilize an employee driven safety committee.
- Complete detailed design and begin construction of fiber optic network.
- Complete control upgrade for 13kV devices in substations.
- Make selection of Automated Meter Information vendor and take project to Council.
- Select technologies for demand reduction activities.
- Assess available technologies in automated outage management.
- Trim trees in one half of service territory to American National Standards Institute (ANSI) specifications.
- Complete a circuit by circuit review of system condition for fifty percent of the system using infrared and physical inspection.
- Work with industry and City boards in planning and implementing capacity additions needed to facilitate the economic development of the City.

### **2014-2015 Goals Continued**

- Assess available technologies in automated outage management.
- Examine available technologies and implement pilot SCADA system to control substation components and facilitate load shifting through load reduction and other programs.

## **Revenue and Expenses**

### **Revenue Sources**

Fiscal 2014 Electric Fund operating revenues are budgeted at \$55,760,883. Operating revenues for the system stems from the sale of electricity to residential and commercial customers. Among the variables that affect sales revenue are weather, electric rates and the quantity of power sold. Actual electric sales revenues can vary greatly from year-to-year due solely to weather conditions. Based on historical trends, the number of electric customers has increased on average at approximately one percent annually. Commercial activities account for approximately 66% of power sales.

Fiscal 2014 electric sales revenues budgeted are down 5.3%, \$2,974,122, from that of fiscal 2013. The reduction reflects current revenue levels and weather trends. Correspondingly, purchased power costs are budgeted to decrease \$1,500,739 for fiscal 2014. On October 1, 2006, TVA instituted a fuel cost adjustment (FCA) program whereby TVA's wholesale rate and the City's retail rate may be adjusted quarterly to pass through increases and decreases in TVA's fuel and purchased power costs. Beginning in October 2009, the FCA rate began changing on a monthly basis, rather than a quarterly basis. Any increases to the wholesale power rates by TVA, including the FCA's must be passed through to the City's retail customers. Included in revenues for street and outdoor lighting is an annual investment charge paid by the City's General Fund for the maintenance and amortization of traffic control equipment and the street lighting system.

The \$589,600 increase in Contracted Services is related to the inclusion of the US Department of Energy (DOE) East Tennessee Technology Park (ETTP) as an Oak Ridge Electric Department service area during fiscal 2012. The \$50,530 budgeted decrease in miscellaneous electric revenues is to adjust the budget to actually occurring amounts.

TVA acts as the regulatory agency for the City's rates. TVA rate analysts review and must approve all electric rate increase requests by the City. After approval of the billing rate structure by TVA, this structure is presented to City Council for its adoption prior to being effective for the City's residential and commercial electric customers. Electric rates are generally reviewed on an ongoing basis and adjusted as needed to cover operating expenses and funding for system capital improvements.

### **Expenses**

Purchased power from TVA, projected at \$42,303,614 for fiscal 2014, accounts for 80.7% of the total operating expenses. Operating expenses, excluding purchased power, tax equivalents and depreciation are projected at \$7,534,363, down \$24,718 or 0.3%. The decrease is to align projected budgeted expenses with actual expense patterns. Expenses include routine maintenance of overhead and underground lines and street and traffic lights. Operating expenses also include a budgeted \$187,000 to support the City's economic development endeavors, up \$23,000 from fiscal 2013. Budgeted depreciation and amortization, and tax equivalent payments remain at the 2013 level. Tax Equivalent payments to the City's General Fund are shown as an Operating Transfer Out.

For budgeting purposes, the departmental operating expenses are divided into six activities including 1) Purchased Power; 2) Other Expenses (depreciation, tax equivalents and interest expense); 3) Substation Cost; 4) Line Maintenance; 5) Street Lighting and Traffic Signals; and 6) General and Administration (includes Bad Debt and Services from the General Fund).

**ELECTRIC FUND**

**PROJECTED STATEMENT OF REVENUE AND EXPENSES**

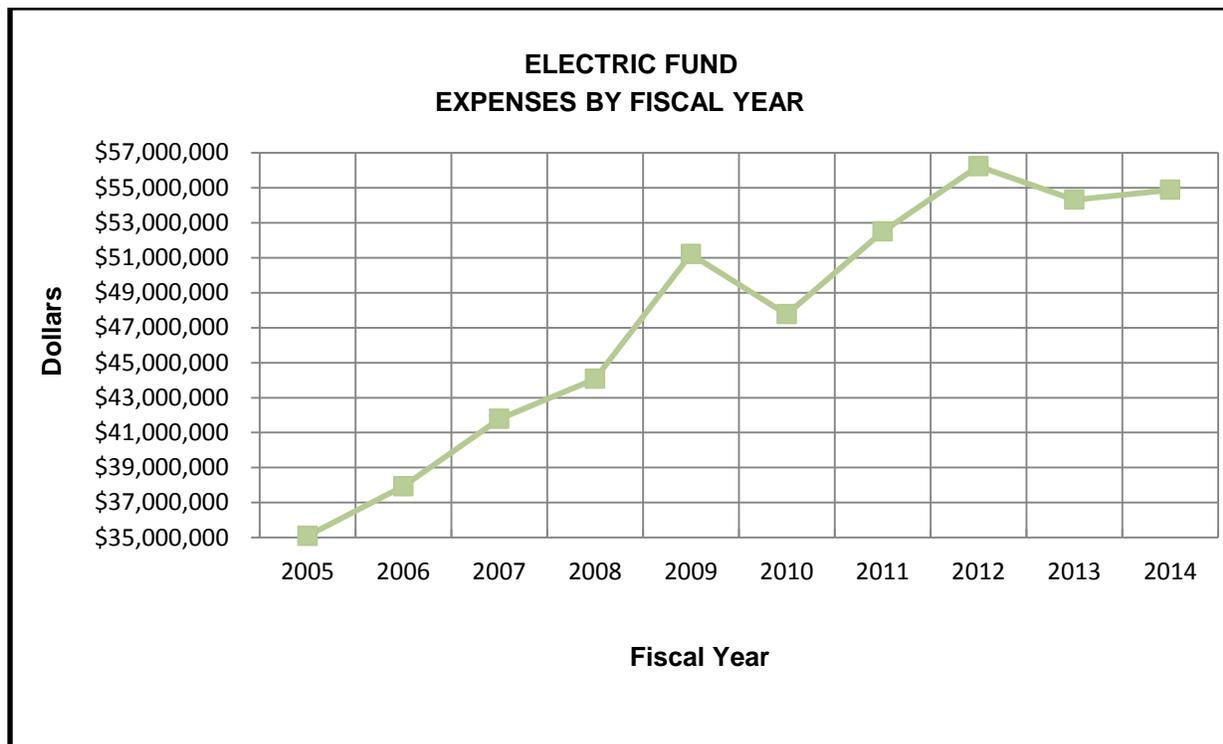
	<u>ACTUAL</u> 2012	<u>BUDGET</u> 2013	<u>PROJECTED</u> 2013	<u>BUDGET</u> 2014	<u>BUDGET</u> 14 vs 13	<u>%</u> <u>CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
Electric Sales Revenues:						
4011 Residential	17,360,389	19,215,367	17,689,422	17,803,870	(1,411,497)	-7.3
4013 Small Lighting & Power	4,278,296	4,265,314	4,207,778	4,235,000	(30,314)	-0.7
4014 Large Lighting & Power	29,819,565	31,080,162	29,970,458	29,561,622	(1,518,540)	-4.9
4017 Street & Outdoor Lighting	1,192,737	1,240,881	1,219,224	1,227,110	(13,771)	-1.1
Total Electric Sales Revenues	<u>52,650,987</u>	<u>55,801,724</u>	<u>53,086,882</u>	<u>52,827,602</u>	<u>(2,974,122)</u>	<u>-5.3</u>
Other Operating Revenues:						
4041 Customer Forfeited discounts	292,267	300,000	326,294	292,267	(7,733)	-2.6
4042 Rent from Electric Property	269,411	268,000	269,244	269,411	1,411	0.5
4044 Other Electric Revenue	117,533	100,000	67,065	117,533	17,533	17.5
4045 Contracted Services	1,566,843	1,580,000	2,169,600	2,169,600	589,600	37.3
4043 Misc. Electric Revenues	84,470	135,000	97,820	84,470	(50,530)	-37.4
Total Other Operating Revenues	<u>2,330,524</u>	<u>2,383,000</u>	<u>2,930,023</u>	<u>2,933,281</u>	<u>550,281</u>	<u>23.1</u>
Total Operating Revenues	<u>54,981,511</u>	<u>58,184,724</u>	<u>56,016,905</u>	<u>55,760,883</u>	<u>(2,423,841)</u>	<u>-4.2</u>
<b><u>OPERATING EXPENSES:</u></b>						
5460 Depreciation and Amortization	2,220,924	2,408,000	2,260,000	2,408,000	-	0.0
5465 Purchased Power from TVA	41,686,544	43,804,353	42,044,811	42,303,614	(1,500,739)	-3.4
5431 Economic Development	164,000	164,000	164,000	187,000	23,000	14.0
5000 Operating Expenses	9,840,606	7,559,081	7,537,517	7,534,363	(24,718)	-0.3
Total Operating Expenses	<u>53,912,074</u>	<u>53,935,434</u>	<u>52,006,328</u>	<u>52,432,977</u>	<u>(1,502,457)</u>	<u>-2.8</u>
Operating Income	1,069,436	4,249,290	4,010,577	3,327,906	(921,384)	-21.7
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>						
4810 Interest Revenue	39,775	45,000	45,000	45,000	-	0.0
5439 Interest Expense	(887,753)	(1,052,940)	(860,000)	(970,000)	82,940	7.9
Total Nonoperating Revenues (Expenses)	<u>(847,978)</u>	<u>(1,007,940)</u>	<u>(815,000)</u>	<u>(925,000)</u>	<u>82,940</u>	<u>8.2</u>
Net Income Before Operating Transfers Out	221,458	3,241,350	3,195,577	2,402,906	(838,444)	-25.9
<b><u>OPERATING TRANSFERS (Out)</u></b>						
Operating Transfers Out - Tax Equivalent	1,423,445	(1,466,085)	(1,438,863)	(1,466,085)	(0)	0.0
Total Operating Transfers (Out)	<u>1,423,445</u>	<u>(1,466,085)</u>	<u>(1,438,863)</u>	<u>(1,466,085)</u>	<u>23,000</u>	<u>-1.6</u>
Change In Net Assets	1,644,903	1,775,265	1,756,714	936,821	(815,444)	-45.9
TOTAL NET ASSETS - 7/1	<u>27,438,550</u>	<u>29,294,378</u>	<u>29,083,453</u>	<u>30,840,167</u>	<u>1,545,789</u>	<u>5.3</u>
TOTAL NET ASSETS - 6/30	<u>29,083,453</u>	<u>31,069,643</u>	<u>30,840,167</u>	<u>31,776,988</u>	<u>707,345</u>	<u>2.3</u>

ELECTRIC FUND EXPENSES AND CAPITAL	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
Purchased Power	41,686,544	43,804,353	42,044,811	42,303,614	(1,500,739)	-3.4
Other Expenses (Depreciation, Tax Equivalent & Interest Expense)	4,532,122	4,927,025	4,558,863	4,844,085	(82,940)	-1.7
Substation Costs	312,023	310,680	310,680	310,680	-	0.0
Line Maintenance	1,988,399	1,698,865	1,698,865	1,698,865	-	0.0
Street Lighting/Traffic Signals	315,263	306,128	306,128	306,128	-	0.0
General and Administration	7,388,921	5,407,408	5,385,844	5,405,690	(1,718)	0.0
<b>TOTAL EXPENSES</b>	<b>56,223,272</b>	<b>56,454,459</b>	<b>54,305,191</b>	<b>54,869,062</b>	<b>(1,585,397)</b>	<b>-2.8</b>
Capital Projects	2,126,986	3,800,000	2,770,000	4,550,000	750,000	19.7
Equipment	-	75,000	75,000	110,000	35,000	46.7
<b>TOTAL CAPITAL</b>	<b>2,126,986</b>	<b>3,875,000</b>	<b>2,845,000</b>	<b>4,660,000</b>	<b>785,000</b>	<b>20.3</b>
<b>TOTAL EXPENSES &amp; CAPITAL</b>	<b>58,350,258</b>	<b>60,329,459</b>	<b>57,150,191</b>	<b>59,529,062</b>	<b>(800,397)</b>	<b>-1.3</b>

**Electric Fund Expenses by Fiscal Year:**

Purchased power costs increased 7.5% in Oct. 2005, 9.95% in April 2006, 7% in April 2008, and 8% in Oct. 2009 due to rate increases from TVA. The spike in fiscal 2009 was due to the then quarterly Fuel Cost Adjustment by TVA.

**Electric Fund Expenses by Fiscal Year:**



## Capital Projects, Electric Rates and Long-Term Debt

The current electric user rates are sufficient to finance most routine capital improvements. However, major capital projects must be funded through the issuance of long-term debt. Page VI-8 of this document contains a listing of the \$4,550,000 in electric system capital projects planned for fiscal 2013. Included in this total are major capital projects budgeted for fiscal 2014 that might require funding through long-term debt, such as \$1,190,000 for SCADA and remote meter reading infrastructure and \$1,550,000 for distribution system improvements. The issuance of long-term debt will impact the electric rates at the next review cycle in the fall of 2013. A more in-depth presentation of planned Electric Fund capital projects is located the Capital Section of this document and in the separately issued Capital Improvements Program 2013-2018 document

Capital improvements impact electric user rates from increased expenses for depreciation and tax equivalent payments based on higher asset values, and the need for sufficient cash levels to fund principal and interest payments on long-term debt issued to finance the projects. Interest expense is budgeted at \$970,000, based on actual debt issued and potential debt issuances for fiscal 2014. The Electric Fund currently has \$21,710,400 in outstanding long-term debt, of which \$3,660,400 has a variable interest rate. The interest rate on this debt varies on a weekly basis. For amortization purposes, this is estimated at a 4.5% interest rate. A current long-term debt amortization schedule is on page VI-9. The Electric Fund's outstanding long-term debt is secured by the revenues of the Electric system and therefore will not impact the City's property tax rate.



ELECTRIC FUND  
CAPITAL PROJECTS AND EQUIPMENT

	BUDGET	PROJECTED	BUDGET
	2013	2013	2014
<u>CAPITAL IMPROVEMENT PROJECTS</u>			
Electric Distribution System Improvements	\$ 1,300,000	\$ 1,300,000	\$ 1,550,000
Electric Substation Improvements	210,000	210,000	260,000
Facilities Expansion for New Loads and Services	455,000	250,000	355,000
SCADA and Remote Metering	900,000	75,000	1,190,000
Street Lighting Improvements	65,000	65,000	180,000
<u>CAPITAL MAINTENANCE PROJECTS</u>			
Routine Expansion, Maintenance, Replacement and Minor Additions (including Transformers)	620,000	620,000	765,000
Traffic Signal, Public and Private Light Maintenance and Improvements	150,000	150,000	150,000
Transmission System Improvements	100,000	100,000	100,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 3,800,000</b>	<b>\$ 2,770,000</b>	<b>\$ 4,550,000</b>
<u>EQUIPMENT</u>			
Furniture Purchases	\$ 5,000	\$ 5,000	\$ 5,000
Hand-Held Radio Replacement	20,000	20,000	20,000
Underground Equipment	25,000	25,000	25,000
Electric System Model	25,000	-	-
Hi Voltage Potential Tester	-	25,000	-
3/4 Ton Tool Body Pickup to replace #245	-	-	35,000
Plug-in Hybrid Bucket Truck (after TVA Rebate)	-	-	25,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 110,000</b>
<b>TOTAL CAPITAL PROJECTS &amp; EQUIPMENT</b>	<b>\$ 3,875,000</b>	<b>\$ 2,845,000</b>	<b>\$ 4,660,000</b>

CITY OF OAK RIDGE, TENNESSEE  
BOND PRINCIPAL AND INTEREST  
REQUIREMENTS BY FISCAL YEAR- ELECTRIC FUND  
FISCAL 2014 BUDGET\*\*

Fiscal Year	Electric Revenue Bonds Refunding Series 2003		General Obligation Bonds Refunding Series 2003		2009B Build America Bonds				Total		
	Principal	Interest	Principal	Interest	Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Principal	Net Interest	Total Requirements
2014	\$ 1,095,000	\$ 119,200	\$ -	\$ 448,444	\$ -	\$ 302,775	\$ (96,751)	\$ 206,024	\$ 1,095,000	\$ 773,668	\$ 1,868,668
2015	925,000	75,400	-	448,444	-	302,775	(105,971)	196,804	925,000	720,648	1,645,648
2016	960,000	38,400	-	448,444	-	302,775	(105,971)	196,804	960,000	683,648	1,643,648
2017	-	-	1,000,000	448,444	-	302,775	(105,971)	196,804	1,000,000	645,248	1,645,248
2018	-	-	1,045,000	398,444	-	302,775	(105,971)	196,804	1,045,000	595,248	1,640,248
2019	-	-	1,055,000	356,644	-	302,775	(105,971)	196,804	1,055,000	553,448	1,608,448
2020	-	-	1,135,000	314,444	-	302,775	(105,971)	196,804	1,135,000	511,248	1,646,248
2021	-	-	1,150,000	257,694	-	302,775	(105,971)	196,804	1,150,000	454,498	1,604,498
2022	-	-	1,210,000	200,194	-	302,775	(105,971)	196,804	1,210,000	396,998	1,606,998
2023	-	-	1,300,000	151,794	-	302,775	(105,971)	196,804	1,300,000	348,598	1,648,598
2024	-	-	1,065,000	96,544	-	302,775	(105,971)	196,804	1,065,000	293,348	1,358,348
2025	-	-	1,110,000	49,950	-	302,775	(105,971)	196,804	1,110,000	246,754	1,356,754
2026	-	-	-	-	-	302,775	(105,971)	196,804	-	196,804	196,804
2027	-	-	-	-	-	302,775	(105,971)	196,804	-	196,804	196,804
2028	-	-	-	-	450,000	302,775	(105,971)	196,804	450,000	196,804	646,804
2029	-	-	-	-	450,000	275,775	(96,521)	179,254	450,000	179,254	629,254
2030	-	-	-	-	450,000	248,775	(87,071)	161,704	450,000	161,704	611,704
2031	-	-	-	-	450,000	221,775	(77,621)	144,154	450,000	144,154	594,154
2032	-	-	-	-	450,000	194,775	(68,171)	126,604	450,000	126,604	576,604
2033	-	-	-	-	450,000	167,775	(58,721)	109,054	450,000	109,054	559,054
2034	-	-	-	-	450,000	140,775	(49,271)	91,504	450,000	91,504	541,504
2035	-	-	-	-	450,000	113,775	(39,821)	73,954	450,000	73,954	523,954
2036	-	-	-	-	450,000	86,100	(30,135)	55,965	450,000	55,965	505,965
2037	-	-	-	-	475,000	58,425	(20,449)	37,976	475,000	37,976	512,976
2038	-	-	-	-	475,000	29,212	(10,224)	18,988	475,000	18,988	493,988
<b>Total</b>	<b>\$ 2,980,000</b>	<b>\$ 233,000</b>	<b>\$ 10,070,000</b>	<b>\$ 3,619,484</b>	<b>\$ 5,000,000</b>	<b>\$ 6,078,787</b>	<b>\$ (2,118,354)</b>	<b>\$ 3,960,433</b>	<b>\$ 18,050,000</b>	<b>\$ 7,812,917</b>	<b>\$ 25,862,917</b>

(1) The federal government provides a 35% subsidy on the interest payment due on these bonds.

The City has no assurance that the United States government will continue to make direct subsidy payments or that the United States Congress will not attempt to reduce the amount of the direct subsidy payments.

Due to the current federal sequestration, the 2014 treasury rebates on the Build America Bonds have been reduced by 8.7%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	Public Building Authority of Clarksville, TN TMBF Series 2005 (1)		Public Building Authority of Clarksville, TN TMBF Series 2008 (1)		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Interest	
	2014	\$ 132,773	\$ 98,829	\$ -	\$ 65,398	\$ 132,773	
2015	138,111	92,834	25,000	65,306	163,111	158,140	321,251
2016	143,448	86,599	70,000	64,014	213,448	150,614	364,062
2017	149,453	80,122	-	61,123	149,453	141,245	290,698
2018	155,124	73,376	-	61,123	155,124	134,499	289,623
2019	161,463	66,372	35,000	60,994	196,463	127,365	323,828
2020	167,801	59,082	-	59,548	167,801	118,631	286,432
2021	174,807	51,505	40,000	59,400	214,807	110,906	325,713
2022	181,812	43,613	-	57,748	181,812	101,361	283,173
2023	188,818	35,406	-	57,748	188,818	93,154	281,972
2024	196,491	26,880	290,000	56,676	486,491	83,556	570,047
2025	204,498	18,009	305,000	43,570	509,498	61,579	571,077
2026	212,505	8,777	355,000	29,660	567,505	38,437	605,942
2027	-	-	333,296	13,766	333,296	13,766	347,062
Total	<u>\$ 2,207,104</u>	<u>\$ 741,404</u>	<u>\$ 1,453,296</u>	<u>\$ 756,076</u>	<u>\$ 3,660,400</u>	<u>\$ 1,497,480</u>	<u>\$ 5,157,880</u>

(1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF).  
 The amortization schedules are calculated at 4.5% interest rate.

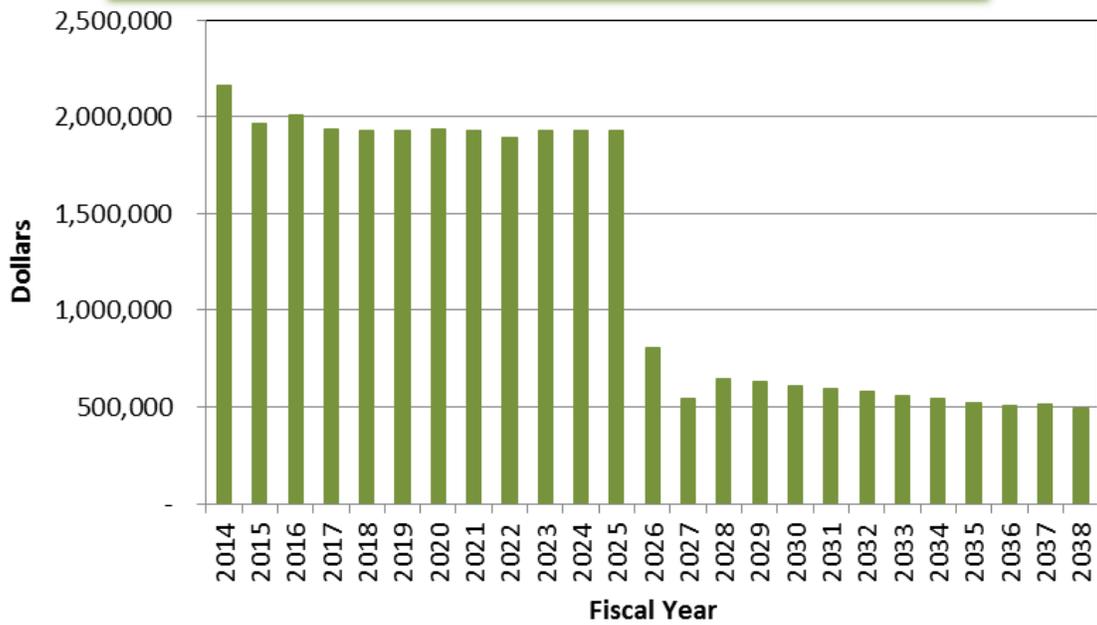
\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	ELECTRIC BOND		ELECTRIC NOTES		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Net Interest	
2014	1,095,000	773,668	132,773	164,227	1,227,773	937,895	2,165,668
2015	925,000	720,648	163,111	158,140	1,088,111	878,788	1,966,899
2016	960,000	683,648	213,448	150,614	1,173,448	834,262	2,007,710
2017	1,000,000	645,248	149,453	141,245	1,149,453	786,493	1,935,946
2018	1,045,000	595,248	155,124	134,499	1,200,124	729,747	1,929,871
2019	1,055,000	553,448	196,463	127,365	1,251,463	680,813	1,932,276
2020	1,135,000	511,248	167,801	118,631	1,302,801	629,878	1,932,679
2021	1,150,000	454,498	214,807	110,906	1,364,807	565,403	1,930,210
2022	1,210,000	396,998	181,812	101,361	1,391,812	498,359	1,890,171
2023	1,300,000	348,598	188,818	93,154	1,488,818	441,752	1,930,570
2024	1,065,000	293,348	486,491	83,556	1,551,491	376,904	1,928,395
2025	1,110,000	246,754	509,498	61,579	1,619,498	308,333	1,927,831
2026	-	196,804	567,505	38,437	567,505	235,241	802,746
2027	-	196,804	333,296	13,766	333,296	210,569	543,865
2028	450,000	196,804	-	-	450,000	196,804	646,804
2029	450,000	179,254	-	-	450,000	179,254	629,254
2030	450,000	161,704	-	-	450,000	161,704	611,704
2031	450,000	144,154	-	-	450,000	144,154	594,154
2032	450,000	126,604	-	-	450,000	126,604	576,604
2033	450,000	109,054	-	-	450,000	109,054	559,054
2034	450,000	91,504	-	-	450,000	91,504	541,504
2035	450,000	73,954	-	-	450,000	73,954	523,954
2036	450,000	55,965	-	-	450,000	55,965	505,965
2037	475,000	37,976	-	-	475,000	37,976	512,976
2038	475,000	18,988	-	-	475,000	18,988	493,988
<b>Total</b>	<b>\$ 18,050,000</b>	<b>\$ 7,812,917</b>	<b>\$ 3,660,400</b>	<b>\$ 1,497,480</b>	<b>\$ 21,710,400</b>	<b>\$ 9,310,397</b>	<b>\$ 31,020,797</b>

