

2016

**CITY OF OAK RIDGE, TENNESSEE**  
**Fiscal Year 2016**  
**Budget**



City of Oak Ridge, Tennessee  
Fiscal Year 2016 Annual Budget

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**CITY COUNCIL**

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Trina Baughn  
Rick Chinn, Jr.  
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Kelly Callison  
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**CITY MANAGER**

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<http://www.oakridgetn.gov>





## **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, 2014**

A handwritten signature in black ink, appearing to read '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, 2014. 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 device.*

*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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# OAK RIDGE INFORMATION

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## 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 plants and facilities of the U.S. Department of Energy (DOE). 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 DOE. 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. In 2010, the City under a grant from DOE, began recording oral histories to expand the oral history library collected and maintained by the Center for Oak Ridge Oral History (COROH) to ensure that the memories of those involved in

the history of the city of Oak Ridge, Tennessee, from its inception to the present, and its profound significance to the region, the United States, and the world will not be lost.

## Industry and Manufacturing

Since the 1940's, the nuclear industry has been the largest employer for the City and County. Today, DOE, working through its primary subcontractors, Consolidated Nuclear Security, LLC and UT-Battelle, occupies approximately 33,000 acres within the City limits, and employs approximately 9,400 employees in engineering, skilled and semi-skilled crafts, technicians and administrative support. Consolidated Nuclear Security, LLC operates the Y-12 National Security Complex (Y-12) and UT-Battelle operates the Oak Ridge National Laboratory.

The ongoing functions of Y-12 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. 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 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 47% in 2013. Currently, there are six industrial parks in the City 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 4,640 students, which includes the preschool, and a professional teaching staff of 411. 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, an approximately 100,000 square foot new 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. In the spring of 2014 an expansion was completed on the campus for a three-story, \$13.8 million 64,000 square-foot Health Sciences and Technology Building.

Oak Ridge Associated Universities (ORAU), a consortium of major 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.



## II. BUDGET OVERVIEW FISCAL YEAR 2016

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# FY 2016 BUDGET

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Beginning on page [II-2](#) is the City's Budget Message for the adopted fiscal 2016 budget. The City's budget adoption process was delayed for fiscal 2016 due to the reappraisal of property in Roane County not being certified by the State of Tennessee until July. In June 2015, City Council approved a continuing budget resolution of the fiscal 2015 budget in order to allow expenditures to begin for fiscal 2016. Once the City received the "certified" City property tax rate from the State for tax year 2015 (which funds fiscal 2016), the City concluded the budget and property tax rate adoption process in August for the City's fiscal 2016 budget.

The Budget Message is followed by the City Manager's and City departmental goals and objectives through 2016, beginning on page [II-9](#). Departmental goals are also presented in each departmental or applicable Fund section in this document.

An overview of all City Funds follows on page [II-19](#). This overview includes a combined Schedule of Revenues, Expenditures and Changes in Fund Balance/Net Position for all City Funds except for internal service funds. This overview also outlines the changes in budgeted total Expenditures/Expenses and ending Fund Balance/Net Position in comparison to the prior fiscal year.

Beginning on page [II-25](#) is an overview of the City structure, City organizational chart, description of the various Funds and Fund types utilized by the City, basis of accounting, city financial policies, budget process overview, current year budget calendar, adopted budget ordinances and an overall summary of the City's fiscal 2016 budget by fund type.



# CITY MANAGER'S FY 2016 BUDGET MESSAGE

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## **Honorable Mayor and Members of City Council:**

On behalf of the City of Oak Ridge organization, I am pleased to transmit the final Fiscal Year 2016 Budget to you. This document is the result of numerous meetings with City Staff members, City Council members, and external agents affected by this budget. I wish to acknowledge the efforts of City staff for their hard work as part of this annual process and commend the City Council for their budget guidance and adoption of an overall spending plan for the City for the coming year.

The budget continues to pursue the path of fiscal conservatism as major transformations and economic changes continue to affect our DOE sector, while an upswing in retail re-development inspires us to a brighter future. City service levels are being maintained with an eye to future impacts. Limited capital investment is occurring in facilities, but we need to understand that further expenditures will be necessary on the utility front and throughout our building infrastructure. I believe the allocations in this budget represent good value for the services rendered by a competent and professional staff. The fiscal 2016 budget included a 2.0% pay adjustment for City employees, retention of the property tax rate at the equivalent fiscal 2015 "certified" level of \$2.52 per hundred dollars of assessed valuation while retaining a strong \$7,800,000 fund balance in the General Fund. Fiscal 2016 will be the eighth consecutive year that the City has retained a flat property tax rate.

This document is the result of numerous meetings with City Staff members, City Council members, and external agents affected by this budget. The City Manager acknowledges the efforts of City staff for their hard work as part of this annual process and commends the City Council for their budget guidance and adoption of an overall spending plan for the City for the coming year.

## **Council Guidance and Input:**

On April 13, 2015 and during informal sessions prior to that time, the City Manager and the City Council discussed various needs and directions for this year's budget. During April's meeting the guidance recommendations from the Budget and Finance Committee were approved by the City Council. The recommendations encouraged several strategic efforts including maintenance of the current funding level of the schools "maintenance-of-effort" that is provided by the city, support the preschool initiative, find additional funding for Park and Recreation, support efforts for replacement of existing financial software, and find a means to meet financial needs of city and school personnel for pay raises. These strategic directives provided guidance for the completion of this budget.

## **Economic Conditions:**

The City of Oak Ridge finds itself in the strategic position of sustaining its existing services, while several "bright spots" on the economic horizon come to fruition. At present, Oak Ridge continues to see small areas of growth, but major financial gains, at present, are impacted by various financial losses. These include reduced sales tax collections from the Roane County portion of Oak Ridge from DOE projects funded from the ARRA stimulus grants that have been completed. Resultantly, the City's sales tax collection from the federal sector will be down until the beginning of the next major federal project. The 2015 property tax reappraisal process resulted in an overall appraised value reduction of approximately 3.2% for real and personal property in Oak Ridge. This resulted in a State "certified" property tax rate of \$2.52 per hundred dollars of assessed valuation for tax year 2015 that is the equivalent of the 2014 property tax rate of \$2.39.

In recent months, there has been a resurgence of interest in retail development in Oak Ridge. Growth continues along Illinois Avenue and the Oak Ridge Turnpike. Over the past 24 months, numerous restaurants and other retail establishments have opened including the new 124,000 sq. ft. Kroger Marketplace store. This site continues development within the 12,600 sq. foot strip center and adjacent 5 one-acre outparcels. The Jackson Square project has moved forward to renovate this central location for our community, which includes restaurants, a reconfigured Farmer's Market, and is adjacent to the historical preservation of the Alexander Inn.

Of course, the community also eagerly anticipates the announcements of progress on the former Oak Ridge Mall property. The project under consideration includes the former Oak Ridge mall site and the multiuse redevelopment of the 59 acre site. The site is currently under a sale option with redevelopment to begin fiscal 2016. Plans currently call for new retail shops, 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.

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. In fiscal 2016, the City will continue its efforts to purchase and demolish blighted properties. The Land Bank Corporation Board was established in fiscal 2014 to manage these properties after the structures have been demolished. The City continues ongoing development of the rental housing inspection program and of the Administrative Hearing Officer process to hear building and property maintenance code violations.

So, overall, Oak Ridge is finally seeing the change it wants to see. We shall need to continue to be strategic and thoughtful in the investments we make to ensure maximum impact on the economics of the community. The initiatives we are taking in housing and industrial recruitment will hopefully pay off in the future with efforts to stabilize values, create manufacturing jobs, and enhance retail opportunities.