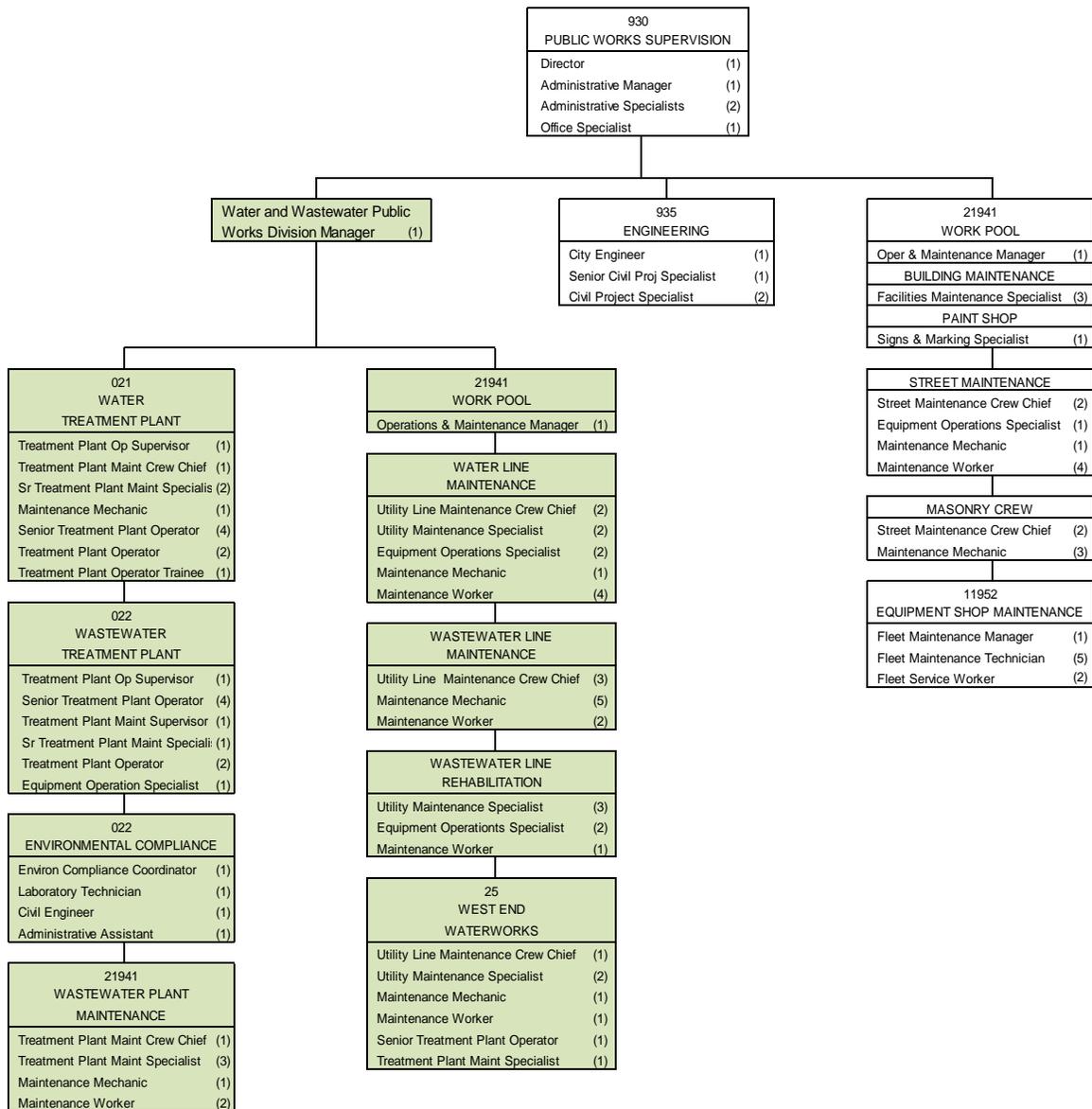
\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

## ELECTRIC FUND ANNUAL DEBT SERVICE PAYMENTS BY FISCAL YEAR



# WATERWORKS FUND

The Waterworks Fund provides water treatment and distribution and wastewater collection and treatment within Oak Ridge. Fund activities include the sale of water and maintenance of reservoirs, distribution mains, booster stations, and water and wastewater treatment plants. Water and wastewater operations are under the supervision of the Public Works Department. The Public Works Department consists of 104 employees and seven divisions including Supervision/Administration, Engineering, Wastewater Treatment, Water Treatment, West End Waterworks, Equipment and Fleet Maintenance, and Work Pool. Costs for employees in the Work Pool are charged out to the applicable City Fund based on the actual jobs performed. A major portion of the jobs the Work Pool performs is maintenance to water and wastewater systems. Waterworks employees are highlighted in green in the organizational chart below.



## Water Operations

From incorporation of the City through April 30, 2000, the City purchased treated water from the US Department of Energy (DOE) for sale to residential and commercial entities within Oak Ridge, excluding the DOE plants. On May 1, 2000, the City acquired the water treatment plant from DOE and assumed responsibility for water plant operations. The City entered into a 10-year contract for the sale of water to DOE's Oak Ridge National Laboratory and Y-12 facilities in exchange for the plant. This contract has subsequently been extended through December 2015. The plant has a treatment capacity of approximately 28 MGD. Water sales to DOE historically comprised approximately 30% of total water sales revenues. DOE water sales have been declining in recent years and currently comprise approximately 23% of total water sales revenue.

Maintenance of the water distribution system is performed by the Work Pool Division and involves maintaining approximately 247.3 miles of water main piping, 2,540 fire hydrants, 5,559 main valves, 8,982 service laterals, 12,926 water meters, 6 elevated water storage tanks, 2 in ground reservoirs, 11 water pumping stations, and 76 main pressure reducing valves.

PERFORMANCE MEASURES	ACTUAL FY 2012	BUDGET FY 2013	PROJECTED FY 2013	BUDGET FY 2014
Miles of mains	245	242	247	247
Fire Hydrants (each)	2,500	2,845	2,540	2,540
Water meters installed (each)	12,921	12,870	12,789	12,870

## Wastewater Operations

The wastewater system consists of two treatment facilities operated by the Wastewater Treatment Division and approximately 261 miles of collection system piping maintained by the Work Pool Division. The 10 MGD main treatment plant provides primary and secondary treatment for all of the developed areas of the City and the Y-12 plant. A 0.6 MGD wastewater treatment plant has been constructed to service the far west end of Oak Ridge including the Preserve at Clinch River, East Tennessee Technology Park, and Horizon Center Industrial Park. A major goal of this activity is to meet the National Pollutant Discharge Elimination System (NPDES) permit for plant effluent and to protect the environment from industrial wastewater pollutants in a cost-effective manner.



The City's major wastewater customer is the DOE's Y-12 plant which usage comprises approximately 22% of total wastewater sales revenue.

The Wastewater Treatment Plant maintenance staff maintains 47 wastewater pumping stations, two raw water intake pump stations and a raw water booster pumping station. The Work Pool wastewater tasks include maintenance of mains and taps, as well as installation of new connections and extensions and maintenance of approximately 6,354 manholes. In fiscal year 1995, the Department initiated a multi-year program to rehabilitate the collection system and upgrade the wastewater treatment plant. The upgrade and

expansion to the wastewater treatment plant was completed at a cost of approximately \$13 million. In

fiscal year 2011, the Department came under an Administrative Order from EPA to accelerate the rehabilitation of the collection system which will dramatically increase spending for this activity over the next few years. Maintenance of the collection system will be an ongoing annual program with increased annual costs in excess of \$400,000 to meet EPA requirements,

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2012</b>	<b>BUDGET FY 2013</b>	<b>PROJECTED FY 2013</b>	<b>BUDGET FY 2014</b>
<b>Turtle Park Sewer Plant</b>				
Water treated (gallons (billions))	1.8	2.0	2.0	2.0
Average reduction of B. O. D.	97%	97%	97%	97%
<b>NPDES Effluent Permit Violations</b>	0	0	0	0
<b>Collection System</b>				
Miles of sewer mains	261	260	260	260
Customers	12,198	12,225	12,181	12,200

#### **ETTP – West End Utilities**

On May 29, 2008, responsibility for water and wastewater services to the East Tennessee Technology Park (ETTP) transferred from DOE to the City of Oak Ridge. DOE transferred ownership of water and wastewater infrastructure located at the ETTP site, which included a 4.0 MGD capacity water treatment plant, raw water intake station, two water storage tanks with a 4.0 million gallon combined capacity, five wastewater pumping stations and water and sewer lines. The City entered into a five year agreement with DOE to pay for the operations to provide water and sewer services to the far west end of Oak Ridge, which also includes a newly constructed west end wastewater treatment plant. DOE pays the City approximately \$1,764,000 annually for these operations, reduced by revenues received by the City from utility customers located on the far west end of Oak Ridge including the Preserve at Clinch River. The contract term has been extended through September 2014.

## **2012-2013 Accomplishments**

### **WATERWORKS – WATER**

#### Water Treatment Plant

- Negotiated a three-year extension of the contract to sell water to the Department of Energy.
- Tested a total of 323 bacteriological samples.
- Y-12 Plant-Treated 1,598,454,000 gallons of water.
- ETTP Plant-Treated 93,249,000 gallons of water.

#### River Intake & Raw Water Booster

- Replaced bar screens at the intake.
- Serviced and maintained 11 pumps and motors.

#### Water Distribution

- Serviced and maintained 15 pump stations with 34 pumps and motors.
- Replaced 33 old galvanized service lines from the water main to meter.
- Repaired 68 water main breaks.
- Replaced 19 obsolete fire hydrants.

## **2012-2013 WATERWORKS – WATER ACCOMPLISHMENTS CONTINUED**

### Water Distribution (Continued)

- Replaced 15 broken main line valves.
- Installed 6 valves on hydrants that did not have valves.
- Installed 43 main line valves in new locations to allow better isolation during water shut offs.
- Tested 710 backflow preventers.
- Tested 163 meters for the annual meter testing.
- Serviced and maintained 60 main line pressure reducing valves and rebuilt 11.

## **WATERWORKS – WASTEWATER**

### Wastewater Treatment Plant

- Big Turtle Plant-Treated 865,894,000 gallons of wastewater.
- Rarity Ridge Plant-Treated 25,267,578 gallons of wastewater.
- Hauled 138 dry tons of sludge to the landfill.
- Land applied 39.1 dry tons of sludge.

### Wastewater Collections System

- Serviced and maintained 47 sewer lift stations.
- Cleaned 27 sewer pump station wet wells.
- Replaced 18 manhole frames and covers city-wide due to street resurfacing.
- Started Fats, Oils, and Greases (FOG) program, with help from the Codes Department.
- Monitored 102 Food Service Establishments grease traps.
- Cleaned 36,800 linear feet of sewer mains directly in conjunction with the grease traps (grease lines).

### Environmental Protection Agency (EPA)

#### Information Management System (Infor)

- Pump Station Crew – Provided training to three new employees for the MOM Pump Station Crew in October 2012, with continuing training throughout the year as needed. Provided training to the Administrative Assistant at the WWTP to scan and upload documents to the Preventative Maintenance work orders and to input additional costs for applicable work orders.
- Gravity Crews – Provided training to four employees of the two Gravity Line sewer crews during November 2012 and successfully met the EPA Order deadline for the Gravity Crew to be “live” on IMS prior to December 28, 2012. Continue to have training with these crews on an as needed basis.
- GIS Upload to Infor – Assisted with the scheduling of all gravity sewer assets uploaded from GIS to Infor by March 1, 2013. It is currently planned for the West End gravity sewer and pump stations and the buildings to be uploaded from GIS to Infor by May 1, 2013. It is currently planned for the city facilities assets to be uploaded from GIS to Infor by July 1, 2013.
- Work Order System Conversion – Completed the conversion of the departmental work order system from an Access data base to Infor in December 2012.

### Remediation Plan Projects

#### East Plant Sewershed

- Project I, COR 12-16-E5, with an approved construction contract amount of \$946,353 and Project II, COR 12-17-E6, with an approved construction contract amount of \$709,265, both funded by the TMBF loan, underway with an estimated completion by June 30, 2013.
- Project III will be the combination of three designed projects (III, IV and V) into one large project to be bid by June 30, 2013 and awaiting approval of the SRF loan for construction.
- Project IV will be the combination of projects VI through X included in the Remediation Plan, to be designed and approved by TDEC by July 1, 2013.

## **2012-2013 WATERWORKS – WASTEWATER ACCOMPLISHMENTS CONTINUED**

### Environmental Protection Agency (EPA) (Continued)

#### Remediation Plan Projects

##### East Plant Sewershed (Continued)

- Equalization Basins – Professional services agreement for design of the basins to be negotiated and approved by City Council by June 30, 2013 and awaiting execution, to be funded by the SRF loan.

#### Public Outreach

- The EPA Administrative Order requires the City to disseminate information to the citizens via public outreach. During FY 2013 the following activities provided citizens with information regarding the EPA Order and sewer work associated with the Order.
  1. Prepared and updated summary cost information for the Order and posted on the City's website.
  2. Prepared and distributed general information via tri-fold brochure.
  3. Updated and distributed door hanger notices for areas of construction work.

#### Collection System

- Completed the development of the MOM program and submitted to EPA.
- Cleaned and TV 162,500 linear feet of sewer mains in the Emory Valley Sewershed using city crews and contractors.
- Inspected 813 sanitary sewer manholes in the Emory Valley Sewershed.
- Smoke tested 162,500 linear feet of sanitary sewer mains in the Emory Valley Sewershed.
- Installed 16 ground water monitoring locations to check during wet and dry weather.
- Installed 21 sanitary sewer flow meters. Monitoring the Emory Valley Sewershed post rehab work and the pre rehab construction work in the East Plant Sewershed. Sanitary sewer flow meters are also strategically placed in other parts of the sewer system to monitor the flow.
- Cleaned and maintained 20,000 linear feet of problem sewer mains city-wide until rehab contractors replaced or repaired the sewer mains.
- Cleared 20,000 linear feet of sanitary sewer easement using city crews and mowing contractor.
- Installed 3 new rain gauges strategically placed at the East (Old East Sewer Plant), middle (Water Treatment Plant) and West end of the city (Wastewater Treatment Plant) in order to monitor rain events totaling 0.5 of an inch or more of rainfall.
- Received approval from EPA to change the definition of a rain event for Sanitary Sewer Overflow (SSO) monitoring from a rainfall amount totaling 0.01 of an inch or more to 0.5 of an inch or more and implemented on November 26, 2012.
- Checked 47 rain events totaling 0.01 inches or more and 10 rain events totaling 0.5 inches or more beginning July 1, 2012.

## 2014-2015 Goals

### **WATERWORKS - WATER**

#### Water Treatment Plant

- Complete the electrical system upgrade design. Bid and start construction.

#### Water Distribution

- Replace 45 old galvanized service lines on the roads scheduled for repaving.
- Replace 25 obsolete fire hydrants.
- Install 10 valves on hydrants that don't have valves.
- Replace 10 old valves.
- Install 10 valves in new locations for better isolation.
- Test 163 meters for the annual tests, bi-annual tests of top 30 users and repair as needed.
- Service and maintain 60 main line pressure reducing valves and rebuild as needed.
- Annual system wide water main flushing per TDEC standards.
- Annual tests of approximately 1,619 backflow preventers.
- Service and maintain 15 pump stations with 34 pumps and motors.
- Delaware pump station-upgrade pumps, motors and controls.
- ETPP 2.5 million gallon water tank-replace roof, paint interior and exterior.

### **WATERWORKS – WASTEWATER**

#### Environmental Protection Agency (EPA)

##### Remediation Plan Projects

##### Certified Payrolls

- As required by the SRF loan program, review all weekly certified payroll records submitted from contractors in accordance with the Davis Bacon Wage Rates of each awarded contract.

##### East Plant Sewershed

- Project III (original projects III, IV, and V), funded by the SRF loan and construction complete by December 31, 2013.
- Project IV (original projects VI through X), funded by the SRF loan and construction complete by March 1, 2014.

##### Equalization Basins

- Construction contract approved and basins under construction during FY 2014.

##### Y-12 Sewershed.

- Project(s) to be designed, approved by TDEC, bid, awarded and under construction by June 30, 2014.

##### Public Outreach

- Prepare and mail an information letter to residents prior to sewer work beginning in their neighborhood.
- Prepare EPA Administrative Order cost summary and post on City's website.

##### Collection System

- Clean and TV 167,000 linear feet of sanitary sewer starting in the East Plant Sewershed using city crews and contractors by June 30, 2014.
- Inspect 981 sanitary sewer manholes as contractors complete rehab work in mini basins in the East Plant Sewershed by June 30, 2014.
- Smoke test 167,000 linear feet of sanitary sewer mains as contractors complete rehab work in the East Plant Sewershed by June 30, 2014.
- Clear off 15,000 linear feet of sanitary sewer easements using city crews and mowing contractor by June 30, 2014.

## **2014-2015 GOALS WATERWORKS – WASTEWATER CONTINUED**

### Collection System (Continued)

- Flow monitoring of the sanitary sewer, post rehab work in the Emory Valley and East Plant Sewersheds.
- Continue to check the Emory Valley Sewershed for inflow and infiltration (I&I) during significant rainfall totals of 1-2 inches.
- Continue to check the East Plant Sewershed for I&I during significant rainfall totals of 1-2 inches.
- Continue to monitor and check for SSO's during rain events totaling 0.5 of an inch of rainfall or more.
- Continue to monitor ground water levels at 16 different manhole locations.
- Replace 30 manhole frame and covers due to street resurfacing by June 30, 2014.
- Service and maintain 47 sewer pump stations.
- Clean wet wells as requested.
- Monitor 102 grease traps in the FOG program in conjunction with the Codes Department.
- Clean 37,000 ft. of grease lines that are in conjunction with the grease traps.
- Clean and maintain 30,000 linear feet of problem sewer mains city-wide until rehab contractors can repair or replace them.

## **Revenue and Expenses**

### **Major Budgetary Changes**

On September 27, 2010, the City received an administrative order (AO) from the United States Environmental Protection Agency (EPA). The City was found to be in violation of Section 301 of the Clean Water Act (CWA), 33 U.S.C. Section 1311 regarding the City wastewater infrastructure. The City has completed system reviews including city-wide smoke testing and scoping of sewer lines with closed circuit TV cameras, as well as developing a system hydraulic model. This information was used to develop the required Remediation Plan to correct all system deficiencies. EPA has accepted the City's remediation plan which outlines an approximate \$23,090,000 in capital projects that must be completed by September 2015. The City has applied for an \$18,000,000 loan through the State Revolving Loan Fund at a fixed 20-year 1.24% interest rate. An additional debt issuance of \$3,000,000 will be required to complete the projects.

### **Revenue Sources**

Waterworks operating revenues are projected to increase overall by \$1,611,094, up 7.5%. Both water and wastewater rate increases were effective May 1, 2012 and on January 1, 2013. Water and wastewater rate increases have been significant to meet the capital and ongoing operating expenses required to meet the AO, the planned upgrades to the water treatment plant and rate adjustments to compensate for the significantly declining consumption from DOE. Rate increases of 10% for water and 15% for wastewater are anticipated for January 2014 with additional water and wastewater increases anticipated for January 2015. Residential and commercial water and wastewater billings, excluding DOE or their contractors, are projected to generate an increase of \$2,240,289 or 17.5%.

The sales volume from DOE for both water and wastewater has been declining in recent years causing wide fluctuations in revenues and the shifting of funding for system costs from DOE to the City's other residential and commercial customers. During fiscal 2013, the City revised the water contract with DOE to a fixed dollar amount for both raw and treated water for each calendar year through fiscal 2015. The prior contract pricing was based on a per thousand gallon rate. The contract allows for annual inflationary increases to the fixed amount. Raw water sales to DOE are projected to increase by \$244,955 based on the new contract pricing structure. DOE treated water sales are budget to decrease by \$403,902; however, the fixed pricing structure stabilizes the declining revenue pattern that was previously occurring under the per thousand gallon rate structure. DOE wastewater sales are projected to decline by \$441,057 based on recent declines in sewer consumption. This trend is expected to continue.

Monthly billings to customers for wastewater usage are based on metered water consumption. Therefore, the revenue patterns will be the same for both water and wastewater usage. Weather, in the form of drought or high rainfall conditions, can significantly impact the revenue collections in any particular fiscal year.

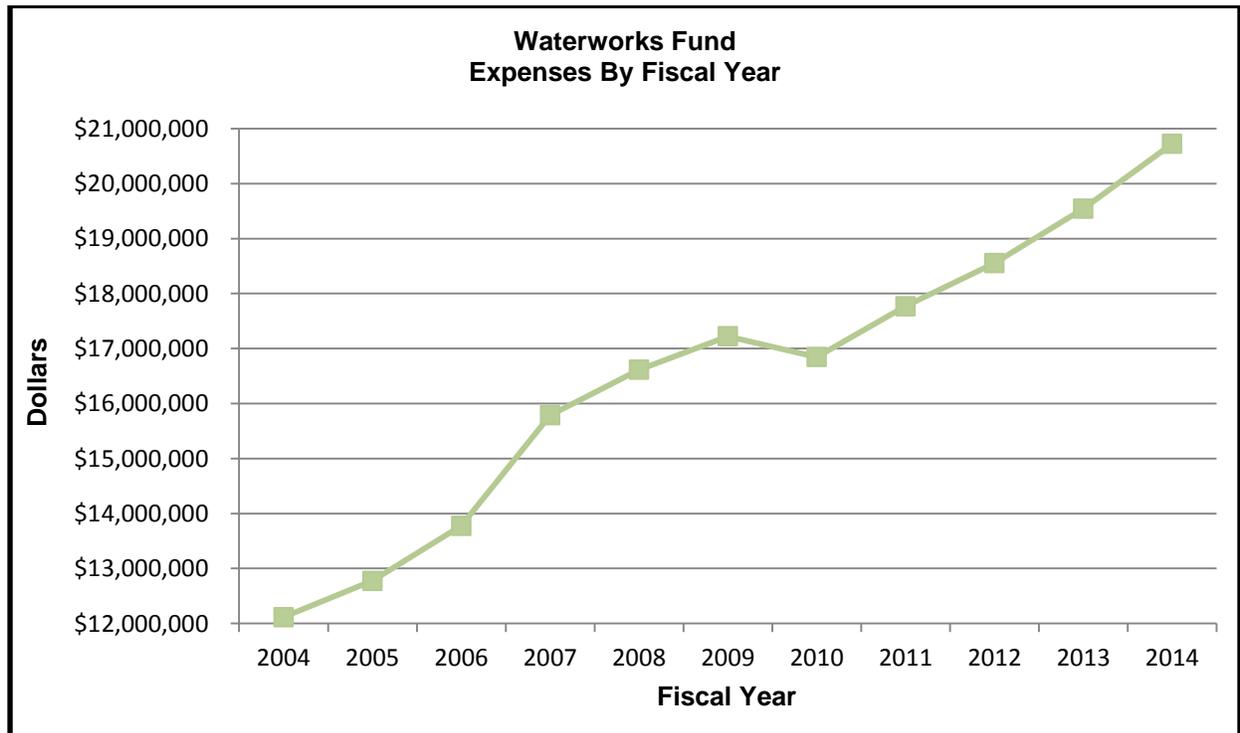
### Expenses

Waterworks operating expenses are projected to increase \$1,023,500 or 5.7%. Tax equivalent payments (PILOT) are projected to remain at the fiscal 2013 rate of \$1,448,000. PILOT costs are based on net asset value, with the increases related to the completion of major capital projects and contributed (donated) capita, or changes in the City's property tax rate.

Depreciation expense is projected to increase \$575,895 over budget 2013 based on current amortization levels. Purchased water costs are budgeted up \$56,435. Interest expense is budgeted to decrease \$18,449 to align the budget due to more accurate projection information. Capital slowed while the City was in the discovery phase to meet the AO requirements. Depreciation, interest expense and the PILOT payment are all expected to be increasing in fiscal 2015, reflecting the City entering into the major capital phase of the EPA mandated projects during fiscal 2014 and as debt issuances occur.

Budgeted other operating expenses increased \$493,170, up 4.4% for primarily for salaries, routine maintenance costs and the additional maintenance and personnel costs required to meet EPA's AO. The funding for the City's economic development endeavors from the Waterworks Fund declined by \$102,000.