### **Promotion and Marketing:**

For the coming budget year, the City will continue its relationship with the Chamber of Commerce. The fiscal 2016 budget contains the same \$175,000 amount, carefully allocating and planning proposed use.

The budget also includes continuation of private consulting contracts with Ray Evans and Steve Jones. These contracts have favorably put the City into a positive relationship with the State of Tennessee, TVA, the ORNL, and regional agencies. They have also provided a point of contact for the economic prospect to receive assistance from the City of Oak Ridge.

The City of Oak Ridge also has contracts with the Oak Ridge Convention and Visitors Bureau (CVB), whose purpose is to grow the economy with support for community events and recruiting visitors to our community. To maintain contractual levels that may be sustained, the budget shows an addition of \$50,000 in the contract for the coming year. The CVB board is aggressively pursuing new marketing techniques that improve the local and regional recognition of the Oak Ridge community. This will be vital in promoting new investment in existing hotels and recruiting new hotels as community profiles.

Significant efforts are needed in promoting events, the Secret City Festival, the Lavender Festival, the Secret City Half-Marathon, Summer Concerts and many others. The budget reflects \$60,000 in reduced funding for special events including the Secret City Festival. Longer term strategies need to be developed to reduce the level of City funding to support these ongoing events.

The City's contracts with regional agencies and organizations are supported through membership in the Anderson County Chamber of Commerce and the Roane Alliance. We also shall continue to participate with the Innovation Valley Consortium and regional Economic Development groups such as ACEDA.

Agencies budgeted for social service/cultural programs funding include Aid to Distressed Families of Appalachian Counties (ADFAC) (\$151,100), Anderson County Health Council (ACHC) for the Healthy Start program (\$31,850), Arts Council of Oak Ridge (\$13,000) and Youth Advisory Board (\$9,000).

**Staffing, Salaries and Benefits:**

As the new fiscal year starts, the City was pleased to see no increase in cost to the City for its personnel retirement and insurance benefits. Contribution amounts would remain nearly the same for the coming year. Given the current uncertainty in the health care industry, it was indeed a piece of welcome news. As expressed in the City Council's strategic resolution, recognition of personnel was encouraged due to the lack of wage adjustments in the past several years. The budget includes a 2% adjustment for all personnel effective with the first pay period in July. In addition, the City Manager would target continuing this adjustment in the FY 2016-2017 year. Depending on market conditions and economy, which is predicted to improve, it will be important to maintain salaries that keep ahead of the slight inflation that we now face.

The City's organization has progressed well in the management of City benefit structures offering a variety of health insurance options. Our staff also monitors workers compensation closely with the TML Risk Pool and is vigilant for abuse. Our Personnel Department also monitors the claims against the City and works closely with the TML Pool to keep premiums low and out of pocket costs to a minimum. 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 fiscal 2016 authorized City employment is 402.06 staff years. This is a 3.75 staff year decrease over fiscal 2015 levels. Changes from the prior fiscal year, include the addition of an assistant to the city manager position funded by the elimination of a vacant community development specialist position. The position of assistant to the city manager will provide administrative support, research and evaluation for the City Manager's Office. An additional public safety communication (dispatcher) officer was added as well as completion of funding for the public safety communication officer position that was added in fiscal 2015, for a total increase of 1.25 staff years in fiscal 2016. These positions will add much need support to the City's emergency response 911 call center. In September 2015, the City's contract with DOE for the transition of water and wastewater services at the East Tennessee Technology Park site from federal operations to City provided services will end. The 5 position crew that was added to transition this site has been eliminated and the employees assimilated into other public works positions as vacancies have occurred.