### Waterworks Fund - Expenses by Fiscal Year:



**WATERWORKS FUND**

**PROJECTED STATEMENT OF REVENUE AND EXPENSES**

	<u>ACTUAL</u> 2012	<u>BUDGET</u> 2013	<u>PROJECTED</u> 2013	<u>BUDGET</u> 2014	<u>BUDGET</u> 14 vs 13	<u>%</u> <u>CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
4021 Residential Water Sales and Wastewater Fees	6,458,914	7,860,000	8,388,121	9,037,702	1,177,702	15.0
4022 Commercial Water Sales and Wastewater Fees	4,293,812	4,975,000	5,303,874	6,037,587	1,062,587	21.4
4024 DOE Treated Water Sales	2,152,179	2,510,027	1,949,321	2,106,125	(403,902)	-16.1
4025 COR Treated Water Sales	1,988,031	2,100,000	1,870,505	2,106,125	6,125	0.3
4026 DOE Raw Water Sales	318,344	225,750	380,247	470,705	244,955	108.5
4034 DOE Wastewater Sales	1,654,887	2,076,057	1,805,000	1,635,000	(441,057)	-21.2
4025 Bechtel Jacobs	1,625,902	1,610,000	1,580,000	1,470,000	(140,000)	-8.7
4023 Public Fire Protection	58,968	60,600	58,968	60,600	-	0.0
4041 Forfeited Discounts	87,765	90,000	103,900	107,600	17,600	19.6
4043 Miscellaneous Revenue	90,403	2,574	89,671	89,658	87,084	3383.2
4791 Capital Contributions	581,556	-	-	-	-	0.0
Total Operating Revenues	<u>19,310,760</u>	<u>21,510,008</u>	<u>21,529,607</u>	<u>23,121,102</u>	<u>1,611,094</u>	<u>7.5</u>
<b><u>OPERATING EXPENSES:</u></b>						
5460 Depreciation	4,720,303	4,375,855	4,844,000	4,951,750	575,895	13.2
5466 Purchased Water	2,035,760	2,140,000	1,920,820	2,196,435	56,435	2.6
5431 Economic Development	132,000	132,000	132,000	30,000	(102,000)	-77.3
5000 Operating Expenses						
Water	5,159,640	5,524,595	5,541,137	5,557,678	33,083	0.6
Wastewater	4,420,013	4,696,000	4,814,721	5,133,442	437,442	9.3
West End	845,312	936,550	958,695	959,195	22,645	2.4
Total Operating Expenses	<u>17,313,029</u>	<u>17,805,000</u>	<u>18,211,373</u>	<u>18,828,500</u>	<u>1,023,500</u>	<u>5.7</u>
Operating Income (Loss)	1,997,731	3,705,008	3,318,234	4,292,602	587,594	15.9
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>						
4810 Interest Revenue	15,446	5,500	5,500	5,500	-	0.0
5421 EPA Judgement	-	-	(171,000)	-	-	0.0
5439 Interest Expense	(1,242,004)	(1,915,000)	(1,332,000)	(1,896,551)	18,449	-1.0
Total Nonoperating Revenues (Expenses)	<u>(1,226,558)</u>	<u>(1,909,500)</u>	<u>(1,497,500)</u>	<u>(1,891,051)</u>	<u>18,449</u>	<u>-1.0</u>
Net Income (Loss) Before Operating Transfers	771,173	1,795,508	1,820,734	2,401,551	606,043	33.8
<b><u>OPERATING TRANSFERS</u></b>						
Operating Transfers Out - Tax Equivalent	<u>(1,498,462)</u>	<u>(1,448,000)</u>	<u>(1,448,000)</u>	<u>(1,448,000)</u>	<u>-</u>	<u>0.0</u>
Change in Net Assets	(727,289)	347,508	372,734	953,551	606,043	-174.4
<b>TOTAL NET ASSETS- 7/1</b>	<u>50,968,514</u>	<u>49,981,991</u>	<u>50,241,225</u>	<u>50,613,959</u>	<u>631,968</u>	<u>1.3</u>
<b>TOTAL NET ASSETS - 6/30</b>	<u>50,241,225</u>	<u>50,329,499</u>	<u>50,613,959</u>	<u>51,567,510</u>	<u>1,238,011</u>	<u>2.5</u>

## Capital Projects, Water and Wastewater Rates and Long-Term Debt

For accounting purposes, the operations of the water and wastewater systems are combined into one Fund, the Waterworks Fund. Costs for the two systems are tracked separately and user rates are established based on the operations of the individual systems. Therefore, the water user rates are based on the operations of the water treatment and distribution system and the wastewater user rates are based on the operations of the wastewater collection and treatment system.

Biennially, the City reviews its rate structure for water and wastewater services. Water rates were increased 20% effective June 1, 2007 and an additional 20% effective June 1, 2008. The previous water rate increase was in 1998. Wastewater rates were increased by 18% effective May 1, 2008 to fund increasing electric, liability insurance and capital improvement costs. The rate increases scheduled for 2010 were delayed due to the EPA AO. An approximate 32% combined rate increase for water and wastewater rate was split into two parts with the first effective May 1, 2012 and the second effective January 1, 2013. Rate increases of 10% for water and 15% for wastewater are anticipated for January 2014 with additional water and wastewater increases anticipated for January 2015.

Capital improvements are the major driver for water and wastewater user rate increases. Capital improvements impact user rates from increased expenses for depreciation and tax equivalent payments based on higher asset values, and the need for sufficient cash levels to fund principal and interest payments on long-term debt issued to finance the projects. A listing of water capital improvements planned for fiscal 2014 totaling \$3,950,000 and wastewater capital projects totaling \$11,450,000 are located on page [VI-23](#). Additional debt issuances will be required to complete these projects. A more in-depth presentation of planned Waterworks Fund capital projects is located in the Capital Improvements Program 2014-2019 document.

An updated amortization schedule as of June 30, 2013 for the Waterworks Fund \$48,708,518 in outstanding long-term debt is on page [VI-24](#). The \$15,718,047 in outstanding variable interest rate debt is projected at a 4.50% interest rate. The City currently has \$944,806 available from the State Revolving Loan Fund to finance the continuation of the wastewater treatment plant and collection system capital projects. As these funds are drawn to finance capital improvements, this will impact future water and wastewater user rates. The annual debt service payments on the outstanding Waterworks Fund debt will be funded through the revenues generated by the water and wastewater systems. The City's taxing authority is also pledged as an additional security on this outstanding debt. It is not anticipated that the City's taxing authority would ever be utilized to generate cash to pay the annual debt service on Waterworks Fund debt.



WATERWORKS FUND  
CAPITAL PROJECTS AND EQUIPMENT

	BUDGET 2013	PROJECTED 2013	BUDGET 2014
<b>CAPITAL PROJECTS:</b>			
<u>Water Capital Projects:</u>			
<u>West End Development</u>			
Water/Rarity Ridge River Crossing	\$ 650,000	\$ 750,000	\$ -
EPA Grant for Matching Funds (Information Only)	650,000	750,000	-
ETTP Water System Improvements	250,000	250,000	-
ETTP 2.5 Million Gallon Tank Rehabilitation	-	-	850,000
Booster Station Improvements/Upgrades	100,000	100,000	100,000
Water Distribution System Rehabilitation	570,000	570,000	600,000
<u>Water Treatment Plants</u>			
Building Repairs / Roof Replacement	450,000	-	500,000
Electric Upgrades	400,000	400,000	1,000,000
Replace Chemical Storage Building	350,000	-	-
Paint and Replace Windows - Main Op Bldg.	250,000	-	300,000
Raw Water Main - 700 ft of 24" Main	300,000	25,000	350,000
Raw Water Intake Replace Electric Feed	250,000	-	-
Capital Maintenance	500,000	500,000	250,000
<b>TOTAL WATER CAPITAL PROJECTS</b>	<b>\$ 4,720,000</b>	<b>\$ 3,345,000</b>	<b>\$ 3,950,000</b>
<u>Wastewater Capital Projects:</u>			
<u>West End Development</u>			
ETTP Wastewater System Improvements (DOE Funded)	\$ 250,000	\$ 250,000	\$ 450,000
ETTP 2.5 mil gal tank rehab	-	-	-
West Wastewater Treatment Plant	150,000	150,000	150,000
EPA Mandate (Estimated)	6,500,000	3,500,000	10,000,000
Pump Station Replacement/Improvements	700,000	700,000	450,000
Lift Station Replacement/Upgrades	-	-	-
Sewer Line Rehabilitation	5,000,000	500,000	400,000
<b>TOTAL WASTEWATER CAPITAL PROJECTS</b>	<b>\$ 12,600,000</b>	<b>\$ 5,100,000</b>	<b>\$ 11,450,000</b>
<b>TOTAL WATERWORKS CAPITAL PROJECTS</b>	<b>\$ 17,320,000</b>	<b>\$ 8,445,000</b>	<b>\$ 15,400,000</b>
 <b>EQUIPMENT:</b>			
<u>Water Equipment:</u>			
Radio Equipment	\$ 7,500	\$ 7,500	\$ 7,500
<u>Water Treatment Plant</u>			
Radio	3,000	-	-
Furniture	1,500	1,000	1,000
Laboratory Equipment	2,500	3,500	3,500
Plant Tools	2,500	5,000	5,000
Gradall #460	-	-	-
<b>TOTAL WATER EQUIPMENT</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<u>Wastewater Equipment:</u>			
Radio Equipment	\$ 8,000	\$ -	\$ -
Lab Equipment	1,500	3,000	3,000
Plant Tools	2,500	5,000	5,000
Furniture	500	500	500
Sewer Cleaning Truck	250,000	-	-
Hydraulic Excavator (see Water)	-	-	-
Backhoe with Attachments	-	-	-
MOM Crew Equipment	-	-	-
Jet Rodder	250,000	-	-
Crane Truck	-	89,687	-
Large Dump Truck	80,000	-	-
Small Dump Truck	50,000	-	-
Pickup Trucks x 2	50,000	45,568	-
<b>TOTAL WASTEWATER EQUIPMENT</b>	<b>\$ 692,500</b>	<b>\$ 143,755</b>	<b>\$ 8,500</b>
	<b>\$ 709,500</b>	<b>\$ 160,755</b>	<b>\$ 25,500</b>
<b>TOTAL CAPITAL PROJECTS &amp; EQUIPMENT</b>	<b>\$ 18,029,500</b>	<b>\$ 8,605,755</b>	<b>\$ 15,425,500</b>

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET \*\*

Fiscal Year	General Obligation Bonds		2009B Build America Bonds				General Obligation Bonds		Total		Total Requirements
	Refunding Series 2003		Principal	Coupon	Treasury	Net	Refunding Series 2011 B		Principal	Net	
	Principal	Interest		Interest	Rebate (1)	Interest	Principal	Interest		Interest	
2014	\$ 445,000	\$ 55,400	\$ -	\$ 292,125	\$ (93,349)	\$ 198,776	\$ 100,000	\$ 257,550	\$ 545,000	\$ 511,726	\$ 1,056,726
2015	460,000	37,600	-	292,125	(102,244)	189,881	100,000	255,550	560,000	483,031	1,043,031
2016	480,000	19,200	-	292,125	(102,244)	189,881	100,000	253,550	580,000	462,631	1,042,631
2017	-	-	-	292,125	(102,244)	189,881	200,000	251,550	200,000	441,431	641,431
2018	-	-	-	292,125	(102,244)	189,881	200,000	247,550	200,000	437,431	637,431
2019	-	-	-	292,125	(102,244)	189,881	225,000	243,550	225,000	433,431	658,431
2020	-	-	-	292,125	(102,244)	189,881	225,000	239,050	225,000	428,931	653,931
2021	-	-	-	292,125	(102,244)	189,881	225,000	234,550	225,000	424,431	649,431
2022	-	-	-	292,125	(102,244)	189,881	275,000	230,050	275,000	419,931	694,931
2023	-	-	200,000	292,125	(102,244)	189,881	975,000	223,863	1,175,000	413,744	1,588,744
2024	-	-	450,000	282,125	(98,744)	183,381	1,325,000	199,488	1,775,000	382,869	2,157,869
2025	-	-	450,000	257,375	(90,081)	167,294	1,375,000	166,363	1,825,000	333,656	2,158,656
2026	-	-	400,000	232,063	(81,222)	150,841	1,500,000	128,550	1,900,000	279,391	2,179,391
2027	-	-	750,000	209,063	(73,172)	135,891	1,650,000	86,550	2,400,000	222,441	2,622,441
2028	-	-	900,000	165,000	(57,750)	107,250	1,235,000	37,050	2,135,000	144,300	2,279,300
2029	-	-	900,000	111,000	(38,850)	72,150	-	-	900,000	72,150	972,150
2030	-	-	950,000	56,999	(19,950)	37,049	-	-	950,000	37,049	987,049
<b>Total</b>	<b>\$ 1,385,000</b>	<b>\$ 112,200</b>	<b>\$ 5,000,000</b>	<b>\$ 4,234,875</b>	<b>\$ (1,473,311)</b>	<b>\$ 2,761,564</b>	<b>\$ 9,710,000</b>	<b>\$ 3,054,813</b>	<b>\$ 16,095,000</b>	<b>\$ 5,928,576</b>	<b>\$ 22,023,576</b>

(1) The federal government provides a 35% subsidy on the interest payment due on these bonds.

The City has no assurance that the United States government will continue to make direct subsidy payments or that the United States Congress will not attempt to reduce the amount of the direct subsidy payments.

Due to the current federal sequestration, the 2014 treasury rebates on the Build America Bonds have been reduced by 8.7%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	Public Building Authority of Clarksville, TN TMBF Series 1994 (1)		Public Building Authority of Clarksville, TN TMBF Series 2001 (1)		Public Building Authority of Clarksville, TN TMBF Series 2005 (1)		Public Building Authority of Clarksville, TN TMBF Series 2008 (1)		Public Building Authority of Clarksville, TN TMBF Series 2012 (1)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2014	\$ -	\$ 126,168	\$ 155,000	\$ 76,422	\$ 265,227	\$ 197,419	\$ -	\$ 80,749	\$ 159,000
2015	-	126,168	163,000	69,417	275,889	185,445	-	80,749	166,000	217,845
2016	-	126,168	171,000	62,053	286,552	172,990	-	80,749	174,000	210,375
2017	323,978	124,970	180,000	54,324	298,547	160,051	75,000	80,471	182,000	202,545
2018	346,674	110,307	189,000	46,191	309,875	146,575	85,000	77,059	190,000	194,355
2019	370,949	94,617	198,000	37,653	322,537	132,583	60,000	73,327	199,000	185,805
2020	396,888	77,828	208,000	28,706	335,199	118,022	60,000	70,627	208,000	176,850
2021	424,655	59,865	218,000	19,309	349,193	102,887	60,000	67,927	217,000	167,490
2022	454,417	40,646	229,000	9,458	363,187	87,121	-	65,449	227,000	157,725
2023	486,174	20,080	-	-	377,181	70,726	160,000	64,857	237,000	147,510
2024	-	-	-	-	392,509	53,696	295,000	57,158	248,000	136,845
2025	-	-	-	-	408,503	35,974	315,000	43,809	259,000	125,685
2026	-	-	-	-	424,497	17,532	335,000	29,560	270,000	114,030
2027	-	-	-	-	-	-	349,416	14,431	282,000	101,880
2028	-	-	-	-	-	-	-	-	295,000	89,190
2029	-	-	-	-	-	-	-	-	308,000	75,915
2030	-	-	-	-	-	-	-	-	322,000	62,055
2031	-	-	-	-	-	-	-	-	337,000	47,565
2032	-	-	-	-	-	-	-	-	352,000	32,400
2033	-	-	-	-	-	-	-	-	368,000	16,560
<b>Total</b>	<b>\$ 2,803,735</b>	<b>\$ 906,817</b>	<b>\$ 1,711,000</b>	<b>\$ 403,532</b>	<b>\$ 4,408,896</b>	<b>\$ 1,481,022</b>	<b>\$ 1,794,416</b>	<b>\$ 886,920</b>	<b>\$ 5,000,000</b>	<b>\$ 2,687,625</b>

- (1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF). The amortization schedules are calculated at 4.5% interest rate.
- (2) In accordance with Tennessee State Law, an interfund loan between the waterworks fund and general fund was issued in the form of capital outlay notes. Interest on the loan was set at 1%.
- (3) The City is still drawing funds as capital projects occur on this loan through the State Revolving Loan Fund . At April 30, 2013, \$944,806 remains available for draw on this loan. Principal payments will begin when the projects have been completed and the loan is closed by the state for future draws. The amortization schedule is based on the annual payments that would occur if the loan had been closed at the current outstanding principal amount.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Capital Outlay Notes Interfund Loan From General Fund (2)		State Revolving Loan Fund Interest at 4.09%		State Revolving Loan Fund Interest at 4.04%		State Revolving Loan Fund Interest at 3.83% (3)		Total		Total Requirements
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Fees/ Interest	
\$ 238,095	\$ 16,667	\$ 600,156	\$ 250,392	\$ 244,932	\$ 107,748	\$ 205,506	\$ 228,331	\$ 1,867,916	\$ 1,308,896	\$ 3,176,812
238,095	14,286	625,164	225,384	255,012	97,668	213,517	220,321	1,936,677	1,237,283	3,173,960
238,096	11,905	651,216	199,320	265,500	87,180	221,840	211,998	2,008,204	1,162,738	3,170,942
238,095	9,524	678,360	172,188	276,432	76,248	230,487	203,350	2,482,899	1,083,671	3,566,570
238,095	7,143	706,632	143,916	287,808	64,872	239,471	194,367	2,592,555	984,785	3,577,340
238,096	4,762	736,080	114,468	299,652	53,028	248,806	185,032	2,673,120	881,275	3,554,395
238,095	2,381	766,752	83,784	311,988	40,692	258,504	175,334	2,783,426	774,224	3,557,650
-	-	798,708	51,828	324,828	27,852	268,580	165,257	2,660,964	662,415	3,323,379
-	-	831,951	18,552	338,196	14,484	279,049	154,788	2,722,800	548,223	3,271,023
-	-	-	-	174,242	2,058	289,927	143,911	1,724,524	449,142	2,173,666
-	-	-	-	-	-	301,228	132,610	1,236,737	380,309	1,617,046
-	-	-	-	-	-	312,970	120,868	1,295,473	326,336	1,621,809
-	-	-	-	-	-	325,169	108,669	1,354,666	269,791	1,624,457
-	-	-	-	-	-	337,844	95,994	969,260	212,305	1,181,565
-	-	-	-	-	-	351,013	82,825	646,013	172,015	818,028
-	-	-	-	-	-	364,695	69,142	672,695	145,057	817,752
-	-	-	-	-	-	378,911	54,927	700,911	116,982	817,893
-	-	-	-	-	-	393,681	40,157	730,681	87,722	818,403
-	-	-	-	-	-	409,026	24,812	761,026	57,212	818,238
-	-	-	-	-	-	424,971	8,867	792,971	25,427	818,398
<u>\$ 1,666,667</u>	<u>\$ 66,668</u>	<u>\$ 6,395,019</u>	<u>\$ 1,259,832</u>	<u>\$ 2,778,590</u>	<u>\$ 571,830</u>	<u>\$ 6,055,194</u>	<u>\$ 2,621,561</u>	<u>\$ 32,613,518</u>	<u>\$ 10,885,805</u>	<u>\$ 43,499,323</u>

- (1) The interest rate varies on a weekly basis on loans through the Public Building Authority of Clarksville, TN (TMBF). The amortization schedules are calculated at 4.5% interest rate.
- (2) In accordance with Tennessee State Law, an interfund loan between the waterworks fund and general fund was issued in the form of capital outlay notes. Interest on the loan was set at 1%.
- (3) The City is still drawing funds as capital projects occur on this loan through the State Revolving Loan Fund . At April 30, 2013, \$944,806 remains available for draw on this loan. Principal payments will begin when the projects have been completed and the loan is closed by the state for future draws. The amortization schedule is based on the annual payments that would occur if the loan had been closed at the current outstanding principal amount.

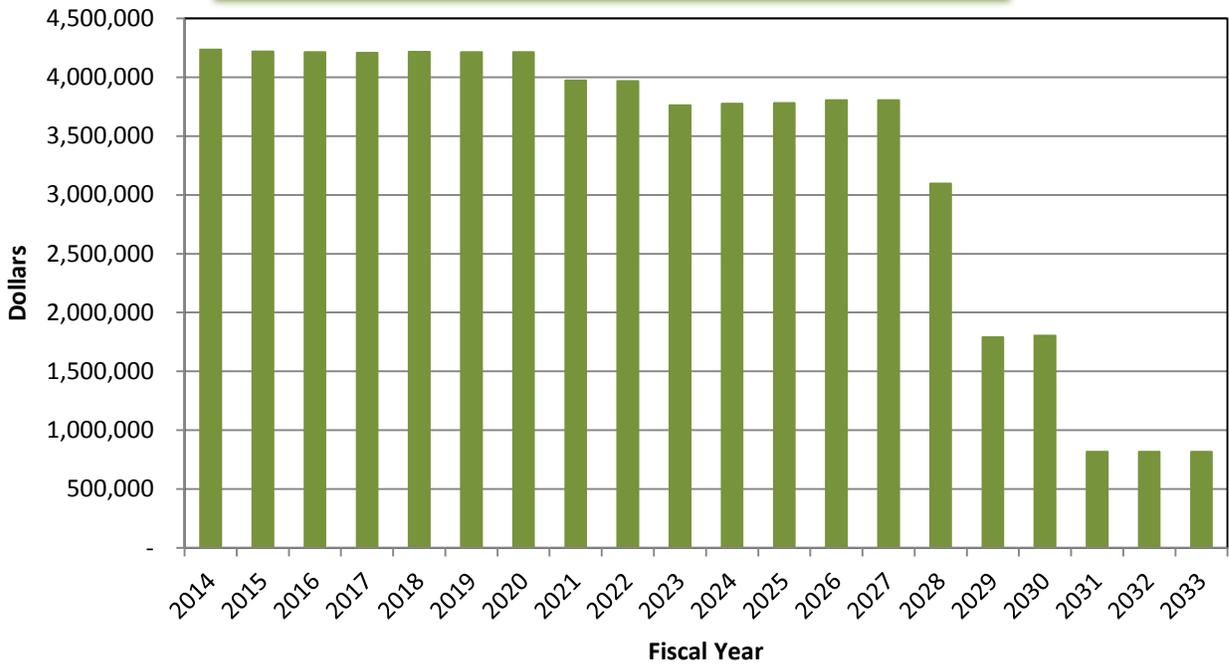
\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	WATERWORKS BONDS		WATERWORKS NOTES		TOTAL WATERWORKS FUND		
	Principal	Interest	Principal	Interest	Principal	Net Interest	Total Requirements
2014	545,000	511,726	1,867,916	1,308,896	2,412,916	1,820,622	4,233,538
2015	560,000	483,031	1,936,677	1,237,283	2,496,677	1,720,314	4,216,991
2016	580,000	462,631	2,008,204	1,162,738	2,588,204	1,625,369	4,213,573
2017	200,000	441,431	2,482,899	1,083,671	2,682,899	1,525,103	4,208,002
2018	200,000	437,431	2,592,555	984,785	2,792,555	1,422,216	4,214,771
2019	225,000	433,431	2,673,120	881,275	2,898,120	1,314,706	4,212,826
2020	225,000	428,931	2,783,426	774,224	3,008,426	1,203,155	4,211,581
2021	225,000	424,431	2,660,964	662,415	2,885,964	1,086,846	3,972,810
2022	275,000	419,931	2,722,800	548,223	2,997,800	968,154	3,965,954
2023	1,175,000	413,744	1,724,524	449,142	2,899,524	862,885	3,762,409
2024	1,775,000	382,869	1,236,737	380,309	3,011,737	763,177	3,774,914
2025	1,825,000	333,656	1,295,473	326,336	3,120,473	659,992	3,780,465
2026	1,900,000	279,391	1,354,666	269,791	3,254,666	549,182	3,803,848
2027	2,400,000	222,441	969,260	212,305	3,369,260	434,746	3,804,006
2028	2,135,000	144,300	646,013	172,015	2,781,013	316,315	3,097,328
2029	900,000	72,150	672,695	145,057	1,572,695	217,207	1,789,902
2030	950,000	37,049	700,911	116,982	1,650,911	154,031	1,804,942
2031	-	-	730,681	87,722	730,681	87,722	818,403
2032	-	-	761,026	57,212	761,026	57,212	818,238
2033	-	-	792,971	25,427	792,971	25,427	818,398
<b>Total</b>	<b>\$ 16,095,000</b>	<b>\$ 5,928,576</b>	<b>\$ 32,613,518</b>	<b>\$ 10,885,805</b>	<b>\$ 48,708,518</b>	<b>\$ 16,814,381</b>	<b>\$ 65,522,899</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

**WATERWORKS FUND  
ANNUAL DEBT SERVICE PAYMENTS BY FISCAL YEAR**



# EMERGENCY COMMUNICATIONS DISTRICT (ECD) FUND

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## Fund Overview

In 1972, the City of Oak Ridge implemented a 911 emergency telephone system. In 1987, Oak Ridge voters overwhelmingly approved a referendum to establish an enhanced 911 Emergency Communications District (ECD). An ECD Board was established to oversee the management of the district, with system operations commencing in August 1988. Oak Ridge City Council serves as the Board for the Oak Ridge ECD. The initial intent of establishing the ECD was to provide a revenue stream to finance the purchase of equipment, including the 800 MHz trunking radio communications system to receive and dispatch 911 calls. The eight Public Safety Dispatcher positions are under the supervision of the Police Department and the operational costs related to those positions are accounted for in activity 915 in the City's General Fund.

The 911 system is capable of providing the following information and reports:

1. Instant display of caller's name, telephone number, address and landmark information;
2. Display of history of calls from calling number; and
3. Management reports (daily and weekly) of 911 calls.

## Revenue and Expenses

### Revenue Sources

Fiscal 2014 operating revenues are budgeted at \$481,197, down \$1,544 from fiscal 2013. Revenues are provided from user fees on landline telephones located within Oak Ridge that are collected by the telephone service providers and then remitted to the District. The ECD also receives an allocated share of State collected user fees on wireless telephones. Fiscal 2014 revenues from telephone service providers are projected at \$220,000, \$30,000 less than last year's budget. Overall, revenues from landline phones are continuing to decline, however, 2012 actual revenues exceeded budgeted amounts. Since inception of the district, Oak Ridge landline telephone users had paid monthly fees of \$0.44 per residential and \$1.33 per business phone line. Effective June 1, 2002, this monthly fee increased to \$0.65 and \$2.00 per residential and business phone line, respectively. The rate increase was required due to a lower number of landline telephones in Oak Ridge, particularly business lines as newer business telephone systems allow for more extensions on fewer telephone lines, and increasing costs to operate the 911 equipment. City Council, which also serves as the Board of Directors for the ECD, approved increasing the fee to the state maximum to generate revenues to fund dispatcher salaries accounted for in the General Fund. The maximum user fee allowed under current Tennessee State Law is \$1.50 and \$3.00 monthly for residential and business phones lines respectively. The State 911 Board approved this increase on January 15, 2003.

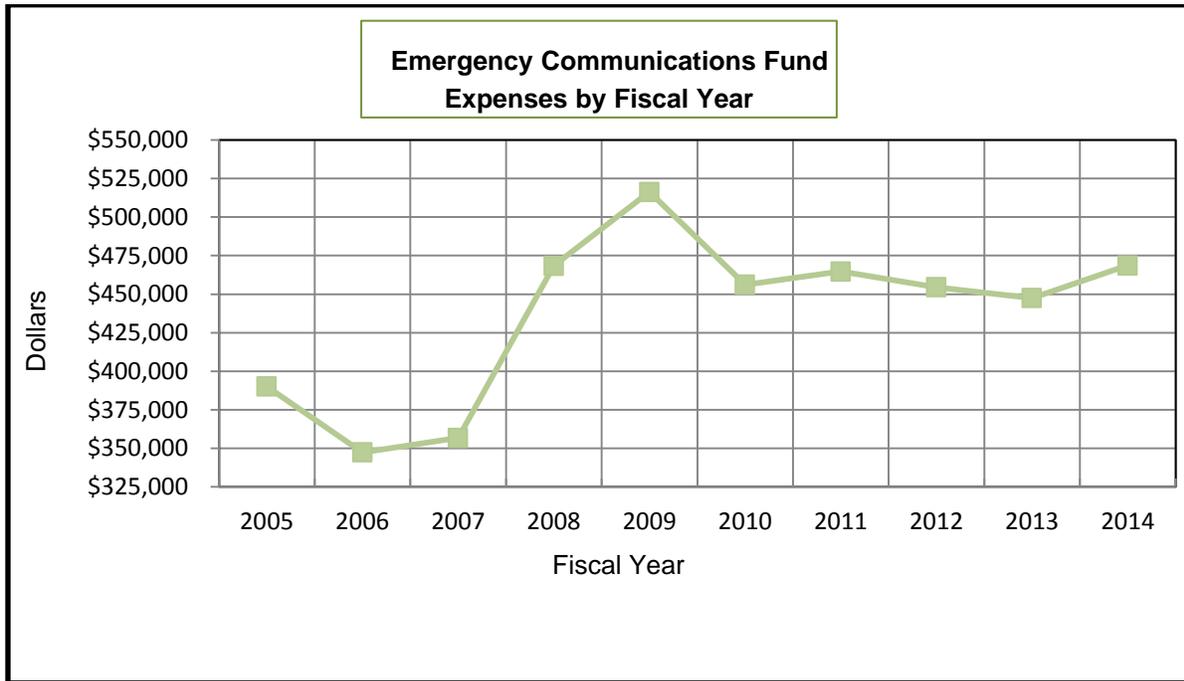
### Expenses

Fiscal 2014 operating expenses are budgeted at \$445,082, down \$4,747 primarily for depreciation expense. \$110,000 is being paid annually to the General Fund to finance a portion of dispatcher salary and benefits. \$45,000 is budgeted for replacement of radios and other equipment purchases and supplies. Other operational costs of the 911 systems include \$42,000 to AT&T for addressing information and \$91,000 to Motorola for the maintenance contract on the 800 MHz radio system.

In December 2006, City Council authorized a lease purchase agreement between the City and Motorola, Inc. for the leasing of communications equipment to upgrade the City's radio system. This provided the City an analog/digital hybrid upgrade solution and allowed the City to continue using mobile and portable radios. The amortization schedule for the capital lease is located on page [VI-30](#). Budgeted depreciation expense of \$116,630 and interest expense of \$23,566 is primarily related to the upgraded radio equipment leased from Motorola.

**Emergency Communications Fund - Expenses by Fiscal Year:**

The FY07 and FY08 increases are for leasing of a new radio system and equipment purchases funded primarily from grant proceeds.



CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY - CAPITAL LEASE AMORTIZATION  
 REQUIREMENTS BY FISCAL YEAR - EMERGENCY COMMUNICATIONS DISTRICT FUND  
 FISCAL 2014 BUDGET\*\*

Fiscal Year	Principal	Interest	Total Requirements
2014	\$ 124,242	\$ 26,660	\$ 150,902
2015	130,429	20,473	150,902
2016	136,924	13,977	150,902
2017	143,743	7,158	150,902
<b>Total</b>	<b><u>\$ 535,338</u></b>	<b><u>\$ 68,268</u></b>	<b><u>\$ 603,607</u></b>

\*\* Amortization schedules are based on projected debt balances as of June 30, 2013. It does not include debt anticipated to be issued during fiscal 2014.

**EMERGENCY COMMUNICATIONS DISTRICT FUND  
BUDGET SUMMARY**

State Account Number	City Account Number		ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<b>OPERATING REVENUES:</b>								
3001	4841	Emergency Telephone Service Charge	258,769	250,000	232,536	220,000	(30,000)	-12.0
3002	4841.1	State Emergency Communications Board	68,271	72,000	71,720	72,000	-	0.0
3003	4841.2	State Emer Comm Board Operational Funding	142,825	142,791	142,860	142,791	-	0.0
3004	4841.3	GIS Funding	27,242	10,000	38,406	38,406	28,406	284.1
3004	4841.4	State Dispatcher Training	8,000	8,000	8,000	8,000	-	0.0
Total Operating Revenue			<u>505,107</u>	<u>482,791</u>	<u>493,522</u>	<u>481,197</u>	<u>(1,594)</u>	<u>-0.3</u>
<b>OPERATING EXPENSES:</b>								
4405	5207.1	Due & Subscriptions	249	500	249	500	-	0.0
4413	5207.4	Licenses and Fees	3,890	4,500	4,835	4,500	-	0.0
4220	5207.41	NCIC/TBI/Ties Expenses	360	-	400	400	400	0.0
4207	5210.20	Contracted Dispatcher Services	110,000	110,000	110,000	110,000	-	0.0
4310	5217	General Telephone 911 Support Lines	5,156	6,000	5,421	6,000	-	0.0
4201	5217.7	Address/Mapping Expenses (BellSouth)	35,394	47,552	36,564	42,000	(5,552)	-11.7
4219	5217.8	Mapping/Data Base Consultants	2,822	-	3,000	3,052	3,052	100.0
4209	5217.4	Date Processing Services (Lines)	2,292	-	2,248	2,500	2,500	100.0
4418	5221	Training	-	-	2,000	-	-	0.0
4419	5222	Travel	91	8,000	2,000	8,000	-	0.0
4218	5236.20	Maintenance Contract (800 MHz Radio System)	86,992	91,000	86,444	91,000	-	0.0
4232	5263.19	Maintenance/Repair Communication Equipment	1,151	15,000	1,000	15,000	-	0.0
4305	5313	Small Equipment Purchases	48,575	45,500	46,716	45,000	(500)	-1.1
4303	5398	Date Processing Supplies	399	-	400	500	500	100.0
4500	5460	Depreciation	121,777	121,777	116,636	116,630	(5,147)	-4.2
Total Operating Expenses			<u>419,148</u>	<u>449,829</u>	<u>417,913</u>	<u>445,082</u>	<u>(4,747)</u>	<u>-1.1</u>
Operating Income (Loss)			85,959	32,962	75,610	36,115	3,153	9.6
<b>NONOPERATING REVENUES/EXPENSES:</b>								
5007	4840	DOJ Grants (Wireless System Upgrades)	24,456	1,044,544	1,044,622	-	(1,044,544)	-100.0
4232	5540	Capital	(24,456)	(1,044,544)	(1,044,544)	-	1,044,544	-100.0
5002	4610	Interest Income	1,141	1,400	1,400	1,400	-	0.0
5010	5439	Interest Expense	(35,361)	(29,607)	(29,607)	(23,566)	6,041	-20.4
Total Nonoperating Revenue			<u>(34,220)</u>	<u>(28,207)</u>	<u>(28,129)</u>	<u>(22,166)</u>	<u>6,041</u>	<u>-21.4</u>
Net Income (Loss)			51,739	4,755	47,481	13,949	9,194	193.4
<u>NET ASSETS - 7/1</u>			<u>775,250</u>	<u>838,163</u>	<u>826,989</u>	<u>874,469</u>	<u>36,306</u>	<u>4.3</u>
<u>NET ASSETS - 6/30</u>			<u>826,989</u>	<u>842,918</u>	<u>874,469</u>	<u>888,418</u>	<u>45,500</u>	<u>5.4</u>

## INTERNAL SERVICE FUNDS

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Internal Service Funds are used to account for services provided by one department to other departments of the City on a cost-reimbursement basis. Rates for revenues are set by City staff in order for projected revenues to be equal to projected expenses. These Funds are presented merely to show an accumulation of the total cost of providing these services to the City. The budgets of these Funds are not legally appropriated. These Funds are not presented in the Combined Summary of Revenues, Expenditures and Changes in Fund Balance – All Funds presented on page II-19 of this document, as this would be a duplication of expenditures/expenses. The City currently maintains two Internal Service Funds, the Equipment Replacement Rental Fund and the Insurance Fund.

### EQUIPMENT REPLACEMENT RENTAL FUND (ERRF)

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This Fund is used to accumulate resources for the future replacement of equipment utilized by Governmental Funds and by the work pool and to account for the maintenance of that equipment. This is accomplished in the form of an equipment use charge to the corresponding activity/fund that utilizes the equipment. For example, the ERRF charges the General Fund Fire Department, Activity 923, for maintenance and rental (for future replacement) of firefighting equipment (fire trucks, etc.). This is recorded in the General Fund as an equipment use charge. Equipment use charges include both the actual cost of providing maintenance of the equipment (fuel, material and labor) and depreciation charges on the equipment. The accumulation of the proceeds from the depreciation charges is used to fund the future replacement of assets serviced by the Fund (i.e. fire trucks, etc.). The cost of providing this service is recorded as expenditure in both the applicable Fund (General Fund in this example) and in the ERRF for the actual maintenance cost and depreciation expense. Proceeds from equipment use charges to other Funds, which are recorded as revenues in the ERRF, are budgeted at \$3,215,789 for fiscal 2014. Maintenance and depreciation expenses are budgeted at \$3,035,000.

\$2,326,575 in long-term debt was issued in fiscal 1999 to purchase three fire pumpers and one ladder truck and year 2000 compliant mainframe computers and software. In fiscal 2010, \$700,000 was issued in Build America Bonds (BAB) to fund computer, networking, and technology related equipment. Debt service on these debt issuances will be funded by the ERRF. Interest payments are budgeted at \$18,755 for fiscal 2014. Revenues and existing cash levels of the ERRF should be sufficient to fund the annual debt service requirements for the purchase of this equipment; therefore, no impact for this debt is anticipated on the property tax rate.

**EQUIPMENT REPLACEMENT RENTAL FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>%</u>
	2012	2013	2013	2014	14 vs 13	CHANGE
<u>OPERATING REVENUES:</u>						
4466 Charges for Service	<u>3,510,578</u>	<u>3,580,789</u>	<u>3,876,000</u>	<u>3,215,789</u>	<u>(365,000)</u>	<u>-10.2</u>
<u>OPERATING EXPENSES:</u>						
5235 Routine Repair & Maintenance	2,373,305	2,435,000	2,382,886	2,435,000	-	0.0
5460 Depreciation	<u>764,727</u>	<u>750,000</u>	<u>618,805</u>	<u>600,000</u>	<u>(150,000)</u>	<u>-20.0</u>
Total Operating Expenses	<u>3,138,032</u>	<u>3,185,000</u>	<u>3,001,691</u>	<u>3,035,000</u>	<u>(150,000)</u>	<u>-4.7</u>
Operating Income (Loss)	372,546	395,789	874,309	180,789	(215,000)	-54.3
<u>NONOPERATING REVENUES/(EXPENSES):</u>						
4610 Interest Income	4,520	4,500	3,000	4,500	-	0.0
4790 Capital Contributions	4,172	-	-	-	-	0.0
4720 Gain/(Loss) on Sale of Assets	9,455	10,000	25,000	10,000	-	0.0
5439 Interest Expense	<u>(28,232)</u>	<u>(20,716)</u>	<u>(1,400)</u>	<u>(18,755)</u>	<u>1,961</u>	<u>-9.5</u>
Total Nonoperating Revenues (Expenses)	<u>(10,085)</u>	<u>(6,216)</u>	<u>26,600</u>	<u>(4,255)</u>	<u>1,961</u>	<u>-31.5</u>
Net Income (Loss)	362,461	389,573	900,909	176,534	(213,039)	-54.7
<u>NET ASSETS - 7/1</u>	<u>3,414,697</u>	<u>3,777,157</u>	<u>3,777,158</u>	<u>4,678,067</u>	<u>900,910</u>	<u>23.9</u>
<u>NET ASSETS - 6/30</u>	<u>3,777,158</u>	<u>4,166,730</u>	<u>4,678,067</u>	<u>4,854,601</u>	<u>687,871</u>	<u>16.5</u>

Equipment accounted for in this Fund is eligible for replacement review once it is fully depreciated. Each year the equipment shop staff in conjunction with the department reviews the physical state of the equipment to determine if it should be replaced or retained. Equipment replacement is based on the mechanical state of the equipment rather than depreciation status and availability of funding for replacement purchase. \$3,756,500 in equipment listed below will be eligible for replacement in FY14

**EQUIPMENT REPLACEMENT RENTAL FUND  
CAPITAL EXPENDITURES**

The following equipment is fully depreciated and scheduled for replacement in **FY2014**  
Equipment replacement in **FY2014** will **ONLY** be purchased if funding is available

ACTIVITY	ASSET NO.	DESCRIPTION	ORIGINAL COST
800 City Council	100	CHEVROLET MALIBU, 2000	\$14,400.00
845 Information Services	214	FORD 8 PASSENGER VAN, 1999	\$17,900.00
	999	COMMUNICATION EQUIPMENT - UPGRADE FOR WWTP	\$4,100.00
	999	GIS UPGRADE	\$15,300.00
	9999	GIS SOFTWARE/ArcIMS for Internet Use&ArcGIS for DeskTop Us	\$17,800.00
	100001	COMMUNICATION EQUIPMENT (NEW CSC)	\$23,800.00
	100002	IBM 6400 LINE MATRIX PRINTER	\$9,100.00
	100002	IBM AS400 COMPUTER, 1999	\$74,200.00
	100002	AS400 INSTALLATION	\$11,400.00
	100003	VISIONS SOFTWARE, 1999	\$327,400.00
	100003	VISIONS INSTALLATION, 1999	\$78,900.00
	100008	J D EDWARDS SOFTWARE, 1999 10-36936	\$149,100.00
	100008	J D EDWARDS SOFTWARE INSTALLTION, 2000	\$6,500.00
	100009	GIS EQUIPMENT/SOFTWARE	\$10,000.00
854 Stationary Stores	112	FORD TAURUS WAGON, 2002	\$17,000.00
862 Finance	114	CHEVROLET MALIBU, 2002	\$14,900.00
	252	DODGE CARGO VAN, 2001	\$16,000.00
	417	YALE FORKLIFT, 1990	\$14,000.00
	449	HALLA FORKLIFT	\$18,000.00
864 Business Office	210	DODGE 4WD PICKUP, 2000	\$15,200.00
	220	FORD RANGER 4x4 SUPER CAB, 2003	\$14,800.00
	245	GMC SIERRA TC11903 PICKUP TRUCK, 1997	\$14,700.00
910 Police Supervision	108	FORD CROWN VICTORIA, 2005	\$21,800.00
911 Investigations	104	FORD CROWN VICTORIA, 2003 (INTERCEPTOR)	\$21,000.00
	105	FORD CROWN VICTORIA, 2003 (INTERCEPTOR)	\$21,000.00
	107	FORD CROWN VICTORIA, 2003 (INTERCEPTOR)	\$21,000.00
913 Patrol	108	RADIOS, RADAR UNITS, ETC, FOR NEW PATROL CARS	\$25,300.00
	111	FORD CROWN VICTORIA, 2009	\$39,200.00
	111	install radio	\$800.00
	111	Install Bushmaster Rifle Unit	\$800.00
	113	FORD CROWN VICTORIA, 2009	\$39,200.00
	113	install radio	\$800.00
	113	Install Bushmaster Rifle Unit	\$800.00
	115	FORD CROWN VICTORIA, 2009	\$39,200.00
	115	install radio	\$800.00
	115	repair \$4,437.76 & insurance receipt (\$3,511.83)	\$900.00
	115	Install Bushmaster Rifle Unit	\$800.00
	117	FORD CROWN VICTORIA, 2009	\$39,100.00
	117	install radio	\$800.00
	117	Install Bushmaster Rifle Unit	\$800.00
	119	FORD CROWN VICTORIA, 2009	\$39,100.00
	119	install radio	\$800.00
	119	Install Bushmaster Rifle Unit	\$800.00
	124	FORD CROWN VICTORIA, 2009	\$35,300.00
	124	install radio	\$800.00
	124	Install Bushmaster Rifle Unit & Reflective Kit	\$1,000.00
	128	FORD CROWN VICTORIA w/LIGHTBAR 2007	\$27,500.00
	129	FORD CROWN VICTORIA w/LIGHTBAR 2007	\$27,000.00
	130	FORD CROWN VICTORIA w/LIGHTBAR 2007	\$25,500.00
	130	9 POLICE IN CAR CAMERAS	\$47,900.00
	130	Light Bar, Siren, Alarm	\$1,700.00
	174	FORD EXPLORER XL, 2006	\$22,600.00
	176	FORD CROWN VICTORIA POLICE, 2007	\$20,200.00
	177	FORD CROWN VICTORIA POLICE, 2007	\$20,200.00
	178	FORD CROWN VICTORIA POLICE, 2007	\$20,200.00
	196	CHEVROLET POLICE TAHOE, 2008	\$40,500.00
	196	Install Bushmaster Rifle Unit	\$800.00
	197	CHEVROLET POLICE TAHOE, 2008	\$38,200.00
	197	install radio	\$800.00
	197	Install Bushmaster Rifle Unit	\$800.00
	198	CHEVROLET POLICE TAHOE, 2008	\$37,200.00
	198	Install radio	\$800.00
	198	Install Bushmaster Rifle Unit	\$800.00
	999	(15) IN CAR DIGITAL VIDEO CAMERAS	\$90,200.00
	9913	MOBILE DATE EQUIPMENT	\$298,100.00

**EQUIPMENT REPLACEMENT RENTAL FUND  
CAPITAL EXPENDITURES**

The following equipment is fully depreciated and scheduled for replacement in **FY2014**  
Equipment replacement in **FY2014** will **ONLY** be purchased if funding is available

ACTIVITY	ASSET NO.	DESCRIPTION	ORIGINAL COST
	100003	VISION AIR UPGRADE, 2001	\$6,000.00
	100003	VISIONS INSTALLATION, 2000	\$15,800.00
	100014	GIS CRIME ANALYSIS EQUIPMENT	\$6,700.00
	100015	DELL WORKSTATION, ETC.	\$9,500.00
	100016	ESRI, INC. GEOXT W/ARCPAD	\$11,200.00
	100017	OMEGA Group	\$6,700.00
916 Animal Control	323	FORD F350 w/SWAB WAGON, 2004	\$28,900.00
	389	FORD F-250 ANIMAL CONTROL UNIT, 1996	\$23,300.00
	9999	THERM TEC G-8-P ANIMAL CREMETORY (1/3 COST)	\$34,900.00
921 Fire Supervision	181	JEEP CHEROKEE, 4WD, 1999 REPLACES 279	\$20,000.00
923 Fire Fighting	216	GMC SAFARI VAN, 1999	\$17,600.00
	322	FORD F450 CAB & CHASSIS w OLD RESCUE BOX, 2001	\$33,000.00
	376	INTERNATIONAL 1250 GPM PUMPER, 1992	\$128,200.00
	377	INTERNATIONAL 1250 GPM PUMPER, 1992	\$128,200.00
	390	EMERGENCY RESCUE VEHICLE, 1995	\$91,000.00
	997	RESCUE TOOL, ENGINE 1, 2004	\$7,000.00
	998	RESCUE TOOL, ENGINE 2, 2004	\$7,000.00
	100012	FIRE STATION COMMUNICATION EQUIPMENT	\$22,400.00
925 Fire Specialists	120	JEEP CHEROKEE, 1996 2 DOOR 4WD	\$18,200.00
28100 ETP Fire Station	304	Ford Ambulance, MEDIC 43, 1993	\$20,000.00
930 Public Works	106	CHEVROLET MALIBU, 1998	\$14,300.00
	137	CHEVROLET MALIBU, 2000	\$14,400.00
935 Engineering	247	FORD EXPEDITION 4X4 XLT, 2003	\$26,600.00
946 CSC	9999	FLEENOR SECURITY SYSTEM (50%)	\$22,600.00
948 Municipal Building	9999	FLEENOR SECURITY SYSTEMS	\$25,900.00
960 Community Development Supervision	122	CHEVROLET MALIBU, 2000	\$14,400.00
	135	CHEVROLET MALIBU, 2000	\$14,400.00
966 Code Enforcement	103	JEEP GRAND CHEROKEE, 1997	\$24,000.00
	147	FORD TAURUS SEDAN, 2001	\$14,900.00
	264	FORD EXCAPE 4x4, 2004	\$20,500.00
	265	FORD EXCAPE 4x4, 2004	\$20,500.00
970 Recreation and Parks Supervision	193	CHEVROLET MALIBU, 2002	\$14,900.00
	206	FORD EXPEDITION 4x4 EXT, 2003 (8,469.67 DEP)	\$29,100.00
	213	FORD 15 PASSENGER VAN, 1999	\$21,100.00
976 Parks	226	FORD F250 PICKUP TRUCK, 2003	\$14,500.00
	263	DODGE EXT. CAB PICKUP, 2001	\$22,600.00
	299	GMC SIERRA 4 X 4 TRUCK, 1994	\$14,700.00
	306	FORD 1 TON DUMP w/SNOW PLOW, 2000	\$36,800.00
	448	JOHN DEERE TRACTOR (REPLACES 673)	\$15,500.00
	606	JOHN DEERE 4WD TRACTOR W/LOADER	\$24,700.00
	650	ROTARY MOWER 428D, 2006	\$9,300.00
	696	JACOBSEN TURFCAT 628d FLAIL MOWER, 2003	\$14,300.00
977 Scarboro Center	9999	SCARBORO PHONE SYSTEM	\$31,200.00
11951 Equipment Shop	242	GMC PICKUP TRUCK, 1997	\$19,200.00
	266	FORD F250 2WD PICKUP, 2004	\$15,000.00
	870	ENGINE ANALYZER	\$7,700.00
	921	COATS TIRE CHANGER	\$7,900.00
	9952	WHEEL BALANCER LIGHT/HEAVY EQUIPMENT	\$9,900.00
21941 Work Pool	207	DODGE 2WD PICKUP TRUCK, 2001	\$19,400.00
	221	FORD EXT-CAB F250, 1998	\$18,800.00
	230	DODGE UTILITY w/UTILITY, 2001	\$20,300.00
	309	DODGE PICKUP, 2001	\$24,600.00
	345	FORD PICKUP w/UTILITY BED, 2001	\$27,100.00
	437	CASE FORKLIFT, 1988	\$24,000.00
	445	FORD TRACTOR W/ACCESSORIES, 1994	\$20,400.00
	454	SKID STEER LOADER, 1999	\$39,300.00
	502	ASPHALT ROLLER MODEL DD-24, 1998	\$26,500.00
	508	AIR COMPRESSOR, 1999	\$12,400.00
	525	MAULDIN 4000 COMPACTION ROLLER, 1996	\$8,000.00
	636	ODB VACUUM LEAF LOADER, 2002	\$22,900.00
	654	JOHN DEERE TRACTOR MODEL 5105, 2003	\$16,300.00

**EQUIPMENT REPLACEMENT RENTAL FUND  
CAPITAL EXPENDITURES**

The following equipment is fully depreciated and scheduled for replacement in **FY2014**  
Equipment replacement in **FY2014** will **ONLY** be purchased if funding is available

ACTIVITY	ASSET NO.	DESCRIPTION	ORIGINAL COST
24100 Golf Course Fund	889	TORO 3100 GREENS MOWER	\$16,000.00
	890	TORO 3100 GREENS MOWER	\$16,000.00
	891	JOHN DEERE 5205 4WD TRACTOR	\$17,000.00
	892	JOHN DEERE SELF CONTAINED 5 UNIT FAIRWAY MOWER	\$33,700.00
	893	TERRATOPPER TOPDRESSER, 2000	\$8,100.00
	894	AERWAY 8' AERIFIER, 1999	\$5,000.00
	895	RIDING GREENS AERATOR, 1999	\$12,400.00
	896	SALSCO TRAILER, 1999	\$4,500.00
	897	SALSCO ROLLER, 1999	\$4,500.00
	898	JOHN DEERE GATOR VEHICLE, 1998	\$7,900.00
	899	JOHN DEERE FRONT MOWER, 1998	\$13,500.00
	24101	TORO SAND RAKE PRO 3020	\$10,100.00
	24102	TORO MUTI PRO 1200 SELF CONTAINED SPRAYER	\$15,100.00
	24103	TORO PF120 PRO-FLEX ROTARTY	\$13,500.00
	24104	TORO REEL MASTER 3100-D	\$20,200.00
	24105	JOHN DEERE 5205 4 WD TRACTOR	\$16,800.00
	24106	TORO 3100 GREENS MOWER	\$17,700.00
	24107	TURF 1 GOLF CLUB CAR, 2004	\$4,500.00
	24109	SPREADER, 2006	\$1,900.00
	24110	TORO TURF MOWER, 2006	\$33,800.00
	24111	BW-360 AGRIMETAL 36" PTO, 2006	\$3,900.00
	24112	SMITH TURF / TORO REEL GRINDER	\$22,500.00
	24113	TYLER BROS/BACKHOE WOODS	\$6,700.00
	24114	TYLER BROS/FRONT END LOADER	\$5,100.00
24115	SMITH TURF / CARRYALL	\$10,200.00	
24116	TORO 3280-D	\$21,800.00	
24117	TORO GM3100	\$20,200.00	
			<u>\$3,756,500.00</u>

CITY OF OAK RIDGE, TENNESSEE  
PRINCIPAL AND INTEREST SUMMARY  
REQUIREMENTS BY FISCAL YEAR - EQUIPMENT REPLACEMENT RENTAL FUND  
FISCAL 2014 BUDGET\*\*

Fiscal Year	Principal	Interest	Total Requirements
2014	\$ 50,000	\$ 18,755	\$ 68,755
2015	200,000	16,981	216,981
2016	0	12,919	12,919
2017	150,000	12,919	162,919
2018	0	9,019	9,019
2019	300,000	9,019	309,019
Total	<u>\$ 700,000</u>	<u>\$ 79,611</u>	<u>\$ 779,611</u>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2013.  
It does not include debt anticipated to be issued during fiscal 2014.