## PERSONNEL SCHEDULE

SUMMARY OF POSITIONS AND STAFF YEARS BY DEPARTMENT	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<u>TOTALS BY DEPARTMENT</u>						
GENERAL GOVERNMENT	47	47	48	46.60	46.60	47.60
POLICE	86	87	88	80.35	81.10	82.35
FIRE	74	74	74	74.00	74.00	74.00
PUBLIC WORKS	104	104	99	101.00	104.00	99.00
COMMUNITY DEVELOPMENT	11	11	10	11.00	11.00	10.00
RECREATION AND PARKS	84	84	84	37.36	37.36	37.36
LIBRARY	24	23	23	17.75	16.75	16.75
ELECTRIC	<u>35</u>	<u>35</u>	<u>35</u>	<u>35.00</u>	<u>35.00</u>	<u>35.00</u>
TOTAL ALL FUNDS	465	465	461	403.06	405.81	402.06
TRANSFERS	<u>160</u>	<u>160</u>	<u>154</u>	<u>157.00</u>	<u>159.75</u>	<u>154.00</u>
TOTAL NET GENERAL FUND	<u>305</u>	<u>305</u>	<u>307</u>	<u>246.06</u>	<u>246.06</u>	<u>248.06</u>

### FY 2016 BUDGET CHANGE SUMMARY

#### General Fund:

The General Fund 2016 budget was developed utilizing the following budget guidelines as recommended by City Council at the April 13, 2015 meeting:

- Maintain the City's current funding level of the schools "maintenance-of-effort" that is provided from the City.
- Support the Preschool Initiative that the joint committee of the City and the Board of Education has developed. The Council should examine any recommendations for FY 2016 Budget, i.e., Professional services that the City and or the Board of Education cannot provide.
- Find additional funding for the Parks and Recreation Department in the amount of \$100,000 to \$150,000 for park upgrades and maintenance efforts. Also, encourage an initial capital allocation to address some critical capital needs.
- Support the City's effort for replacement of existing financial software which includes general ledger, work orders, purchasing, accounts payable, as well as the in-house programmed components, such as utility billing, payroll, and human resources. The City's current financial system has outlived its usefulness and is now running unsupported. New upgrades are needed to improve efficiencies and streamline the entire system.
- To find a means to meet financial needs of city and school personnel for pay raises and to send a priority communications to the schools to have the increase reserved for salary increases and find a means to do so.

**Revenues:**

The City of Oak Ridge revenues are primarily from four sources: Property taxes (45.07%), sales taxes (18.17%), intergovernmental revenues (7.68%) and other business taxes (7.13%). Property tax revenues are projected at \$20,537,818, down 0.2% from budget 2015.

The other important revenue is the local sales taxes generated in both the Roane County and Anderson County portions of Oak Ridge. As previously discussed, revenues in this area continued to be impacted by the decline in federal spending. Local sales tax collections are budgeted \$670,000 below budget 2015 levels at \$8,280,000, down 7.5% from fiscal 2015.

State shared taxes are expected to grow by \$407,500, an increase of 13.2%. Increases are budgeted in state share sales tax, income tax, TVA impact and replacement tax, mixed drink and fuel inspection. Increases in this area are indicative of a once again growing state economy which is good for all of Tennessee including Oak Ridge.

Local business taxes are expected to increase slightly at 0.4%. Building permits are anticipated to pick up dramatically when the former mall property activity and demolition begins its 18-month build.

In fiscal 2016, the General Fund has a projected fund balance draw of \$325,786. This is a slight increase from the budgeted fund balance draw of \$304,751 for fiscal 2015. When incorporating all revenues, the total Revenues, Operating Transfer and Fund Balance usage represents \$45,571,318 for the FY 2016 year.

The City's 2016 appropriated budget for General Fund municipal expenditures is \$25,118,403 increasing by \$1,896,893 or 8.2% over the prior fiscal year. \$1,833,450 of this increase is due to the transfer of grant accounting from the Grant Fund, a special revenue fund that was closed at the end of fiscal 2015 to the General Fund in fiscal 2016. The 2.0% salary adjustment for existing employees was funded in part by salary savings from retirements and turnover in City staff during fiscal 2015. Funding for budgeted 2015 line items were reviewed and reallocated in 2016 based on current funding needs wherever possible. Other expenditure increases were for utilities and repair & maintenance of City facilities.