## INSURANCE FUND

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The Insurance Fund ensures that adequate funds are available to pay for various losses, which the City may incur. The Insurance Fund ensures the City's ability to pay for losses through the purchase of insurance, the maintenance of monetary reserves or a combination of both. Revenues to the Insurance Fund are provided through charges to the General, Electric and Waterworks Funds and from employee and retiree contributions toward medical premiums.

Budgeted expenses for the Insurance Fund totaled \$9,070,000 for fiscal 2014; a \$290,000 or 3.3% increase over fiscal 2013 primarily due to final leave payments for terminated or retiring employees. Expense areas include City employee retirement benefits to the TCRS, employee leave buy back and final leave payments, employee medical benefits, workers compensation, and property and liability insurance.

In fiscal 2005, the accounting for the City's contribution to the TCRS for employee retirement benefits and final leave payments was centralized in the Insurance Fund in order to spread the rising costs for retirement over multi-year periods. To accomplish this, the General, Electric and Waterworks Funds are charged a flat amount for TCRS contributions and final leave payments. This flat charge is recorded as revenue in the Insurance Fund. Correspondingly, actual retirement payments to the TCRS and final leave payments are recorded as an expense in the Insurance Fund. Short-term shortages in the corresponding revenues versus expenses for retirement benefits will be funded from existing cash reserves in the Insurance Fund. The goal is to reach a flat percentage charged to other City Funds that will not fluctuate as much as the actual TCRS rate. Historically, the TCRS rate has increased and decreased based on fluctuations in the stock market and other investment instruments. In fiscal 2014, expenses for employee retirement benefits with the TCRS are budgeted at \$2,820,000, up \$90,000 or 3.3% based on the 1% salary increase for employees for 2014 and full time employee positions added over the past two years. In fiscal 2014, the City's required contribution to the TCRS remained at the 14.87% of covered wages. The City's contribution to the TCRS for employee retirement benefits is actuarially reviewed on a biennial basis. The TCRS required contribution rate will be reviewed again for fiscal 2015.

The City continually reviews its insurance programs and providers in an attempt to mitigate ever increasing insurance costs, particularly employee medical. In 1990, the City began a primarily self-insured program for employee medical claims. Medical claims increased 87.8% from 1991 to 1995. On August 1, 1996, the City converted to a Group Hospitalization plan under which employee medical claims were funded entirely through insurance premiums, with contributions by employees and retirees funding a portion of costs. Since 1999, the City has contracted employee medical coverage through the State of Tennessee Local Government Health Insurance Program. In an overall cost reduction endeavor, the employee paid percentages toward the medical insurance premiums were increased on July 1, 2003, with the City paying 85% of the highest single premium and 70% of the highest family premium. Fiscal 2014 budgeted funding for employee medical insurance premiums at \$4,450,000, down \$60,000 or 1.3% over prior year levels. Actual 2012 costs were below budget due to a restructuring of the medical plans by the City's insurance carrier. More plans were offered to employees, some including higher employee copays and deductibles. The fiscal 2014 budget numbers reflect this change. Employee medical insurance premiums are budgeted to increase 4% on January 1, 2014.

At the present time, the City purchases insurance with deductibles for Worker's Compensation, and liability and property damage. The City has a \$50,000 per incident deductible on Workers' Compensation coverage and property damage due to a natural disaster. Other deductibles for property, equipment and general liabilities range from \$5,000 to \$10,000 per incident. The City is self-insured for the employee dental/hearing/vision reimbursement program and unemployment compensation. Monetary reserves are maintained within the Insurance Fund to pay for the City's portion of any losses in these areas. The appropriate level of reserves within the Fund is determined by examining the potential for losses in each area of risk and providing the necessary funds to cover a catastrophic loss in any one-risk area.

**INSURANCE FUND  
BUDGET SUMMARY**

	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014	BUDGET 14 vs 13	% CHANGE
<u>OPERATING REVENUES:</u>						
4400 Charges for Service	8,623,673	8,787,244	9,016,000	8,846,000	58,756	0.7
<u>OPERATING EXPENSES:</u>						
5150 TCRS	2,699,388	2,730,000	2,725,000	2,820,000	90,000	3.3
5160 Medical Insurance	4,263,422	4,510,000	4,353,700	4,450,000	(60,000)	-1.3
5175 Workers Compensation	498,820	500,000	500,000	525,000	25,000	5.0
5400 Liability/Property Insurance	607,158	640,000	650,000	675,000	35,000	5.5
5400 Other	555,216	400,000	575,000	600,000	200,000	50.0
Total Operating Expenses	8,624,004	8,780,000	8,803,700	9,070,000	290,000	3.3
Operating Income (Loss)	(331)	7,244	212,300	(224,000)	(231,244)	314.1
<u>NONOPERATING REVENUES:</u>						
4610 Interest Income	2,174	2,800	2,000	2,000	(800)	-28.6
Net Income (Loss)	1,843	10,044	214,300	(222,000)	(232,044)	-2310.3
<u>NET ASSETS - 7/1</u>	1,341,739	1,343,582	1,343,582	1,557,882	214,300	15.9
<u>NET ASSETS - 6/30</u>	1,343,582	1,353,626	1,557,882	1,335,882	(17,744)	-1.3

## VII. APPENDIX

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# LEGAL REQUIREMENTS

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## CHARTER REQUIREMENTS

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The following excerpts from the Charter of the City of Oak Ridge provide the basis for budget preparation and administration:

### ARTICLE IV. TAXATION AND ISSUANCE OF OBLIGATIONS

#### **Section 1. Assessments.**

The council by ordinance may provide for the assessment of property lying within the corporate limits by city assessing personnel, or may enter into any necessary agreements with the appropriate county officials for joint assessments by the city and county, or may elect to use county assessments. There shall be added to any county assessment any property omitted from such assessments.

#### **Section 3. Levy, due date, and delinquencies.**

Unless otherwise provided by ordinance, the schedule for ad valorem property tax levy, due date, and delinquencies shall be the same as provided by general law for counties, provided that the tax levy shall be set by council prior to the beginning of the new fiscal year. If no levy is made before the end of the fiscal year, the current levy shall be carried forward to the new fiscal year.

#### **Section 4. Municipal debt.**

The City of Oak Ridge may borrow money as provided by Tennessee General Law. Such authority is found within Title 9, Chapter 21, of the Tennessee Code, entitled Local Government Public Obligation Act.

### ARTICLE V. CITY MANAGER--ADMINISTRATION OF CITY AFFAIRS

#### **Section 3. Council-manager relationships.**

The manager shall be responsible to the council for the administration of all units of the city government under his or her jurisdiction and for carrying out policies adopted by the council. Except for the purpose of inquiry, the council and its members shall deal with the administrative officers and employees solely through the manager. Neither the council nor any member thereof shall give orders to the manager's subordinates or otherwise interfere with managerial functions through such means as directing or requesting the appointment or removal of any of the manager's subordinates, or the making of particular purchases from, or contracts with, any specific organization. The office of any council member violating any provision of this section shall immediately become vacant upon the member's conviction in a court of competent jurisdiction.

**Section 4. Duties and authority of manager.**

The manager shall supervise the administrative affairs of the city. The manager shall be charged with the preservation of the public peace and health, the safety of persons and properties, and the enforcement of the laws, ordinances, and franchises, and the development and utilization of the city's resources. The manager shall make such reports and recommendations as may be deemed desirable and perform such other duties as may be prescribed by this Charter or required of him or her by ordinance or resolution of the council not inconsistent with this Charter. The manager shall have the right to take part in the discussion of all matters coming before the council, but not the right to vote.

**Section 5. Administrative organization.**

Within the framework established by this Charter, the administrative organization of the city shall be organized into departments of general government, finance, and such other departments necessary to provide health, welfare, police, recreation, fire, library, public works, utilities and other municipal services as shall be provided in a plan of administrative organization to be developed by the city manager and submitted to the council for approval and adoption by ordinance. The council may by ordinance amend the plan of administrative organization only after receiving the written recommendations of the city manager. Administrative regulations governing the operations and relationships of departments, agencies, and offices within the administrative organization shall be prepared and issued by the city manager. The authority to prepare and issue departmental rules and regulations may be delegated to designated subordinates.

**Section 7. Assessment and collection of taxes.**

The city manager or administrative personnel appointed by the manager shall make use of every method provided by general law to insure the collection of taxes due the city, and shall also be authorized to use and shall use, if necessary, the methods now available to cities organized under the uniform city manager- commission charter, TCA 6-22-110 through TCA 6-22-116.

**Section 9. Fiscal year.**

The fiscal year of the city shall begin on the first day of July and shall end on the thirtieth day of June of the succeeding year, but another fiscal year may be fixed by ordinance for the entire city government or for any utility.

**Section 10. Manager to prepare budget -- Contents.**

After one or more council meetings devoted to guidance to the city manager with respect to the budget to be submitted, as determined by the council, on or before a date fixed by the council, the manager shall submit to the council a proposed budget for the next fiscal year. The budget shall present a complete financial plan for the ensuing year, including at least the following information:

- (a) Detailed estimates of all proposed expenditures for each department, board, officer or other agency of the city, showing in addition the expenditures for corresponding items for the last preceding fiscal year, appropriations and anticipated expenditures for the current fiscal year, and reasons for recommended departures from the current expenditures pattern.
- (b) Statements of the bonded and other indebtedness of the city, including the debt redemption and interest requirements, the debt authorized and unissued, and the condition of the sinking funds.

- (c) Detailed estimates of all anticipated revenues of the city from all sources including current and delinquent taxes, non tax revenues and proceeds from the sale of any bonds, with a comparative statement of the amounts received by the city from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year.
- (d) A statement of the estimated balance or deficit, as of the end of the current fiscal year.
- (e) Such other supporting schedules as the council may request, or are otherwise required by law.

**Section 11. Capital budget program.**

As a part of the proposed annual budget, the city manager shall include a statement of pending capital projects and proposed new capital projects, relating the respective amounts proposed to be raised therefor by appropriations in the budget and the respective amounts, if any, proposed to be raised therefor by the issuance of bonds during the fiscal year. Such pending and proposed capital projects shall be based upon the guidance of council as expressed in the guidance meeting(s) carried out under Article V, Section 10 of this Charter. Council shall use as one basis of its guidance to the manager the program of capital projects prepared annually by the planning commission. The manager shall provide the council written comments on the planning commission program at the time of the first guidance meeting.

**Section 12. Public hearing on budget--Inspection--Distribution.**

A public hearing on the budget shall be held before its final adoption by the council, at such time and place as the council shall direct, and notice of such public hearing shall be published ten (10) days in advance of the date of the hearing. All persons present shall be given a reasonable opportunity to be heard for or against the estimates of any item thereof. The budget and budget message and all supporting schedules shall be a public record in the office of the city clerk open to public inspection by anyone. The city manager shall cause sufficient copies of the budget and budget message to be prepared for distribution to interested persons at least ten (10) days before the hearing.

**Section 13. Adoption of budget--Appropriation ordinance.**

Before the beginning of the next fiscal year, the council shall adopt an appropriation ordinance, based on the city manager's budget with such modifications as the council considers necessary or desirable, provided that modifications in the school budget as submitted by the board of education shall be subject to the limitations of Article VI, Section 13, of this Charter. Appropriations need not be in more detail than a lump sum for each fund. The council shall not make any appropriations in excess of estimated revenues, except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the city and declared by a unanimous vote of all members of the council present, when there is a quorum. Provided, however, that if for any reason an appropriation ordinance is not adopted prior to the end of the fiscal year, the appropriations for the current fiscal year shall be carried forward for the new fiscal year, until the adoption of the new appropriation ordinance. The appropriation ordinance insofar as it relates to the appropriation for schools shall be further subject to the provisions of Article VI, Section 14, of this Charter.

**Section 14. Amendments to appropriation ordinance.**

Amendments may be made to the original appropriation at any time during a current fiscal year after a public hearing before the council on ten (10) days' notice published once in the official city newspaper, provided that increased appropriations may be made only after the city manager has certified in writing that sufficient amount of unappropriated revenue will be available, except for emergency appropriations as provided above.

**Section 15. Unexpended appropriation to lapse.**

Any portion of an annual appropriation remaining unexpended and unencumbered at the close of a fiscal year shall lapse and be credited to the general fund, except that any balance remaining in any other fund at the end of a fiscal year may remain to the credit of that fund and be subject to further appropriation.

**Section 16. Budget control.**

At the beginning of each quarterly period during the fiscal year, and more often if required by the council, the manager shall submit to the council data showing the relations between the estimated and actual revenues and expenditures to date; and if it shall appear that the revenues are less than anticipated, the council may reduce the appropriations, as prescribed in Article V, Section 14, except amounts required for debt and interest charges, and with the further exception to such a degree as may be necessary to keep expenditures within the receipts. The manager may provide for monthly or quarterly allotments of appropriations to all departments, agencies or activities within the manager's jurisdiction under such rules as he or she shall prescribe, and make transfers between departments, agencies, or activities within each fund, and when authorized by the city council, from one fund to another, provided that any transfer of moneys from the city school fund to any other fund shall be made only with the concurrence of the board of education.

A summary balance sheet, including a listing of all fund balances exceeding \$100,000.00, a summary quarterly city income and expense statement, and a statement of the number of city employees and full-time equivalent city employees shall be placed quarterly on the city's web site. A comparison between actual and previously estimated fiscal year revenues to date by source and expenses to date by department shall be placed semi-annually in the local library and posted on the city's web site.

**ARTICLE VI. PUBLIC SCHOOLS**

**Section 12. Financial management.**

All school moneys appropriated by the city council, all state and county funds received for the city school system, and all other moneys, fees, revenues or income which are received by the city school system or which heretofore or hereafter are granted or permitted to the city school system shall be deposited in a city school fund to be withdrawn only upon the order of the board of education provided that a full estimate thereof shall have been summarized in each school budget and provided further that those portions of such funds derived from city appropriation ordinances shall be subject to the provisions of Article V, Sections 14-16. The board of education shall establish such school funds as are required by general law or as it considers necessary for the operation of the school system. At the end of each fiscal year an audit shall be made of the accounts and funds of the school system covering the operations of

the last fiscal year by certified public accountants selected by the board. The board of education may employ certified accountants to audit all or any of the school funds and accounts at any time it may deem expedient to assure the correctness thereof. Article V, Section 21, shall apply with the board of education standing in the stead of council.

**Section 13. School budget.**

The city school budget submitted by the board of education through the city manager to the city council shall include estimates of all school revenues as well as estimates of expenditures necessary for the operation of the school system for the next fiscal year period. Neither the city manager nor the city council shall have any authority to modify or delete any item of the school estimates and the council shall have the power to modify only the total amount of the school budget, except that in no event shall a reduction in school budget exceed the total sum requested by the board of education from current city tax revenues. Such budget estimates shall not include any requests for the purchase of land or the purchase, construction, reconstruction, or major alteration of any building for school purposes. Requests for such improvements shall be transmitted to the planning commission for review and incorporation into the capital improvement program before November 1 prior to the next fiscal year.

A summary balance sheet, including a listing of all fund balances exceeding \$100,000.00, a summary quarterly schools income and expense statement and a statement of the number of schools employees shall be placed quarterly on the city's web site.

**Section 14. Notice of appropriation.**

The adoption by the city council of an appropriation ordinance for the next fiscal year, or the allowance of a continuation of the appropriation for the last fiscal year, shall serve as notice to the board of education of the total amount of the school appropriation for the next fiscal year period.

# PERSONNEL SCHEDULE

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## Personnel Schedule - Totals by Department

<u>Summary of Positions and Staff Years by Department</u>	<u>Authorized Positions</u>			<u>Authorized Staff Years</u>		
	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
Total General Government	47	47	47	46.60	46.60	46.60
Total Police Department	85	85	85	78.85	78.85	79.35
Total Fire Department	74	74	74	74.00	74.00	74.00
Total Public Works Department	95	104	104	95.00	100.25	101.00
Total Comm. Development Depart	12	11	11	12.00	11.00	11.00
Total Recreation & Parks Depart	87	85	84	37.36	37.36	37.36
Total Library	24	24	24	17.75	17.75	17.75
Total Electric Department	<u>35</u>	<u>35</u>	<u>35</u>	<u>35.00</u>	<u>35.00</u>	<u>35.00</u>
<b>TOTAL ALL FUNDS:</b>	<b>459</b>	<b>465</b>	<b>464</b>	<b>396.56</b>	<b>400.81</b>	<b>402.06</b>
<b>Total Transfers to Other Funds</b>	<b>152</b>	<b>160</b>	<b>160</b>	<b>152.00</b>	<b>156.25</b>	<b>157.00</b>
<b>TOTAL NET GENERAL FUND:</b>	<b>307</b>	<b>305</b>	<b>304</b>	<b>244.56</b>	<b>244.56</b>	<b>245.06</b>

## Personnel Schedule - Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>GENERAL GOVERNMENT</u>						
816 City Clerk						
City Clerk	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00
820 City Manager						
City Manager	1	1	1	1.00	1.00	1.00
Government & Public Affairs Coordinator	1	-	-	1.00	-	-
Senior Administrative Assistant	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	-	-	1.00	-	-
Total	4	2	2	4.00	2.00	2.00
832 City Court						
City Judge	1	1	1	1.00	1.00	1.00
Court Clerk	1	1	1	1.00	1.00	1.00
Office Assistant	1	1	1	0.60	0.60	0.60
Total	3	3	3	2.60	2.60	2.60
843 Legal						
City Attorney	1	1	1	1.00	1.00	1.00
Senior Staff Attorney	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	3	3	3	3.00	3.00	3.00
845 Information Services						
Government Affairs & Information Service Director	-	1	1	-	1.00	1.00
Deputy City Manager	1	-	-	1.00	-	-
Senior Systems Analyst	2	1	1	2.00	1.00	1.00
Information Systems Manager	1	1	1	1.00	1.00	1.00
Senior Information System Technician	3	3	3	3.00	3.00	3.00
Information System Technician	1	2	2	1.00	2.00	2.00
Webmaster	-	1	1	-	1.00	1.00
Accounting Specialist	1	-	-	1.00	-	-
Administrative Assistant	-	1	1	-	1.00	1.00
Total	9	10	10	9.00	10.00	10.00

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>GENERAL GOVERNMENT (Continued)</u>						
846 Personnel						
Personnel Director	1	1	1	1.00	1.00	1.00
Personnel/Risk Program Manager	1	1	1	1.00	1.00	1.00
Personnel Specialist	1	1	-	1.00	1.00	-
Personnel/ Benefit Program Specialist	-	-	1	-	-	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>4</u>	<u>4</u>	<u>4</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
854 Stationery Stores						
Printing Services Specialist	1	1	1	1.00	1.00	1.00
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
862 Finance						
Finance Director	1	1	1	1.00	1.00	1.00
Accounting Division Manager	1	1	1	1.00	1.00	1.00
Accountant	1	2	2	1.00	2.00	2.00
Purchasing/Contracts Coordinator	1	-	-	1.00	-	-
Purchasing/Inventory Coordinator	1	1	1	1.00	1.00	1.00
Senior Accounting Specialist	-	-	2	-	-	2.00
Accounting Specialist	2	3	1	2.00	3.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Warehouse Clerk	2	2	2	2.00	2.00	2.00
Total	<u>10</u>	<u>11</u>	<u>11</u>	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>
864 Business Office						
Accounting Division Manager	1	1	-	1.00	1.00	-
Business Office Manager	-	-	1	-	-	1.00
Utility Service Representative	3	2	1	3.00	2.00	1.00
Accounting Specialist	5	5	-	5.00	5.00	-
Utility Accounts Analyst	-	-	4	-	-	4.00
Utility Accounts Specialist	-	-	2	-	-	2.00
Accounting Clerk	1	1	-	1.00	1.00	-
Utility Accounts Clerk	-	-	1	-	-	1.00
Service Center Cashier	1	2	2	1.00	2.00	2.00
Total	<u>11</u>	<u>11</u>	<u>11</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
 TOTAL GENERAL GOVERNMENT	 <u>47</u>	 <u>47</u>	 <u>47</u>	 <u>46.60</u>	 <u>46.60</u>	 <u>46.60</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<b><u>POLICE DEPARTMENT</u></b>						
910 Police Supervision						
Police Chief	1	1	1	1.00	1.00	1.00
Systems and Training Specialist	1	1	-	1.00	1.00	-
Crime Analyst	-	-	1	-	-	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	3	3	3	3.00	3.00	3.00
911 Investigations						
Police Captain	1	1	1	1.00	1.00	1.00
Police Lieutenant	-	1	1	-	1.00	1.00
Police Sergeant	2	2	2	2.00	2.00	2.00
Police Officer	4	4	4	4.00	4.00	4.00
Detective	4	4	5	4.00	4.00	5.00
Total	11	12	13	11.00	12.00	13.00
912 Staff Services						
Deputy Police Chief	1	-	-	1.00	-	-
Police Lieutenant	-	1	1	-	1.00	1.00
Police Sergeant	1	1	1	1.00	1.00	1.00
Lead Police Records Specialist	1	1	1	1.00	1.00	1.00
Police Records Specialist	2	2	2	2.00	2.00	2.00
Total	5	5	5	5.00	5.00	5.00
913 Patrol						
Deputy Police Chief	-	1	1	-	1.00	1.00
Police Captain	1	-	-	1.00	-	-
Police Lieutenant	4	2	2	4.00	2.00	2.00
Police Sergeant	5	6	6	5.00	6.00	6.00
Police Officer	36	36	35	35.75	35.75	34.75
Total	46	45	44	45.75	44.75	43.75
915 Emergency Communications						
Lead Public Safety Communications Officer	1	1	1	1.00	1.00	1.00
Public Safety Communications Officer	7	7	7	7.00	7.00	7.00
Total	8	8	8	8.00	8.00	8.00
916 Animal Control						
Animal Control Supervisor	1	1	1	1.00	1.00	1.00
Animal Control Officer	2	2	2	2.00	2.00	2.00
Animal Shelter Attendant	1	1	1	0.50	0.50	1.00
Total	4	4	4	3.50	3.50	4.00

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	<u>AUTHORIZED POSITIONS</u>			<u>AUTHORIZED STAFF YEARS</u>		
	FY	FY	FY	FY	FY	FY
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>POLICE DEPARTMENT (Continued)</u>						
917 School Resource Officer Program						
Police Officer	1	1	1	1.00	1.00	1.00
School Crossing Guard	7	7	7	1.35	1.35	1.35
Total	<u>8</u>	<u>8</u>	<u>8</u>	<u>2.35</u>	<u>2.35</u>	<u>2.35</u>
026 Special Programs Fund						
Police Officer	-	-	-	0.25	0.25	0.25
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
 TOTAL POLICE DEPARTMENT	 <u>85</u>	 <u>85</u>	 <u>85</u>	 <u>78.85</u>	 <u>78.85</u>	 <u>79.35</u>
<u>FIRE DEPARTMENT</u>						
921 Fire Supervision						
Fire Chief	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
922 Fire Prevention						
Assistant Chief-Fire Prevention	1	1	1	1.00	1.00	1.00
	1	1	1	1.00	1.00	1.00
923 Fire Fighting						
Battalion Chief	3	3	3	3.00	3.00	3.00
Fire Captain	6	6	6	6.00	6.00	6.00
Fire Fighter/Engineer	33	33	33	33.00	33.00	33.00
Total	<u>42</u>	<u>42</u>	<u>42</u>	<u>42.00</u>	<u>42.00</u>	<u>42.00</u>
028 West End Fund (ETTP Station)						
Deputy Chief - Fire Operations	1	1	1	1.00	1.00	1.00
Fire Captain	7	7	7	7.00	7.00	7.00
Fire Fighter/Engineer	21	21	21	21.00	21.00	21.00
Total	<u>29</u>	<u>29</u>	<u>29</u>	<u>29.00</u>	<u>29.00</u>	<u>29.00</u>
 TOTAL FIRE DEPARTMENT	 <u>74</u>	 <u>74</u>	 <u>74</u>	 <u>74.00</u>	 <u>74.00</u>	 <u>74.00</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>PUBLIC WORKS DEPARTMENT</u>						
930 Public Works Supervision						
Public Works Director	1	1	1	1.00	1.00	1.00
Public Works Administrative Manager	-	-	1	-	-	1.00
Contracts/Grants Coordinator	1	1	-	1.00	1.00	-
Administrative Assistant	2	2	-	2.00	2.00	-
Administrative Specialist	-	-	2	-	-	2.00
Office Specialist	1	1	1	1.00	1.00	1.00
Total	5	5	5	5.00	5.00	5.00
935 Engineering						
City Engineer	1	1	1	1.00	1.00	1.00
Senior Civil Project Specialist	1	1	1	1.00	1.00	1.00
Civil Project Specialist	2	2	2	2.00	2.00	2.00
Total	4	4	4	4.00	4.00	4.00
011 Equipment Shop						
Fleet Maintenance Manager	1	1	1	1.00	1.00	1.00
Fleet Maintenance Technician	5	5	5	5.00	5.00	5.00
Fleet Service Worker	2	2	2	2.00	2.00	2.00
Total	8	8	8	8.00	8.00	8.00
021 Work Pool						
Operations & Maintenance Manager	2	2	2	2.00	2.00	2.00
Utility Line Maintenance Crew Chief	4	5	5	4.00	4.50	4.50
Street Maintenance Crew Chief	4	4	4	4.00	4.00	4.00
Utility Maintenance Specialist	4	5	5	4.00	4.50	4.50
Signs and Markings Specialist	1	1	1	1.00	1.00	1.00
Facilities Maintenance Specialist	3	3	3	3.00	3.00	3.00
Equipment Operations Specialist	5	5	5	5.00	5.00	5.00
Maintenance Mechanic	8	10	10	8.00	9.50	9.50
Maintenance Worker	9	11	11	9.00	9.50	9.50
Total	40	46	46	40.00	43.00	43.00
090 Water Treatment						
Treatment Plant Operations Supervisor	1	1	1	1.00	1.00	1.00
Treatment Plant Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Senior Treatment Plant Maintenance Specialist	2	2	2	2.00	2.00	2.00
Senior Treatment Plant Operator	1	1	4	1.00	1.00	4.00
Treatment Plant Operator	4	4	2	4.00	4.00	2.00
Treatment Plant Operator Trainee	1	1	1	1.00	1.00	1.00
Maintenance Mechanic	1	1	1	1.00	1.00	1.00
Total	11	11	12	11.00	11.00	12.00
TOTAL WATER FUND	51	57	58	51.00	54.00	55.00

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>PUBLIC WORKS DEPARTMENT (Continued)</u>						
022 Wastewater Treatment						
Public Works Operation Manager	1	1	1	1.00	1.00	1.00
Treatment Plant Maintenance Supervisor	1	1	1	1.00	1.00	1.00
Senior Civil Engineer	1	1	1	1.00	1.00	1.00
Treatment Plant Operations Supervisor	1	1	1	1.00	1.00	1.00
Treatment Plant Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Senior Treatment Plant Maintenance Specialist	1	1	1	1.00	1.00	1.00
Treatment Plant Maintenance Specialist	1	3	3	1.00	2.50	3.00
Laboratory Technician	1	1	1	1.00	1.00	1.00
Environmental Compliance Coordinator	1	1	1	1.00	1.00	1.00
Senior Treatment Plant Operator	4	4	4	4.00	4.00	4.00
Treatment Plant Operator	2	2	2	2.00	2.00	2.00
Equipment Operations Specialist	1	1	1	1.00	1.00	1.00
Maintenance Mechanic	1	1	1	1.00	1.00	1.00
Maintenance Worker	1	2	2	1.00	1.75	2.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	19	22	22	19.00	21.25	22.00
025 West End Waterworks						
Utility Line Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Utility Maintenance Specialist	2	2	2	2.00	2.00	2.00
Maintenance Mechanic	1	1	1	1.00	1.00	1.00
Maintenance Worker	1	1	1	1.00	1.00	1.00
Senior Treatment Plant Operator	2	2	1	2.00	2.00	1.00
Treatment Plant Maintenance Specialist	1	1	1	1.00	1.00	1.00
Total	8	8	7	8.00	8.00	7.00
TOTAL PUBLIC WORKS DEPARTMENT	95	104	104	95.00	100.25	101.00
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>						
960 Community Development Supervision						
Community Development Director	1	1	1	1.00	1.00	1.00
Community Development Specialist	1	1	1	1.00	1.00	1.00
Administrative Specialist	-	-	1	-	-	1.00
Administrative Assistant	2	2	1	2.00	2.00	1.00
Total	4	4	4	4.00	4.00	4.00

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>COMMUNITY DEVELOPMENT DEPARTMENT (Continued)</u>						
962 Planning						
Community Development Division Manager	1	1	1	1.00	1.00	1.00
Senior Planner	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
966 Code Enforcement						
Community Development Division Manager	1	-	-	1.00	-	-
Remediation Specialist	-	1	1	-	1.00	1.00
Code Enforcement Supervisor	1	1	1	1.00	1.00	1.00
Combination Inspector	-	1	1	-	1.00	1.00
Senior Code Enforcement Inspector	-	-	1	-	-	1.00
Code Enforcement Inspector	3	2	1	3.00	2.00	1.00
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
027 Grants Fund						
Code Enforcement Inspector	1	-	-	1.00	-	-
Total	<u>1</u>	<u>-</u>	<u>-</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	<u>12</u>	<u>11</u>	<u>11</u>	<u>12.00</u>	<u>11.00</u>	<u>11.00</u>
<u>RECREATION AND PARKS DEPARTMENT</u>						
970 Recreation Supervision						
Recreation & Parks Director	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
972 Indoor Aquatics						
Recreation Manager	1	1	1	0.75	0.75	0.75
Senior Lifeguard	7	7	6	2.00	2.00	1.75
Lifeguard	6	6	6	1.43	1.43	1.43
Senior Recreation Leader	-	-	1	-	-	0.25
Total	<u>14</u>	<u>14</u>	<u>14</u>	<u>4.18</u>	<u>4.18</u>	<u>4.18</u>
973 Outdoor Aquatics						
Recreation Manager	1	1	1	0.25	0.25	0.25
Pool Supervisor	3	3	3	0.92	0.92	0.92
Recreation Leader	2	2	3	0.62	0.62	0.92
Senior Lifeguard	11	11	11	3.38	3.38	3.38
Lifeguard	9	9	8	1.10	1.10	0.80
Total	<u>26</u>	<u>26</u>	<u>26</u>	<u>6.27</u>	<u>6.27</u>	<u>6.27</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>RECREATION AND PARKS DEPARTMENT (Continued)</u>						
974 Centers, Camps & Programs						
Recreation Manager	1	1	1	1.00	1.00	1.00
Recreation Program Coordinator	1	1	1	1.00	1.00	1.00
Security Guard	4	-	-	0.25	-	-
Recreation Assistant	3	3	2	2.50	2.50	2.00
Facility Monitor	2	4	4	2.00	2.25	2.75
Maintenance Worker	1	1	1	1.00	1.00	1.00
Senior Recreation Leader	5	5	3	0.96	0.96	0.58
Recreation Leader	12	12	14	2.31	2.31	2.69
Total	29	27	26	11.02	11.02	11.02
975 Athletics						
Recreation Manager	1	1	1	1.00	1.00	1.00
Recreation Program Supervisor	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00
976 Parks						
Parks Maintenance Supervisor	1	1	1	1.00	1.00	1.00
Parks Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Maintenance Mechanic	2	2	2	2.00	2.00	2.00
Maintenance Worker	3	3	3	3.00	3.00	3.00
Total	7	7	7	7.00	7.00	7.00
977 .						
Recreation Program Supervisor	1	1	1	1.00	1.00	1.00
Facility Monitor	1	1	1	1.00	1.00	1.00
Recreation Leader	2	2	2	0.39	0.39	0.39
Total	4	4	4	2.39	2.39	2.39
978 Senior Center						
Recreation Manager	1	1	1	1.00	1.00	1.00
Recreation Program Coordinator	1	1	1	1.00	1.00	1.00
Recreation Assistant	1	1	-	0.50	0.50	-
Facility Monitor	-	-	1	-	-	0.50
Total	3	3	3	2.50	2.50	2.50
TOTAL RECREATION AND PARKS DEPARTMENT	87	85	84	37.36	37.36	37.36

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>LIBRARY</u>						
979 Library						
Library Director	1	1	1	1.00	1.00	1.00
Library Operations Manager	1	1	1	1.00	1.00	1.00
Librarian	4	4	4	4.00	4.00	4.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Library Assistant	3	3	3	2.00	2.00	2.00
Library Clerk	8	8	8	6.25	6.25	6.25
Library Page	5	5	5	1.75	1.75	1.75
Total	<u>23</u>	<u>23</u>	<u>23</u>	<u>17.00</u>	<u>17.00</u>	<u>17.00</u>
027 Grants Fund						
Office Assistant	1	1	1	0.75	0.75	0.75
Total	<u>1</u>	<u>1</u>	<u>1</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
TOTAL LIBRARY	<u>24</u>	<u>24</u>	<u>24</u>	<u>17.75</u>	<u>17.75</u>	<u>17.75</u>
<u>ELECTRIC DEPARTMENT</u>						
020 Electric						
Electrical Director	1	1	1	1.00	1.00	1.00
Electrical Engineering Division Manager	1	1	1	1.00	1.00	1.00
Senior Electric Project Specialist	2	2	2	2.00	2.00	2.00
Electric Operations Manager	1	1	1	1.00	1.00	1.00
Electric Operations Superintendent	1	1	1	1.00	1.00	1.00
Technical Services Superintendent	1	1	1	1.00	1.00	1.00
Power Utilization Program Supervisor	1	1	1	1.00	1.00	1.00
Special Area Supervisor	1	1	1	1.00	1.00	1.00
Electric Engineer	1	1	-	1.00	1.00	-
Electric Project Manager	-	-	1	-	-	1.00
Electric Line Crew Chief	4	4	4	4.00	4.00	4.00
Substation Maintenance Technician	1	1	-	1.00	1.00	-
Substation Maintenance Supervisor	-	-	1	-	-	1.00
Electric Line Technician	15	15	15	15.00	15.00	15.00
Senior Traffic Signal Technician	2	2	2	2.00	2.00	2.00
Mapping Technician	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Office Specialist	1	1	1	1.00	1.00	1.00
TOTAL ELECTRIC DEPARTMENT	<u>35</u>	<u>35</u>	<u>35</u>	<u>35.00</u>	<u>35.00</u>	<u>35.00</u>
TOTAL ALL FUNDS	<u>459</u>	<u>465</u>	<u>464</u>	<u>396.56</u>	<u>400.81</u>	<u>402.06</u>

## Personnel Schedule – Breakdown by Department

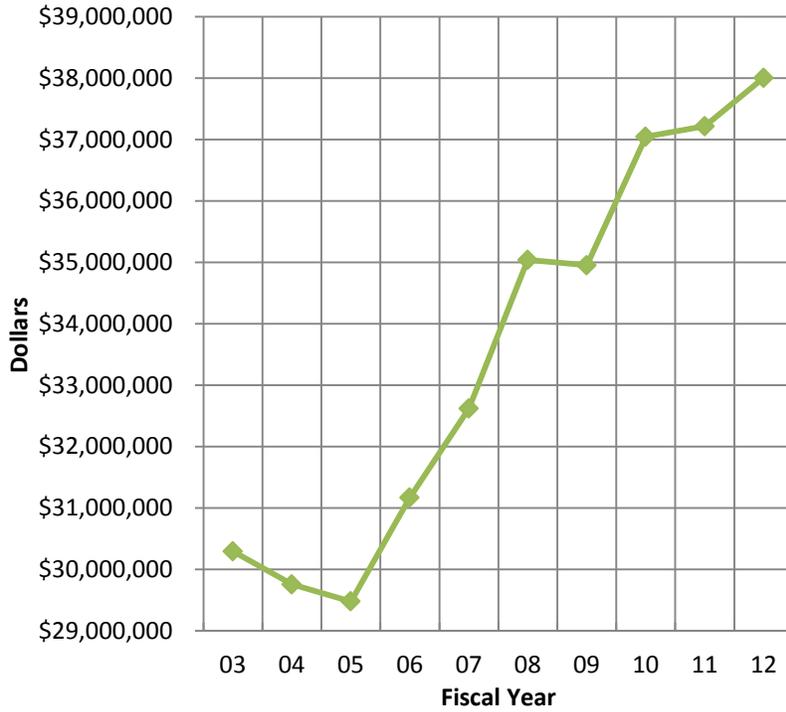
DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	<u>AUTHORIZED POSITIONS</u>			<u>AUTHORIZED STAFF YEARS</u>		
	FY	FY	FY	FY	FY	FY
	2012	2013	2014	2012	2013	2014
<u>TRANSFERS TO OTHER FUNDS:</u>						
Electric Fund	35	35	35	35.00	35.00	35.00
Waterworks Fund	78	87	87	78.00	83.25	84.00
Equipment Replacement Rental Fund	8	8	8	8.00	8.00	8.00
West End Fund	29	29	29	29.00	29.00	29.00
Grants Fund	2	1	1	1.75	0.75	0.75
Special Programs Fund	-	-	-	0.25	0.25	0.25
TOTAL TRANSFERS TO OTHER FUNDS	<u>152</u>	<u>160</u>	<u>160</u>	<u>152.00</u>	<u>156.25</u>	<u>157.00</u>
TOTAL NET GENERAL FUND	<u>307</u>	<u>305</u>	<u>304</u>	<u>244.56</u>	<u>244.56</u>	<u>245.06</u>

# STATISTICAL INFORMATION

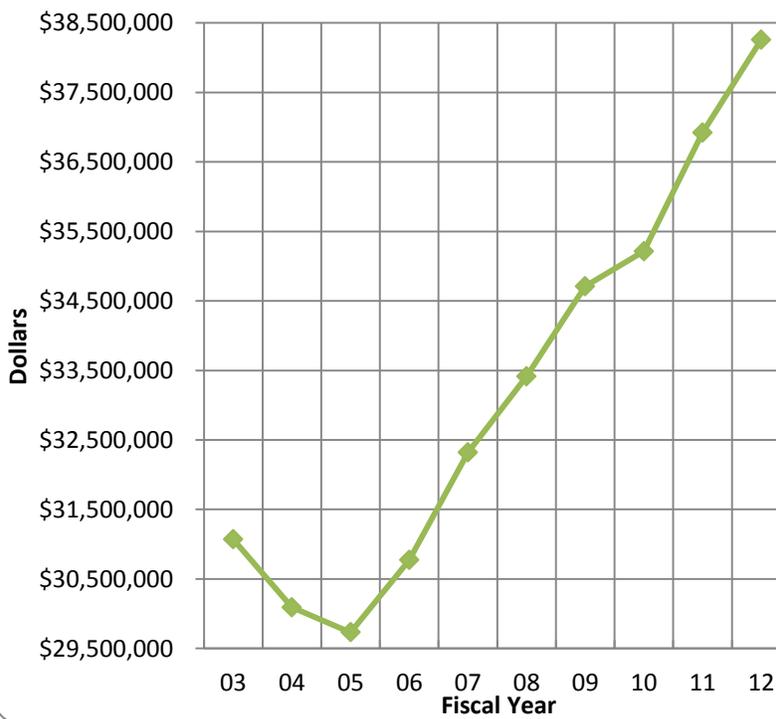
## General Fund Expenditures/Transfers and Revenues/Financing Sources

	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	% Increase	
											Last Ten Years	Last 10 Yrs \$ Change
<b>REVENUES:</b>												
Licenses and Permits	197,357	173,514	340,802	465,364	272,409	271,002	269,593	243,947	207,479	173,179	-7.0%	33,689
Intergovernmental	9,316,309	9,144,663	9,308,592	10,163,991	11,007,044	11,774,732	10,885,714	11,926,979	12,222,563	11,734,935	45.8%	3,478,749
Property Taxes	15,315,430	14,930,573	15,581,417	15,778,882	16,323,678	17,864,159	18,955,222	19,067,009	19,569,432	20,714,339	50.3%	6,181,404
Business Taxes	2,006,517	2,090,356	1,825,717	2,039,654	2,060,238	2,118,254	2,022,829	2,184,040	2,378,364	2,458,268	36.1%	480,197
Charges for Services	1,393,281	1,403,450	388,577	323,556	333,617	371,685	340,890	308,894	346,223	365,473	-74.9%	(1,044,471)
Fines and Forfeitures	331,069	340,788	238,503	321,364	347,480	343,259	380,886	1,325,167	332,805	324,693	-2.1%	47,291
Other	437,019	406,555	527,689	714,689	912,859	881,694	620,241	514,109	496,039	570,569	-49.5%	19,152
In-Lieu-of-Tax Payment - DOE	1,297,898	1,266,919	1,265,963	1,361,730	1,361,175	1,413,801	1,476,023	1,475,379	1,662,773	1,662,113	45.4%	486,476
<b>Total Current Revenues</b>	<b>30,294,880</b>	<b>29,756,818</b>	<b>29,477,260</b>	<b>31,169,230</b>	<b>32,618,500</b>	<b>35,038,586</b>	<b>34,951,398</b>	<b>37,045,524</b>	<b>37,215,678</b>	<b>38,003,569</b>	<b>36.7%</b>	<b>9,682,487</b>
Fund Balance Appropriation	772,851	334,943	255,434	(397,504)	(298,464)	(1,624,512)	(243,073)	(1,833,299)	(299,141)	251,699	-118.3%	(3,149,741)
<b>Total Revenues</b>	<b>31,067,731</b>	<b>30,091,761</b>	<b>29,732,694</b>	<b>30,771,726</b>	<b>32,320,036</b>	<b>33,414,074</b>	<b>34,708,325</b>	<b>35,212,225</b>	<b>36,916,537</b>	<b>38,255,268</b>	<b>27.9%</b>	<b>6,532,746</b>
<b>MUNICIPAL EXPENDITURES</b>												
General Government	662,177	667,898	710,616	711,070	734,797	805,413	883,736	942,585	969,826	905,182	74.8%	344,410
Administration	712,873	654,858	668,853	587,960	602,439	712,983	760,840	772,966	889,831	917,059	34.0%	223,192
Police	4,335,623	4,153,941	4,313,434	4,709,869	5,119,868	5,465,880	5,741,602	6,101,741	6,057,954	6,185,025	49.7%	1,948,381
Fire	3,359,397	3,310,138	3,536,123	3,669,413	3,917,264	4,058,033	4,167,092	4,186,010	4,161,208	4,091,689	32.5%	986,962
Public Works	1,753,310	1,544,789	1,631,582	1,626,955	1,667,843	1,827,693	1,881,562	1,857,205	1,931,858	1,984,784	17.7%	362,548
Community Development	501,422	477,992	502,040	521,162	559,903	607,587	607,351	671,100	681,893	639,248	47.6%	179,842
Recreation and Parks	2,228,975	2,224,872	2,285,544	2,341,764	2,502,998	2,578,609	2,620,231	2,600,468	2,706,589	2,860,394	38.9%	675,488
Library	1,045,519	1,083,161	1,089,645	1,138,387	1,218,417	1,285,358	1,342,385	1,305,308	1,349,761	1,386,989	42.7%	331,822
<b>Total Municipal Expenditures</b>	<b>14,599,296</b>	<b>14,117,649</b>	<b>14,737,837</b>	<b>15,306,580</b>	<b>16,323,529</b>	<b>17,341,556</b>	<b>18,004,799</b>	<b>18,437,383</b>	<b>18,748,920</b>	<b>18,970,370</b>	<b>39.9%</b>	<b>5,052,645</b>
<b>OPERATING TRANSFERS:</b>												
Transfer In												
In-Lieu-of-Tax Payment - Utilities	(2,454,343)	(2,476,385)	(2,508,554)	(2,454,936)	(2,502,344)	(2,481,923)	(2,535,471)	(2,500,515)	(2,685,281)	(2,855,907)	35.5%	(1,414,744)
Transfer Out												
Debt Service Fund	4,213,207	4,034,485	3,024,113	2,900,000	3,200,000	3,500,000	3,500,000	3,500,000	3,545,000	3,045,000	-25.3%	(1,076,305)
Solid Waste Fund	992,664	1,023,006	1,063,407	1,118,812	1,175,858	1,247,609	1,377,627	1,292,501	1,406,817	1,522,413	53.2%	433,395
State Street Aid Fund	500,000	500,000	500,000	517,500	539,210	588,770	612,910	223,729	653,000	653,000	30.6%	388,000
Street & Public Trans Fund	-	10,000	10,000	10,350	10,790	11,230	22,090	30,000	55,106	55,000	100.0%	55,106
School Operations	10,646,242	10,646,242	11,186,541	11,578,070	12,070,143	12,988,482	13,508,020	13,980,802	14,470,131	14,629,302	51.5%	4,520,493
Economic Diversification Fund	1,146,665	679,764	171,000	177,000	184,500	50,000	50,000	-	-	50,000	-100.0%	(1,331,688)
Grant Fund	-	-	168,350	168,350	168,350	168,350	168,350	168,350	246,573	174,090	100.0%	246,573
Capital Projects Fund	711,000	1,057,000	1,080,000	1,150,000	1,150,000	-	-	79,975	476,271	2,012,000	16.2%	(140,729)
Golf Course Fund	713,000	500,000	300,000	300,000	-	-	-	-	-	-	100.0%	(200,000)
<b>Total Operating Transfers</b>	<b>16,468,435</b>	<b>15,974,112</b>	<b>14,994,857</b>	<b>15,465,146</b>	<b>15,996,507</b>	<b>16,072,518</b>	<b>16,703,526</b>	<b>16,774,842</b>	<b>18,167,617</b>	<b>19,284,898</b>	<b>17.6%</b>	<b>1,480,101</b>
<b>Total Expenditures/Transfers</b>	<b>31,067,731</b>	<b>30,091,761</b>	<b>29,732,694</b>	<b>30,771,726</b>	<b>32,320,036</b>	<b>33,414,074</b>	<b>34,708,325</b>	<b>35,212,225</b>	<b>36,916,537</b>	<b>38,255,268</b>	<b>27.9%</b>	<b>6,532,746</b>
<b>EXPENDITURES FOR MUNICIPAL OPERATIONS COMPARED TO THE RATE OF INFLATION:</b>												
- Applicable Consumer Price Index, All Urban Consumers, All Items	183.7	189.4	194.5	202.9	208.4	218.8	215.7	218.0	225.7	229.5	24.9%	
- Percentage Inflation Increase from Previous Year	2.1%	3.1%	2.7%	4.3%	2.7%	5.0%	-1.4%	1.1%	3.6%	1.7%	24.9%	
- Percentage Increase in Municipal Expenditures and Solid Waste Transfer	6.3%	-2.9%	4.4%	3.9%	6.5%	6.2%	4.3%	1.8%	2.2%	1.7%	31.4%	

**General Fund Revenues  
Last 10 Years**



**General Fund Expenditures/Transfers  
Last 10 Years**



## City of Oak Ridge, Tennessee List of Principal Employers

These are the principle employers in the City of Oak Ridge, TN as compiled by the Oak Ridge Chamber of Commerce.

<b><u>Major DOE Subcontractors</u></b>	<b><u>Product</u></b>	<b><u>Employment</u></b>
UT- Battelle	National Security	5,000
B & W Y-12	National Security	4,500
UCOR	Environmental Management	1,337
<b><u>Other Employers</u></b>	<b><u>Product</u></b>	<b><u>Employment</u></b>
Methodist Medical Center	Health Care	1,350
Science Applications Int'l Corp. (SAIC)	IT Research & Engineering	1,000
Oak Ridge Associated Universities	Research & Development	1,000
Oak Ridge Schools	Public School System	727
Energy Solutions	Waste Management/Remediation	620
SiTel	Customer & Technical Service	600
Navarro Research & Engineering	Engineering & Admin. Services	445
City of Oak Ridge	City Government	402
ORNL Federal Credit Union	Financial Institution	381
Appalachian Underwriters	Insurance	350
Pro2Serve	National Security	350
Jacobs Engineering	Environmental Management	300
USEC/B&W Clinch River	Alternative Energy/Centrifuge Manufacturer	293
NSPS	Security	250
Emory Valley Center	Business Support Services	240
SCI Consulting	Information & Computer Services	220
Ametek	Instruments	204
Information International	Information Management	200

## City of Oak Ridge, Tennessee Principal Employers - Current Year and Nine Years Ago

<u>Employer</u>	<u>2012</u>			<u>2003</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
BWXT Y-12	4,600	1	13.15%	4,300	2	11.95%
UT-Battelle	4,500	2	12.87%	4,500	1	12.51%
Methodist Medical Center	1,350	3	3.86%	1,310	3	3.64%
UCOR	1,337	4	3.82%	N/A	N/A	N/A
Science Applications Int'l Corp. (SAIC)	1,000	5	2.86%	800	5	2.22%
Oak Ridge Associated Universities	1,000	6	2.86%	430	10	1.20%
Wackenhut-Oak Ridge Team	900	7	2.57%	N/A	N/A	N/A
Oak Ridge Schools	681	8	1.95%	700	9	1.95%
Energy Solutions (AKA Duratek, Scientific Ecolog	678	9	1.94%	N/A	N/A	N/A
Sitel (Client Logic)	600	10	1.72%	777	6	2.16%
Bechtel Jacobs Co. LLC	N/A	N/A	N/A	652	8	1.81%
BNFL, Inc	N/A	N/A	N/A	900	4	2.50%
Boeing Defense and Space	N/A	N/A	N/A	763	7	2.12%
	<u>16,646</u>		<u>47.60%</u>	<u>15,132</u>		<u>42.06%</u>

Source: Oak Ridge Chamber of Commerce and Tennessee Department of Labor and Workforce Development

Notes: The City of Oak Ridge resides in two counties, Anderson and Roane. For the Percentage of Total City Employment, Anderson County's Civilian Workforce was used.