At the end of fiscal 2016, the available fund balance of the General Fund is projected at \$7,802,386.

**Special Revenue Funds:**

The city has five special revenue funds. The largest special revenue fund is the General Purpose School Fund with a 2016 appropriated budget of \$59,591,614, a 6.2% decrease over the prior fiscal year. The operational transfer to the Oak Ridge Schools was set at \$14,955,915. The Oak Ridge School system continues to be an important asset to our community. Its vitality has contributed to positive recognition to our educational efforts as a community. The City is required to maintain a continuous and reliable funding effort to our schools. This contribution through the normal channels of raising revenues for the schools is known as Maintenance of Effort.

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) and is currently under a contract through September 30, 2019. \$2,803,944 was budgeted for fiscal 2016 operations of the west end fire station (West End Fund). The budget was increased by \$74,422, of which \$63,842 was for the 2% salary increase to Fire Department personnel.

A new local manager at the Centennial Golf Course is gradually yielding better results and improved play. Investments in the past two years, including repairs and improvements to the Club House, irrigation system and increasing maintenance has freshened up the appearance of the course. The fiscal 2016 budget of the Golf Course Fund of \$1,193,049 includes \$15,000 in capital funding for the now nearly 20 year old facility. A capital need for the course that will be considered during the year depending upon economics is repair to the golf cart paths.

Changes in the remaining special revenue funds - Drug Enforcement and State Street Aid - were routine and primarily inflationary in nature. The Streets and Public Transportation, Grant, Solid Waste Funds and Special Programs Funds were closed at the end of Fiscal 2015.

### **Enterprise Funds**

The City has three Enterprise Funds: Electric, Waterworks and Emergency Communications District. Electric Fund revenues were budgeted at \$57,296,918 and expenses and operating transfers out at \$56,728,497. This results in a projected positive net change in net position of \$568,421 for the Electric Fund for fiscal 2016.

The Electric Fund continues the addition of fiber optics to significant public sites in the community, on this joint project with the City Schools. This project involves interconnectivity with all City schools and City utility infrastructure. Capital improvements in the system will involve continual upgrades to enhance reliability and dependability.

Fiscal 2016 revenues in the Waterworks Fund are budgeted at \$21,506,794 and expenses and operating transfers out at \$21,268,879. This results in a projected positive change in net position of 237,915 for the Waterworks Fund for fiscal 2016.

On September 27, 2010, the City received an Administrative Order (AO) from the United States Environmental Protection Agency (EPA). The City completed wastewater 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 was approved for \$21,000,000 in funding for these projects through low interest rate loans through the State Revolving Fund (SRF) Loan program. There is an up to \$400,000 principal forgiveness from the State for payment of principal by the City on the SRF loans. Significant progress has been made to date and successful completion of the requirements of the AO is anticipated in fiscal 2016.

Rate increases of 10% for water and 15% for wastewater were effective in January 2014 and increases of 8% for water and 10% for wastewater are effective in January 2015. A 6% increase in both water and wastewater rates is anticipated effective January 2016. 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 2015 and beyond for improvements the water treatment plant system.

In the City's Emergency Communications District (ECD) Fund, revenues are budgeted at \$526,454 and expenses at \$661,988. The ECD Fund will contribute an additional \$62,300 to fund the new dispatcher position added in fiscal 2016. The \$25,248 increase in depreciation costs is related to upgrades in security and technology in the City's 911 dispatch center that were completed in June 2015. These upgrades were funded by a State grant. Enhancements are also being made to upgrade and extend the range of the City's 800 MHz radio system. These enhancements are being funded by a grant from the US Department of Justice.