## City of Oak Ridge, Tennessee Property Tax Levies and Collection – Last 10 FY

Fiscal Year Ended June 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date		Outstanding Delinquent Taxes	
		Amount	Percentage of Levy		Amount	Percentage of Levy	Amount (1)	Percentage of Levy
2003	\$ 15,239,191	\$ 14,768,834	96.9%	\$ 332,228	\$ 15,101,062	99.1%	\$ 138,129	0.9%
2004	15,046,210	14,460,793	96.1%	442,046	14,902,839	99.0%	143,371	1.0%
2005	15,469,277	14,934,125	96.5%	469,863	15,403,988	99.6%	65,289	0.4%
2006	15,563,401	15,280,442	98.2%	248,983	15,529,425	99.8%	33,976	0.2%
2007	16,207,091	15,901,543	98.1%	268,021	16,169,564	99.8%	37,527	0.2%
2008	17,755,416	17,303,022	97.5%	411,762	17,714,784	99.8%	40,632	0.2%
2009	19,059,547	18,519,409	97.2%	505,440	19,024,849	99.8%	34,698	0.2%
2010	18,977,766	18,120,891	95.5%	753,450	18,874,341	99.5%	103,425	0.5%
2011	19,303,472	18,322,654	94.9%	754,893	19,077,547	98.8%	225,925	1.2%
2012	19,366,997	18,695,063	96.5%	-	18,695,063	96.5%	671,934	3.5%

- (1) On September 20, 2004, City Council authorized the Anderson County Delinquent Tax Attorney to collect City of Oak Ridge delinquent real property taxes in consolidation with the collection of Anderson County delinquent taxes. As real property becomes eligible for a delinquent property tax sale under Tennessee State law, the City is turning those delinquencies over to the Anderson County Delinquent Tax Attorney for collection.

## Assessed & Estimated Actual Value of Taxable Property – Last 10 FY

Fiscal Year	Real Residential Property	Real Commercial Property	Personal Property	Public Utilities	Total Taxable Assessed Value (1)	Total Direct Tax Rate	Estimated Actual Taxable Value
2003	\$ 270,610,350	\$ 183,471,507	\$ 52,745,175	\$ 11,512,784	\$ 518,339,816	\$ 2.94	\$ 1,737,869,752
2004	272,157,350	190,580,631	51,253,014	10,267,203	524,258,198	2.87	1,754,591,999
2005	274,953,825	200,439,682	53,452,186	10,153,519	538,999,212	2.87	1,797,549,402
2006	322,792,500 (2)	223,983,134 (2)	52,163,372 (2)	11,390,458 (2)	610,329,464 (2)	2.55 (2)	2,045,715,665 (2)
2007	334,908,739	231,506,227	58,066,034	11,091,196	635,572,196	2.55	2,132,119,781
2008	347,866,446	268,472,911	44,406,428	9,269,913	670,015,698	2.65	2,227,523,875
2009	354,598,524	280,288,355	43,756,118	9,427,296	688,070,293	2.77	2,282,109,248
2010	360,138,810	275,346,400	41,036,175	8,596,521	685,117,906	2.77	2,281,338,528
2011	434,362,125 (2)	315,793,803 (2)	47,011,864 (2)	10,508,868 (2)	807,676,660 (2)	2.39 (2)	2,702,746,254 (2)
2012	438,298,602	315,659,237	46,415,797	9,960,967	810,334,603	2.39	2,715,172,673

- (1) Overall assessment ratios and effective rates for 1973 and thereafter are weighted averages due to varying constitutional assessment ratios which became effective statewide January 1, 1973. Assessment ratios are Residential Property, Real at 25 percent with all bank accounts and \$7,500 of all other items in the hands of a taxpayer exempt; Commercial and Industrial - Real at 40 percent and Personal at 30 percent except that the Personal Property of eligible Banks is 40 percent; Public Utilities (excluding Railroads and Telecommunications) - All Property both Real and Personal at 55 percent; Railroads and Telecommunications - Real and Personal at 40 percent.

- (2) All properties were reappraised in tax year 2005 (fiscal year 2006) and tax year 2010 (fiscal year 2011).

**City of Oak Ridge, Tennessee  
Principal Property Taxpayers  
Tax Year 2011 and 9 Years Ago - For FY 2012 and 2002**

Taxpayer	Type of Business	Tax Year 2011			Tax Year 2002		
		Taxable Assessed Valuation	Rank	Percentage of Total Assessed Valuation	Taxable Assessed Valuation	Rank	Percentage of Total Assessed Valuation
UT-Battelle	Management Contractor (ORNL)	\$ 44,342,552	1	5.47%	\$ -	-	-
Oak Ridge Projects LLC	Real Estate Developer	37,379,552	2	4.61%	-	-	-
Oak Ridge Tech Center Oak Ridge Corp Partners	Office Complex	13,389,718	3	1.65%	10,838,880	2	2.11%
R&R Properties/Richard Chinn	Entrepreneur	12,143,797	4	1.50%	5,389,880	6	1.05%
Scientific Ecology Group (AKA GTS Duratek)	Environmental Services	11,106,421	5	1.37%	5,175,274	7	1.01%
Methodist Medical Center of Oak Ridge	Health Services	10,557,920	6	1.30%	8,636,987	4	1.69%
Wilkinson Realty	Apartment Complexes	8,652,508	7	1.07%	-	-	-
BellSouth	Communications	6,263,248	8	0.77%	8,638,280	3	1.69%
A & M Enterprises Inc	Real Estate Developer	6,486,240	9	0.80%	-	-	-
Advanced Measurement Technology	Global Manufacturer	4,510,858	10	0.56%	-	-	-
Boeing Tennessee Inc.	Manufacturing and Engineering	-	-	-	14,707,542	1	2.87%
Oak Ridge Mall	Shopping Mall/Misc. Development	-	-	-	7,976,814	5	1.56%
International Environmental Resources (AKA Manufacturing Sciences)	Environmental Services	-	-	-	5,057,257	8	0.99%
BNFL, Inc	Environmental Services	-	-	-	4,854,660	9	0.95%
Wal-Mart	Retail	-	-	-	3,800,690	10	0.74%
<b>TOTAL</b>		<b><u>\$ 154,832,814</u></b>		<b><u>19.11%</u></b>	<b><u>\$ 75,076,264</u></b>		<b><u>14.66%</u></b>

Note: Does not include in-lieu of tax payments.

## City of Oak Ridge, Tennessee Ratios of Outstanding Debt by Type – Last 10 FY

Fiscal Year	Governmental-type Activities				Business-type Activities				Total Primary Government	Percentage of Personal Income (2)	Per Capita (2)
	General Obligation Bonds	QZAB	Notes Payable	Capital Leases	Electric Revenue Bonds	General Obligation Bonds	Notes Payable	Capital Leases			
2003	\$ 37,645,000	\$ -	\$ 19,295,028	\$ 132,977	\$ 22,360,000	\$ 5,125,000	\$ 18,997,695	\$ -	\$ 103,555,700	13.67%	\$ 3,781
2004	35,265,000	-	20,043,765	719,243	21,550,000	4,800,000	19,890,589	-	102,268,597	13.06%	3,734
2005	32,820,000	7,049,360	44,992,765	445,193	20,730,000	4,470,000	21,927,521	-	132,434,839	16.67%	4,836
2006	30,285,000	7,841,275	44,938,765	228,476	19,895,000	4,130,000	27,442,240	-	134,560,756	16.26%	4,913
2007	27,650,000	7,131,857	65,882,765	-	19,045,000	3,780,000	30,191,887	1,166,355	154,847,864	18.19%	5,654
2008	24,870,000	6,622,439	70,769,753	544,157	18,165,000	3,410,000	31,450,975	1,073,538	156,905,862	17.17%	5,729
2009	39,190,000	6,113,020	55,084,053	713,129	6,885,000	13,100,000	32,780,315	976,098	154,841,615	16.70%	5,654
2010	46,390,000	5,603,602	54,979,053	420,076	5,955,000	22,710,000	32,017,179	873,806	168,948,716	18.31%	5,760
2011	43,330,000	5,094,184	54,760,053	119,869	4,990,000	22,310,000	36,779,054	766,420	168,149,580	(1)	5,733
2012	40,235,000	4,584,765	54,488,053	851,825	3,990,000	31,700,000	33,932,728	653,686	170,436,057	(1)	5,811

Notes: Under Tennessee State law, the City's outstanding general obligation debt is not limited.

(1) Data Not Available.

(2) See Table 17 for personal income and population data.

## Computation of Direct & Overlapping Debt – June 30, 2012

<u>Jurisdiction</u>	<u>Net Debt Outstanding</u>	<u>Percentage of Debt Applicable To the City</u>	<u>City's Share of Debt</u>
<b>Direct:</b>			
City of Oak Ridge -			
General Obligation Bonds	\$ 40,235,000	100%	\$ 40,235,000
Notes Payable	54,488,053	100%	54,488,053
Qualified Zone Academy Bonds (QZAB)	4,584,765	100%	4,584,765
Capital Lease	851,825	100%	851,825
Debt Service Fund	<u>(11,029,837)</u>		<u>(11,029,837)</u>
<b>Total Direct Debt</b>	<u>89,129,806</u>		<u>89,129,806</u>
<b>Overlapping:</b>			
Anderson County, Tennessee	39,957,000	40.51%	16,186,581
Roane County, Tennessee	<u>33,990,792</u>	13.06%	<u>4,439,197</u>
<b>Total Overlapping Debt</b>	<u>73,947,792</u>		<u>20,625,778</u>
<b>Total Direct and Overlapping Debt</b>	<u>\$ 163,077,598</u>		<u>\$ 109,755,584</u>

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Oak Ridge. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account.

\* Applicable percentage is determined by ratio of assessed valuation of real property subject to taxation in overlapping unit to valuation of real property subject to taxation in reporting unit.

## City of Oak Ridge, Tennessee Revenue Debt Coverage Electric System Debt – Last 10 FY

Fiscal Year	Electric Revenue	Waterworks (1)		
		Water Revenue	Wastewater Revenue	Total
2003	\$ 34,689,697	\$ 6,569,522	\$ 5,906,475	\$ 47,165,694
2004	35,913,653	6,343,489	5,704,123	47,961,265
2005	35,724,771	6,225,551	5,756,389	47,706,711
2006	38,922,932	7,088,332	5,788,969	51,800,233
2007	41,971,757	7,867,191	6,377,350	56,216,298
2008	45,608,826	9,925,588	6,774,328	62,308,742
2009	52,597,386	10,713,173	7,632,541	70,943,100
2010	48,737,266	10,225,818	7,501,780	66,464,864
2011	54,868,484	9,829,932	7,274,937	71,973,353
2012	55,021,285	9,708,510	7,322,581	72,052,376

Note: Revenues exclude one-time grant proceeds and capital contributions by developers.

(1) Waterworks revenue does not include payments from US Department of Energy contracts for operation of utilities on the west end of Oak Ridge, including the federal East Tennessee Technology Park.

## Ten Largest Electric Customers Current Year and 10 Years Ago

Customer	2012					2003				
	Annual Demand	Annual Kwh Usage	Annual Sales Dollars	Rank	Percentage Of Total Sales	Annual Demand	Annual Kwh Usage	Annual Sales Dollars	Rank	Percentage Of Total Sales
City of Oak Ridge	58,703	31,084,840	\$ 2,849,048	1	5.41%	61,892	28,137,825	\$ 1,658,485	1	4.86%
US Department of Energy	(1)	33,133,516	2,623,087	2	4.98%	18,417	8,610,172	502,941	8	1.48%
Methodist Medical Center	57,803	27,660,684	2,623,087	3	4.98%	43,231	22,646,356	1,279,024	3	3.75%
USEC Inc	36,293	20,951,422	1,915,740	4	3.64%	-	-	-	-	-
Energy Solutions (AKA GTS Duratek, Manufacturing Sciences)	(1)	30,498,561	1,556,610	5	2.96%	(1)	23,204,076	1,198,250	4	3.51%
Oak Ridge Board Of Education	40,983	14,220,948	1,524,202	6	2.89%	34,647	13,018,678	825,823	6	2.42%
Oak Ridge Project LLC	30,090	13,071,000	1,259,388	7	2.39%	-	-	-	-	-
Oak Ridge Technical Centers	18,818	7,929,499	784,189	8	1.49%	-	-	-	-	-
Advanced Measurement	14,973	8,046,600	722,054	9	1.37%	14,375	8,074,400	433,595	10	1.27%
Oak Ridge Associated Universities	16,549	6,943,710	691,976	10	1.31%	-	-	-	-	-
BNFL	-	-	-	-	-	43,832	22,048,069	1,322,921	2	3.88%
Boeing	-	-	-	-	-	(1)	22,193,878	1,122,828	5	3.29%
Manufacturing Sciences	-	-	-	-	-	19,710	8,514,080	507,370	7	1.49%
BWXT Y-12	-	-	-	-	-	16,071	7,925,422	446,889	9	1.31%
<b>Total</b>			<u>\$ 16,549,381</u>		<u>31.42%</u>			<u>\$ 9,298,126</u>		<u>27.26%</u>

**Note:**

(1) This customer is on the ESP program offered through the Tennessee Valley Authority.

# City of Oak Ridge, Tennessee

## Electric, Water and Wastewater Sold By Customer Type – Last 10 FY

Fiscal Year	Electric				Water		Wastewater	
	Residential	Small lighting and power	Large lighting and power	Street and outdoor lighting	Residential	Commercial	Residential	Commercial
2003	12,937	1,654	383	61	10,914	1,425	10,633	1,179
2004	12,964	1,698	360	62	10,955	1,425	10,671	1,167
2005	13,042	1,731	346	61	11,019	1,492	10,740	1,169
2006	13,096	1,797	339	64	11,160	1,518	10,866	1,167
2007	13,542	1,817	345	61	11,285	1,568	11,007	1,190
2008	13,556	1,787	342	60	11,313	1,561	11,032	1,176
2009	13,608	1,840	354	61	11,260	1,634	10,990	1,197
2010	13,673	1,869	367	61	11,285	1,634	11,017	1,201
2011	14,004	1,793	377	61	11,285	1,661	11,022	1,209
2012	13,901	1,814	363	61	11,244	1,677	10,978	1,219

## Electric, Water and Wastewater Rates – Last 10 FY

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Electric (1)</b>										
<u>Residential</u>										
Base Charge	\$ 5.80	\$ 6.57	\$ 7.30	\$ 7.37	\$ 7.46	\$ 7.70	\$ 7.70	\$ 7.70	\$ 9.70	\$ 9.70
All kWh	0.06240	0.06544	0.06790	0.07732	0.07622	0.08800	0.09300	0.09250	0.09589	0.09760
<u>Commercial</u>										
GSA1 Base Charge	\$ 15.00	\$ 15.00	\$ 17.00	\$ 17.17	\$ 17.37	\$ 17.93	\$ 17.93	\$ 17.93	\$ 17.93	\$ 17.93
All kWh	0.06756	0.07178	0.07382	0.08571	0.08432	0.09686	0.10211	0.10250	0.10805	0.10989
GSA2 Base Charge	\$ 30.00	\$ 30.00	\$ 55.00	\$ 55.56	\$ 56.20	\$ 58.00	\$ 58.00	\$ 58.00	\$ 80.00	\$ 80.00
1st 15,000 kWh	0.07000	0.07421	0.07746	0.08938	0.08803	0.10069	0.10594	0.10633	0.10967	0.11151
Additional kWh	0.03587	0.03823	0.03935	0.04601	0.04557	0.05463	0.05873	0.05624	0.06139	0.06212
kWh, 51-1,000	9.94	10.67	10.93	12.55	12.25	13.31	13.65	14.58	14.58	14.93
GSA3 Base Charge	\$ 80.00	\$ 80.00	\$ 150.00	\$ 151.52	\$ 153.28	\$ 158.19	\$ 158.19	\$ 158.19	\$ 200.00	\$ 200.00
All kWh	0.03665	0.03901	0.04087	0.04754	0.04712	0.05623	0.06033	0.05784	0.06277	0.06350
kWh, 0 - 1,000	9.41	10.09	10.09	11.95	11.61	12.69	13.05	14.03	14.03	14.40
kWh, 1,001 - 5,000	10.56	12.02	12.02	14.27	13.88	15.17	15.59	16.75	16.75	17.18
<u>Outdoor Light</u>										
All kWh	\$ 0.04377	\$ 0.04377	\$ 0.04622	\$ 0.05265	\$ 0.05166	\$ 0.05943	\$ 0.06368	\$ 0.06110	\$ 0.06429	\$ 0.06524
<u>Water</u>										
Minimum Bill (0-2,000 gallons)	\$ 8.01	\$ 8.01	\$ 8.01	\$ 8.01	\$ 9.65	\$ 11.50	\$ 11.50	\$ 11.50	\$ 11.50	\$ 13.50
Next 8,000 gallons per 1,000 gallons	3.10	3.10	3.10	3.10	3.75	4.55	4.55	4.55	4.55	5.25
Next 40,000 gallons per 1,000 gallons	2.77	2.77	2.77	2.77	3.35	4.05	4.05	4.05	4.05	4.55
Next 150,000 gallons per 1,000 gallons	2.29	2.29	2.29	2.29	2.75	3.20	3.20	3.20	3.20	3.75
Next 800,000 gallons per 1,000 gallons	1.90	1.90	1.90	1.90	2.30	3.20	3.20	3.20	3.20	3.75
Next 1,000,000 gallons per 1,000 gallons	1.56	1.56	1.56	1.56	2.30	3.20	3.20	3.20	3.20	3.75
<u>Wastewater</u>										
Minimum Bill (0-2,000 gallons)	\$ 10.50	\$ 10.50	\$ 10.50	\$ 11.50	\$ 11.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 18.50
Next 8,000 gallons per 1,000 gallons	3.75	3.75	3.75	4.13	4.13	5.15	5.15	5.15	5.15	6.45
Next 40,000 gallons per 1,000 gallons	5.05	5.05	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75
Next 50,000 gallons per 1,000 gallons	5.05	5.05	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75
Next 4,999,900 gallons per 1,000 gallons	5.05	5.05	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75
All over 5,000,000 gallons per 1,000 gallons	5.90	5.90	5.90	5.55	5.55	6.45	6.45	6.45	6.45	7.75

Notes: Bills on all above rates are subject to certain adjustments. The above rates are net, the gross rates being 5 percent higher.

(1) Electric may change on a quarterly basis due to a pass-through fuel cost adjustment (FCA) on the energy charges from the Tennessee Valley Authority.

**City of Oak Ridge, Tennessee  
Demographic Statistics  
1980 and 1990 Census Year Information and Last 10 FY**

Fiscal Year	(1) Population	Personal Income	(2) Per Capita Income	(2) Median Age	(2) Unemployment Rate	School Enrollment
1980	27,662	\$ 255,707,528	\$ 9,244 (1)	35.0 (1)	5.4% (1)	5,274
1990	27,310	482,321,910	17,661 (1)	39.6 (1)	4.9% (1)	4,432
2000	27,387	679,005,891	24,793 (1)	43.4 (1)	3.2% (1)	4,491
2002	27,387	736,409,043	26,889	(3)	4.0%	4,391
2003	27,387	757,743,516	27,668	(3)	4.7%	4,323
2004	27,387	782,939,556	28,588	(3)	4.9%	4,285
2005	27,387	794,414,709	29,007	(3)	5.1%	4,280
2006	27,387	827,580,366	30,218	(3)	4.7%	4,306
2007	27,387	851,105,799	31,077	(3)	4.2%	4,394
2008	27,387	913,822,029	33,367	(3)	5.7%	4,362
2009	27,387	927,077,337	33,851	(3)	9.9%	4,411
2010	29,330	922,897,780	31,466	43.5 (1)	8.7%	4,472
2011	29,330	(3)	(3)	(3)	9.4%	4,458
2012	29,330	(3)	(3)	(3)	8.6%	4,468

(1) Source: U. S. Census Bureau. Statistic is for the City of Oak Ridge

(2) Source: East Tennessee Development District/Bureau of Economic Analysis and Tennessee Department of Labor and Workforce Development. Statistic is for Anderson County. Information is maintained on a county basis and is unavailable for the City of Oak Ridge as a separate entity in a non-census year. The City comprises approximately 38% of Anderson County.

(3) Data Not Available.