### **Capital Projects Fund:**

In the coming year, the budget includes a capital allocation to the Oak Ridge Schools in the amount of \$280,000. Budgeted school projects for fiscal 2016 include roof replacement at Willowbrook Elementary School and removal of lead base paint at the school administrative building. The budget includes \$50,000 for professional services for site selection, design and engineering of a new Preschool. A citizen, school and city staff committee has been reviewing options regarding the Preschool and the committee recommendation will move forward for City Council and School Board review and consideration during fiscal 2016.

The Capital Projects Fund budget contains \$2,976,910 in designated City projects in the coming year of which \$1,090,766 will be funded by grant proceeds. Projects include the enhancement of infrastructure in the Jackson Square area to both increase mobility and provide better access to local small businesses and cultural activities, completion of City facility energy efficiency upgrades begun during fiscal 2015. A \$250,000 grant from the State of Tennessee has been awarded to construct the 8<sup>th</sup> rowing lane to be matched with \$150,000 from the City for a total project cost of \$400,000. This will enhance the City's rowing venue which attracts rowing teams from all across the United States. In fiscal 2015, City Council approved a \$1,000,000 commitment from the Capital Projects Fund for public infrastructure improvements in support of the development of Main Street Oak Ridge. The City's contribution to the project includes reconstruction of private streets to public road standards, as well as relocation and placement of underground power and communication lines. Other planned capital expenditures parking lot improvements at Blankenship Field, new red light at ORHS and Friendship Bell housing review

This Capital Projects Fund budget also includes \$455,000 in undesignated capital improvements that will be determined based on highest need. The City staff will review the next priorities on the CIP and determine how to allocate.

City staff is continuing their review towards selecting utility billing and general ledger accounting software. The software will primarily be funded through the City's electric and waterworks funds.

**Final Comments:**

As City Manager, I am pleased to present the City Council with a final budget that is thoroughly examined and reviewed for the FY 2015-2016 year. The Utility funds are in significantly better financial position due to Council action on rates. The proposed budget continues the same tax rate and burden upon the community. I look forward to working with City Council toward an even greater Oak Ridge community in the coming year.

# FY 2016 GOALS & OBJECTIVES

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## City Wide Goals

### **CITY MANAGER**

#### **Quality of Life**

- Develop plan for the Manhattan Project National Historical Park, integrating with local assets and local officials for “first steps” by Fall 2016.
- Enhance the economic image and marketing brand of Oak Ridge as a professional, innovative, and progressive city through its various regional partners.
- Monitor and support enhancements to City waterfront as a community part of state grant program.
- Support the diversification of the community workforce through encouragement of residency, including service/emergency personnel, thus being reflective of the community at large.
- Continue progress of the Climate Action Plan (CAP) and implementation.

#### **Economics**

- Develop further sources of sales tax revenues through active retail recruitment efforts.
- Develop marketing strategies for use of tax increment programs to incentivize industrial activity.
- Work with the Industrial Development Board (IDB) in actively implementing the marketing of Horizon Center and Heritage Center as complimentary infrastructure, while pursuing future areas of workplace diversification.
- Actively pursue the use of grants and engage the State of Tennessee, Tennessee Valley Authority (TVA), and regional economic development agencies.

#### **Safety**

- Utilize the Oak Ridge Police Department in an evidence based management approach to eliminating ongoing repeat offenders or problem criminal activity locations.
- Engage the Oak Ridge Land Bank into utilizing its resources and powers to overcome housing blight and encourage housing investment.
- Support Neighborhood Watches through improved volunteer programs and awareness of Police Department processes.
- Use existing ordinances to accomplish neighborhood improvements through code enforcement, housing inspections and vehicle parking and file with Administrative Hearing Officer.
- Improve infiltration and inflow into City storm water system and develop funding mechanism for storm water improvements.

#### **Governance**

- Conduct and enhance goal setting process with City Council.
- Maintain improved response times for city controlled processes in commercial development and inspection.
- Conduct additional focused Council special work sessions with the Board of Education for better understanding of school budget processes and needs.