# City of Oak Ridge, Tennessee

## Operating Indicators by Function/Program – Last 10 FY

Function/Program	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>General government</b>										
Ordinances Adopted	23	20	15	17	22	31	20	17	22	19
Resolutions Adopted	177	127	144	127	108	107	113	108	120	114
Number of court cases-city violations	3,882	3,429	1,709	2,881	3,483	3,566	4,198	4,861	4,412	3,905
<b>Administrative services</b>										
Applications received and processed	930	653	891	784	839	804	1,527	774	1,122	1,029
Purchase Orders issued for departments	2,044	2,254	4,524	4,525	4,106	4,619	4,720	4,778	4,979	4,947
Purchase Orders issued for stock purchases	1,259	1,420	1,219	1,350	1,328	1,138	706	836	853	803
Business licenses issued	N/A	1,282	1,345	1,392	1,344	1,339	1,295	N/A	1,071	1,164
New Business licenses issued	N/A	224	174							
<b>Police</b>										
Serious crimes	662	620	544	539	551	475	481	437	438	488
Burglaries	331	383	394	394	348	378	426	417	319	266
Total arrests	2,511	2,975	2,891	2,938	2,871	2,780	3,571	3,228	3,075	2,157
Total calls for services	36,291	32,854	32,854	35,544	37,055	35,159	38,660	30,999	31,157	26,505
Animal apprehensions	2,116	2,708	2,500	2,850	2,342	1,805	2,341	2,077	2,592	1,440
Registered animals	4,659	4,040	4,400	4,200	4,000	2,000	2,515	1,592	1,466	2,132
<b>Fire</b>										
Number of calls	3,497	3,264	3,560	3,743	3,721	4,095	4,489	4,457	4,528	4,549
Public fire education	10,993	10,993	10,993	9,000	10,750	11,000	11,000	11,000	5,000	8,860
Violations reported by department inspection	850	850	850	900	1,060	1,642	520	941	1,405	1,163
Average response time (mins)	3.5	4.0	4.0	4.0	4.3	4.5	4.1	4.1	5.38	5.20
Average control time (mins)	3.6	4.0	4.0	4.0	4.0	4.5	4.0	10.4	6.45	15.58
<b>Community Development</b>										
Site plans reviewed										
Non-Residential	19	19	18	19	6	9	15	13	11	14
Residential	65	76	110	112	108	39	45	0	22	13
Building permits	494	582	582	599	567	552	488	497	440	413
Plumbing permits	348	400	400	518	584	474	440	390	376	306
Electrical permits	438	530	530	643	629	507	434	520	492	369
Nuisance Abatement	969	1,691	1,691	757	620	733	726	1,076	1,285	1,110
Abandoned vehicles	112	416	416	416	150	127	289	219	234	196
Housing inspections	86	48	48	66	62	64	149	101	109	111
<b>Park and Recreation</b>										
City-wide special events	7	7	7	7	7	7	7	7	7	7
Cold Facts Program participants	2,174	2,325	2,341	2,327	2,353	2,387	2,401	2,409	2,429	2,433
Pool attendance	87,435	78,938	60,775	75,741	77,153	78,689	70,759	66,182	82,861	79,535
Summer camp enrollment	880	860	1,100	870	949	997	1,000	1,050	1,093	1,005
Athletic activities										
Youth participants	234	212	186	147	155	166	189	223	196	202
Adult participants	1,280	1,496	1,845	1,784	1,579	1,707	1,898	1,774	1,562	1,724
Youth teams	21	20	18	16	17	16	19	21	20	20
Adult teams	95	106	138	129	113	124	142	125	118	127
<b>Library</b>										
Total volume	118,320	118,411	114,707	114,707	112,550	113,890	115,159	117,310	122,250	124,714
Total non-print material	48,983	51,892	52,415	52,415	57,241	57,673	59,258	60,683	60,386	54,420
Total circulation	220,269	204,681	204,585	182,400	186,215	180,293	181,826	174,906	174,292	160,978
Registered patrons	22,477	27,604	23,735	23,455	22,171	20,209	22,301	22,520	24,111	22,624
Reference questions and reader service	37,433	33,029	35,622	33,217	29,883	31,170	30,914	33,011	34,539	34,263
Storytime attendance	5,432	5,395	5,355	4,167	5,262	5,335	4,699	4,797	4,022	5,461
<b>Public Works</b>										
Street sign maintenance and installation	394	341	412	259	370	286	388	296	300	291
Traffic control and school flashing signals										
Inventory	371	390	390	390	390	390	390	390	390	390
hours for maintenance and installation	2,278	2,508	2,508	1,865	2,147	2,040	2,080	2,214	2,062	2,555
Public street lights										
Inventory	5,397	5,431	5,426	5,426	5,447	5,426	5,426	5,784	5,784	5,802
hours for maintenance and installation	2,250	1,536	1,606	2,082	1,807	1,133	1,627	1,479	1,400	2,821
Mowing of ROW (acres)	15	15	15	15	15	15	15	15	15	21
<b>Electric</b>										
<b>Purchased Power</b>										
Kilowatts-hours purchased	561,424,804	551,468,429	534,063,705	539,597,265	547,543,821	557,257,006	545,153,900	550,862,526	558,180,714	554,707,916
Amount	\$ 26,066,753	\$ 27,615,311	\$ 26,543,605	\$ 28,833,331	\$ 32,063,010	\$ 34,364,532	\$ 40,786,288	\$ 36,808,216	\$ 41,266,396	\$ 41,686,544
<b>Electric Sales</b>										
Kilowatts-hours sold	543,449,683	525,327,120	514,560,835	505,272,128	521,693,354	528,247,375	522,075,626	520,702,657	532,192,597	528,200,469
Amount	\$ 34,097,674	\$ 35,245,630	\$ 35,051,657	\$ 38,227,317	\$ 41,184,247	\$ 44,844,650	\$ 51,764,998	\$ 47,916,469	\$ 53,998,663	\$ 52,650,987
Cost per kilowatt-hour purchases	\$0.0464	\$0.0501	\$0.0497	\$0.0534	\$0.0586	\$0.0617	\$0.0748	\$0.0668	\$0.0739	\$0.0752
% losses and unaccounted for KH purchases	3.20%	4.74%	3.65%	6.36%	4.72%	5.21%	4.23%	5.48%	4.66%	4.78%
<b>Water</b>										
Gallons treated (thousands)	4,048,248	3,907,730	3,700,000	4,045,928	3,367,518	3,732,957	3,921,905	3,687,716	3,438,372	3,209,465
Gallons purchased (thousands)	-	-	-	-	34,445	23,282	16,025	16,313	18,014	18,000
Gallons pumped (thousands)	-	-	-	-	3,370,193	3,673,932	3,937,930	3,704,029	3,456,386	3,227,465
Gallons sold (thousands)	3,686,142	3,680,361	3,521,730	3,699,823	2,870,928	3,249,385	3,346,471	3,166,137	2,987,370	2,744,528
Line losses and gallons unaccounted for (thousands)	N/A	N/A	N/A	N/A	533,710	424,547	591,459	537,892	469,016	482,937
Percentage of losses and unaccounted for gallons to total provided (thousands)	N/A	N/A	N/A	N/A	15.7%	11.6%	15.0%	14.5%	13.6%	15.0%
Average daily consumption (thousands of gallons)	10,099	10,083	9,649	10,137	7,866	8,902	9,168	8,674	8,185	7,519
<b>Wastewater</b>										
<b>Clinch River Industrial Park Plant</b>										
Gallons treated (thousands)	2,400	1,724	1,600	1,600	1,200	1,021	1,448	1,890	57	0
<b>West End Plant</b>										
Gallons treated (thousands)	-	-	-	-	-	2,433	37,841	37,662	33,138	37,820
<b>West End Plant</b>										
Gallons treated (thousands)	2,200,000	1,942,491	2,100,000	2,100,000	1,600,000	1,579,946	1,589,821	1,997,308	1,790,493	1,819,991
<b>Schools</b>										
Enrollment	4,323	4,285	4,280	4,306	4,394	4,362	4,411	4,472	4,532	4,468
Average Daily Membership	4,346	4,279	4,284	4,348	4,364	4,407	4,452	4,472	4,532	4,456
Average Daily Attendance	4,127	4,066	4,061	4,127	4,142	4,185	4,220	4,214	4,288	4,240
Average Test Scores (ACT)	23.6	24.4	24.5	24.3	23.6	23.6	24.7	23.0	23.4	23.2

\* Some information is not available due to system changes.

## City of Oak Ridge, Tennessee Capital Assets Statistic by Function/Program - Last 10 FY

Function/Program	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Police</b>										
Stations	1	1	1	1	1	1	1	1	1	1
Marked Vehicles	23	23	23	23	23	23	25	30	35	32
Unmarked Vehicles	5	5	6	6	6	8	8	8	11	11
Animal Control	2	2	2	2	2	2	2	2	3	3
Other Vehicles	9	9	9	9	9	8	8	8	6	6
<b>Fire</b>										
Stations	3	3	3	3	3	4	4	4	4	4
Fire trucks (Pumpers and ladder)	6	6	6	6	6	9	9	9	9	9
Rescue vehicles - radio equipped	2	2	2	2	2	3	3	3	3	3
Sedans - radio equipped	4	4	4	4	4	6	6	8	8	8
Fire Specialists' vehicles	5	5	5	5	5	5	5	4	4	4
<b>Park and Recreation</b>										
Parks	14	14	14	14	14	14	14	15	15	15
Parks (total acres)	2,237	2,237	2,237	2,237	2,237	2,237	2,237	2,300	2,300	2,300
Swimming pools	2	2	2	2	2	2	2	2	2	2
Tennis courts	22	22	22	22	22	22	22	22	22	22
Baseball parks	5	5	5	5	5	5	5	5	5	5
Softball parks	6	6	6	6	6	6	6	6	6	6
Gymnasium	1	1	1	1	1	2	2	2	2	2
Golf course	1	1	1	1	1	1	1	1	1	1
Soccer fields	9	9	9	9	9	9	9	9	9	9
Community Centers	3	3	3	3	3	3	3	3	3	3
Disc Golf Courses	-	-	-	-	1	2	2	2	2	2
Library	1	1	1	1	1	1	1	1	1	1
<b>Public Works</b>										
Miles of roads and streets	211.42	217.75	222.33	226.00	226.00	227.72	227.87	229.59	229.59	229.59
Miles of sidewalks	98.73	100.92	103.64	104.29	108.36	110.76	110.92	111.23	119.68	119.68
<b>Electric</b>										
Miles of electric lines	281.35	282.00	282.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00
Number of regular street lights	5,397	5,431	5,426	5,447	5,463	5,463	5,463	5,784	5,802	5,802
Number of private outdoor lights	1,564	1,577	1,577	1,577	1,568	1,574	1,385	1,385	1,393	1,393
<b>Water</b>										
Miles of water main	225.40	225.77	225.77	231.90	231.90	240.86	241.35	243.12	244.00	244.00
Number of fire hydrants	2,501	2,500	2,700	2,580	2,574	2,683	2,845	2,845	2,845	2,845
Treatment plants	1	1	1	1	1	1	2	2	2	2
<b>Wastewater</b>										
Miles of sewer main	244.50	245.87	245.87	245.87	250.00	259.78	260.07	260.59	261.27	261.27
Treatment plants	2	2	2	2	2	3	3	3	2	2
Treatment capacity (thousand of gallons)	30,010	30,010	30,010	30,010	30,010	30,010	30,010	30,010	30,010	30,010
<b>Schools</b>										
Elementary schools	4	4	4	4	4	4	4	4	4	4
Middle schools	2	2	2	2	2	2	2	2	2	2
High schools	1	1	1	1	1	1	1	1	1	1

Note: No capital asset indicators are available for general government function.

# GLOSSARY

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Account Number: A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc. in such a manner that the symbol used quickly reveals certain required and/or desired information.

Accounts Payable: A liability account reflecting amounts of open accounts owing to private persons or organizations for goods and services received.

Accounts Receivables: An asset account reflecting amounts owing and open accounts from private persons or organizations for goods and services provided.

Accrual Basis of Accounting: A basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred as opposed to when cash is actually received or spent.

Activity: A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., patrol is an activity within the police department).

ADA: American with Disabilities Act

Ad Valorem Taxes: This is also referred to as property taxes, which are levied on both real and personal property according to the property's valuation and the tax rate.

Adopted Budget: A budget that has been prepared and reviewed in accordance with State law and has been duly adopted by City Council.

Allocate: To set aside portions of budgeted expenditures that are specifically designated to organizations, departments, etc.

Amortization Schedule: A table detailing each periodic payment on a loan.

Annual Budget: A budget covering a single fiscal year (July 1 – June 30).

Appropriation: An authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

Appropriations Ordinance: The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes.

Assessment: The process for determining values of real and personal property for taxation purposes.

Asset: Resources owned or held by a government, which have monetary value.

Audit Committee: A committee comprised of three City Council members elected by City Council for the purpose of coordinating with the city's auditor and providing oversight to the city's management of the accounting system.

Audit Scope: In the context of a financial statement audit, the coverage provided by the independent auditor's opinion on the financial statements.

Authorized Positions: These are employee positions that are authorized in the adopted budget to be filled during the fiscal year.

Availability Criterion: Principle of the modified accrual basis of accounting according to which revenues may only be recognized when they are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Availability Period: A specified period immediately following the close of the fiscal year by the end of which cash must be collected for related revenue to be recognized in accordance with the availability criterion of modified accrual accounting.

Balanced Budget: A balanced budget means that expenditures cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years.

Basis Difference: Differences that arises when the basis of budgeting differs from the basis of accounting prescribed by GAAP for a given fund type.

Basis of Accounting: Timing of recognition for financial reporting purposes (i.e., when the effects of transactions or events should be recognized in financial statements).

Basis of Budgeting: The method used to determine when revenues and expenditures are recognized for budgetary purposes.

Bond: A long-term promise to pay. It is a promise to replay a specified amount of money on a particular date. Bonds are used primarily to finance capital projects.

Budget: A financial plan for a specified period of time (fiscal year) that balances projected revenues and fund balance appropriations to estimated service expenditures and operating transfer obligations.

Budget Calendar: The schedule of key dates, which a government follows in the preparation and adoption of its budget.

Budget Control: The control or management of a government follows in preparation and adoption of the budget.

Budget Message: The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

Capital Assets: Land, improvements to land, easements, building, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operation and that have initial useful lives extending beyond a single reporting period.

Capital Improvements Budget: Appropriation of operating funds and bond funds for a capital improvement project. A capital improvement project is a permanent addition to the City's assets and includes design, construction and purchase of land, buildings and facilities.

Capital Improvement Program (CIP): A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a six-year period.

Capital Outlay: Represents expenditures, which result in the acquisition or addition to fixed assets including land, buildings, improvements, machinery or equipment. Most equipment or machinery expenditures are included in the General Fund budget and the Equipment Replacement Rental Fund. Capital improvements such as acquisition of land and related construction and engineering fees are included in the Capital Improvements budget.

Capital Projects Fund: Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds and trust funds.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is received or disbursed.

Community Development Block Grant CDBG: A federal entitlement program designed to benefit low and moderate income persons, specifically in the areas of housing and quality of life.

Certificate of Achievement for Excellence in Financial Reporting Program: Program sponsored by the Government Finance Officers Association to encourage and assist state and local governments to prepare high-quality comprehensive annual financial reports. The program has been in continuous operation since 1946. The program originally was known as the Certificate of Conformance Program.

City Council: The governing body of the City of Oak Ridge.

City Manager: The chief executive officer of the City of Oak Ridge by City Council.

Commodities: Expendable items used by operating activities. Examples include office supplies, repair and replacement parts for equipment, books and gasoline.

Comprehensive Annual Financial Report (CAFR): A financial report that encompasses all funds and components units of the government. The CAFR should contain (a) the basic financial statements and required supplementary information, (b) combining statements to support columns in the basic financial statements that aggregate information from more than one fund or component unit, and (c) individual fund statements as needed. The CAFR is the governmental unit's official annual report and also should contain introductory information, schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and statistical data.

Contingency: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Services rendered to City activities by private firms, individuals or other City departments. Examples include utilities, vehicle charges and building maintenance.

Debt Ceiling: See Debt Limit.

Debt Limit for the City of Oak Ridge: The total amount of bonds or other evidence of indebtedness secured by the full faith and credit of the City of Oak Ridge that shall be outstanding at any one time shall not exceed 10% of the total appraised valuation of all real estate lying within the city limits.

Debt Management Policy: A policy dealing with the issues of debt, how it is managed, and the manner in which debt is issued.

Debt Reduction Plan: A strategic plan and policy designed to eliminate the need for annual bond issues for annual capital projects while, at the same time, increasing the amount of annual cash appropriations for capital projects.

Debt Service: Debt Service expenditures are the result of bonded indebtedness of the City. Debt Service expenditures include principal, interest, and bond reserve requirements on the City's outstanding debt.

Debt Service Fund: Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit: An excess of expenditures over revenues or expense over income.

Department: The highest levels of operation in the structural organization of the City, which indicates overall management responsibility for a division or a group of related operational divisions.

Depreciation: A decrease in value of property through wear, deterioration, or obsolescence.

Designated Unreserved Fund Balance: Management's intended use of available expendable financial resources in governmental funds reflecting actual plans approved by the government's senior management. Expressed another way, designations reflect a government's self-imposed limitations on the use of otherwise available expendable financial resources in governmental funds.

Distinguished Budget Presentation Awards Program: A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Encumbrance: An administrative control under which commitments for the expenditures of money are recorded; thus the money is not available for new expenditure commitments. The use of encumbrances prevents overspending and permits officials to be certain of how much money is available for new commitments.

Enterprise Funds: A proprietary accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds in Oak Ridge are the Electric, Waterworks (water and sewer), Emergency Communications District (9121 operators) and Golf Course Funds.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. Unless fixed by ordinance, the Charter specifies July 1 to June 30 of the succeeding year as the fiscal year for the entire City government.

Fixed Assets: Assets of long-term character that is intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Foundations of Excellence: A City of Oak Ridge budgeting guideline whereby annual municipal budget allocations per household in the proposed budget will not exceed current per-household allocations by more than 110 percent of the rate of inflation.

Fringe Benefits: Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of cost for Social Security and the various pensions, medical and life insurance plans.

Fund: An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or governmental functions. Eight commonly used fund groups in governmental accounting are: general fund, special revenue funds, debt service funds, capital projects funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

Fund Balance: Refers to the excess of assets over liabilities and is therefore also known as surplus funds. It represents the accumulated residual of revenues over expenditures since the inception of the organization.

Fund type: One of 11 classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal services funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Generally Accepted Accounting Principles (GAAP): The conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements. The various sources of GAAP for state and local government are set forth by SAS No. 69, *The Meaning of "Present Fairly in Conformity with Generally Accepted Accounting Principles"*

General Fund: The principal fund of the City, the General Fund is used to account for all activities not included in other specified funds. General Fund revenue sources include property and business taxes, licenses and permits, intergovernmental revenues, service charges, fines and forfeitures, and other types of revenue. This fund includes most of the basic operating services, such as fire and police protection, library, refuse contract, parks and recreation, public works and general government administration.

General Obligation Bonds: Bonds issued by a government that are backed by the full faith and credit of its taxing authority.

Goal: A specific statement about that which is to be accomplished or achieved for a particular program during the fiscal year.

Government Finance Officers Association (GFOA): An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of GAAP for state and local government since its inception and has sponsored the Certificate of Achievement for Excellence in Financial Reporting Program since 1946.

Governmental Accounting Standards Board (GASB): The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the NCGA.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grants: A contribution or gift in cash or other assets from other government units to be used for a specific purpose.

Independent Auditor: Auditors who are independent, both in fact and appearance, of the entities they audit. Both GASS and GAGAS set specific criteria that must be met for an auditor to be considered to be independent.

Independent Auditor's Report: The official written communication of the results of an audit. In a financial audit, the independent auditor's report typically will offer (or disclaim) an opinion on whether a set of financial statements is fairly presented in conformity with GAAP (or some other comprehensive basis of accounting).

Infrastructure: Streets, bridges, water and sewer lines and treatment facilities, storm drainage, traffic signal, etc.

Inter-fund Transfer: Flows of assets (such as cash or goods) between funds and blended component units of the primary government without equivalent flows of assets in return and without a requirement for repayment.

Interest and Penalties Receivable on Taxes: Uncollected interest and penalties on property taxes.

Intergovernmental Revenue: Funds received from federal, state and other local government sources.

Internal Service Fund: Proprietary funds used to account for the furnishing of goods or services by one department or agency to other departments or agencies on a cost-reimbursement basis; for example, the Equipment Replacement Rental Fund.

Investments: Securities held for the production of revenues in the form of interest, dividends, and rentals or lease payments.

Lease Purchase Agreement: A contractual agreement by which capital outlay, usually equipment, may be purchased over a period not exceeding 60 months through annual lease payments.

Legal Debt Margin: The excess of the amount of debt legally authorized over the amount of debt outstanding.

Levy: The amount of tax, service charges and assessments imposed by a government.

Lien Date: For property (ad valorem) Taxes, the date when an enforceable legal claim to taxable property arises. Generally the lien date is specified in the relevant enabling legislation. Many governments use the term *lien date* even though a lien is not formally placed on the property at that date. Alternatively, the term *assessment date* is used to describe this same date.

Long-term Debt: Debt with a maturity of more than one year after the date of issuance.

Mandate: A requirement imposed upon a local government by the federal and/or state governments to provide certain levels of service.

MARC: The library's computerized card catalog.

Measurement Focus: The objective of a measurement, that is, what is being expressed in reporting and entity's financial performance and position. A particular measurement focus is accomplished by considering not only which resources are measured (for example, financial or economic resources), but also when the effects of transactions or events involving focus of government-wide financial statements, proprietary fund financial statements, and fiduciary fund financial statements is economic resources. The measurement focus of governmental fund financial statements is current financial resources.

Modified Accrual Basis of Accounting: Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which they fund liability is incurred, if measurable, except for non-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Municipal Bonds: A bond issued by a unit of local government.

Net general obligation debt: General obligation debt reduced by amounts being paid with other than general resources (e.g., general obligation debt associated with proprietary funds), as well as amounts available in sinking funds for debt repayment.

Non-Operating Expenses: Expenses that are not directly related to the provision of services such as debt service.

Non-Operating Revenues: Revenues that are generated from other sources, such as interest income, and are not directly related to service activities.

Object Code: A detailed line item expenditure category, such as Regular Salaries (5110), Office Supplies (5310), or Professional Services (5210).

Obligations: Amounts that a government may be required legally to meet from its resources. They include liabilities and encumbrances.

Operating Budget: The expenditure plan for continuing every-day service programs and activities. In most instances, operating expenditures are made in a single fiscal year. These expenditures include personal services, contractual services, commodities, minor capital outlay, and debt service requirements.

Operating Revenue and Expenses: Costs of goods sold and services provided to customers and the revenue thus generated.

Operating Transfers: Amounts transferred from one fund to another. Transfers are not expenditures and must be appropriated for expenditures in the fund receiving the transfer.

Ordinance: A formal legislative action enacted by a majority vote on two readings by City Council. It has the effect of law within the community and it must not conflict with federal and/or state law.

Other Financing Source: An increase in current financial resources which is reported separately from revenues to avoid distorting revenue trends. The use of *other financing sources* category is limited to items so classified by GAAP.

Other Financing Use: A decrease in current financial resources that is reported separately from expenditures to avoid distorting expenditure trends. The use of the *other financing uses* category is limited to items so classified by GAAP.

Overlapping Debt: Proportionate share that property within a government must bear of the debts of other local governments located wholly or in part within the geographic boundaries of the reporting government.

Payment in Lieu of Taxes (PILT): Payment that a property owner not subject to taxation makes to a government to compensate it for services that the property owner receives that normally are financed through property taxes.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

Personal Services: All costs related to compensating employees of the City of Oak Ridge, including salaries, and employee benefit costs such as City contributions for retirement, social security and health insurance.

Property Tax: A tax levied on the assessed value of real and personal property.

Proposed Budget: A budget prepared under the direction of the City Manager's Office and presented to the governing body prior to adoption by City Council for review, amendment and adoption.

Proprietary Funds: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Public Hearing: An open meeting of the City Council specifically for the purpose of obtaining public comment and input on a particular issue.

Qualified Zone Academy Bonds (QZAB): A federal financing program that provides interest free funding for school renovations, repairs, and other school improvements that benefit low-income students. It cannot however be used for new school construction For governments to qualify for the bonds, private businesses must contribute not less than 10% of the net present value of the proceeds of the bond.

Reserved Fund Balance: The portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution: An order of a legislative body requiring less legal formality than an ordinance or statute.

Retained Earnings: The cumulative earnings, since the establishment of the system, that generally have been invested in property, plant and equipment or current assets (cash, accounts receivable, and inventory). The balance in Retained Earnings declines as the property depreciates.

Revenue: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Bond: This type of bond is backed only by the revenues from a specific enterprise fund. An example would be the Electric Fund.

Revenue Recognition: See Availability criterion and Available period.

Risk Management: An organized effort to protect a government's assets against accidental loss by the most economic method.

Sinking Fund: See Debt service fund

Special Revenue Fund: A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects). The City of Oak Ridge's special Revenue Funds are General Purpose School Fund, Drug Enforcement Program Fund, State Street Aid Fund, Streets and Public Transportation Fund, Economic Diversification Fund, Grant Fund, Solid Waste Fund.

State Shared Revenue: Revenue levied and collected by the State of Tennessee but shared with its localities on a predetermined method.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TDOT: Tennessee Department of Transportation

Tennessee Municipal Bond Fund (TMBF): The Tennessee Municipal Bond Fund creates and administers various types of loan programs for the benefit of cities and counties.

Transfers: See Inter-fund transfers and Operating transfers.

Un-audited: Accounts or numbers that have not been verified for their accuracy.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is the amount of money still available for future purposes.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specified purpose and is available for general appropriation.

## ACRONYMS

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ACEDA	Anderson County Economic Development Association	FASB	Financial Accounting Standards Board
ACHS	Anderson County Health Council	FCA	Fuel Cost Adjustment
ADA	American with Disabilities Act	FLSA	Fair Labor Standards Act
ADFAC	Aid to Distressed Families of Appalachian Counties	FMLA	Family Medical Leave Act
ADFAC	Aid to Distressed Families of Anderson County	FTE	Full-time Equivalency
AED	Academy for Educational Development	FY	Fiscal Year
ALI	Automatic Location Identifiers	GAAP	Generally Accepted Accounting Principles
ANSI	American National Standards Institute	GAGAS	Generally Accepted Government Auditing Standards
AYSO	American Youth Soccer Organization	GASB	Governmental Accounting Standards Board
ASE	Automotive Service Excellence	GASS	Generally Accepted Auditing Standards
ASTM	American Society for Testing and Materials	GFOA	Government Finance Officers Association
BAB	Build America Bond	GIS	Geographic Information System
CAP	Climate Action Plan	GOB	General Obligation Bonds
CAFR	Comprehensive Annual Financial Report	GWC	Government Workers Compensation
CDBG	Community Development Block Grant	HDCCV	Housing Development Corporation of the Clinch Valley
CIP	Capital Improvement Program	HUD	Housing and Urban Development
CNC	Community Network Committee	IDB	Industrial Development Board
COLA	Cost of Living Adjustment	ISO	Insurance Services Office
CPI	Consumer Price Index	JFYP	Just For Youth Program
CPSC	Consumer Product Safety Council	KWH	Kilowatt-hour
CROET	Community Reuse Organization of East Tennessee	MOU	Memorandum of Understanding
CVB	Convention and Visitors Bureau	MUTCD	Manual on Uniform Traffic Control Device
DARE	Drug Awareness and Resistance Education	ORAU	Oak Ridge Associated Universities
DFSR	Distributed File System Replication	ORHA	Oak Ridge Housing Authority
DOE	Department of Energy	ORHS	Oak Ridge High School
ECD	Emergency Communications District	ORNL	Oak Ridge National Laboratory
ED	Economic Diversification Fund	PILT	Payment in Lieu of Taxes
EOC	Emergency Operations Center	QZAB	Qualified Zone Academy Bonds
EPA	Environmental Protection Agency	RMS	Records Management Software
ERRF	Equipment Replacement Rental Fund	RSMS	Remote Sensor Management System
ESG	Emergency Shelter Grant	SALI	Stand Alone Location Identification
ETDD	East Tennessee Development District	SETHEPP	State Employees, Teachers, and Higher Education Employee Pension Plan
ETHRA	East Tennessee Human Resource Agency	SCADA	Supervisory Control and Data Acquisition
ETTP	East Tennessee Technology Park	SNS	Spallation Neutron Source

SSAF	State Street Aid Fund	TML	Tennessee Municipal League
STP	Service Transportation Program	TPO	Transportation Planning Organization
TCA	Tennessee Code Annotated	TVA	Tennessee Valley Authority
TCRS	Tennessee Consolidated Retirement System	UBO	Utility Business Office
TDEC	Tennessee Department of Environment and Conservation	VIPS	Volunteers in Police Service
TDOT	Tennessee Department of Transportation	VOIP	Voice over Internet Protocol
TMBF	Tennessee Municipal Bond Fund	WSI	Water Safety Instructor
		WWTP	Wastewater Treatment Plant

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