#### **Housing**

- Conduct a HUD level inspection program on residential housing during occupancy changes.
- Implement Oak Ridge Community Land Bank initiatives.
- Find 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).
- Initiate TVA Extreme Energy Makeover Program if selected.

# Departmental Goals

## CITY CLERK

- Continue to establish a suitable environment for conservation, maintenance, and accessibility of City records maintained in the City Clerk's Office.
- Continue 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.
- Continue to develop a process that allows for electronic document management with the City Clerk's Office that complies with applicable laws and regulations for future implementation.
- Develop a five-year strategic plan for improvements in the City Clerk's Office with a special emphasis on records management.
- Examine City Council Agenda compilation and publishing processes, and review suitable software suites and applications to better assist with this activity.
- Establish an internal records retention policy to better assist with record management for city staff and specialty programs.
- Continue to advance the multi-media capabilities in the Municipal Building Courtroom as it relates to the production of the City Council meetings through modern technologies and efficiencies.
- Expand specific functionality of the City Clerk's Database to other departments for shared access and document retrieval of City Resolutions and Ordinances.

## 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.
- Provide legal counsel to the 2015 Oak Ridge Charter Review Committee.
- Develop an application process for the required local government certificate for a Wine in Retail Food Stores License.
- Continue to attend meetings of the Industrial Development Board as "of Counsel" and the Oak Ridge Beer Permit Board as staff liaison; provide legal opinions and representation to other City Boards as needed.
- 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, Applewood Redevelopment/Litigation, EPA Administrative Order Compliance, and Oak Ridge Main Street Project.
- CVMR/Horizon Center Land Acquisition.
- Represent City staff from the Community Development Department in Hearings before the City's Administrative Hearing Officer.

## INFORMATION SERVICES

- Prepare recommendations and cost estimates for IT modernization, including general ledger and purchasing software and mainframe.
- Continue to provide staff support for conversion to the new police software.
- Continue efforts to improve information security and educate staff.
- Enhance professional development and training for IS employees in key areas, including emergency preparedness, disaster recovery, and customer service.
- Continue to work with auditors on IT compliance, policies and procedures.
- Continue updating GIS address layers and finalize research for street name anomalies.
- Assist Public Works with stormwater education initiatives and IT-related needs (GPS data collection, webpages, data base and work setup).

## **DEPARTMENTAL GOALS (CONTINUED)**

### **INFORMATION SERVICES (CONTINUED)**

- Complete transition of Animal Shelter Website to Animal Shelter employees for updating.
- Begin hosting for COROH website.
- Continue to support audio and voting upgrades for City Council meetings.
- Continue deposit program improvements to enhance efficiency and customer service.
- Continue support for implementation of city-wide fiber ring project.
- Continue proactive replacement of aging PCs.
- Improve off-site data storage for server backups.
- Enhance hard drive destruction and tracking program.
- Continue to implement phone system upgrades to enhance reliability.
- Continue to assess city-wide printer needs for networking and replacement.
- Improve functionality of Intranet by converting to content management system.
- Continue to collaborate with the schools to enhance efficiencies.
- Continue to improve tracking of legislative issues of importance to the City.
- Continue to support ORRCA implementation of the Tennessee Oversight Interlocal Agreement and communicate issues of importance to state and federal agencies.
- Increase traffic to the City's Social Media sites and explore new ones.
- Enhance information dissemination including the development of an online newsletter.
- Support development of the Manhattan Project National Historical Park.

### **PERSONNEL**

- Continue overhaul of Personnel sections of the Intranet including job descriptions.
- Continue to modify Personnel-related Administrative Policy and Procedure Manual guidelines and prepare new policies as needed.
- Work with providers to minimize all insurance costs (medical, property, liability and workers compensation).
- Continue to recruit for vacant positions using various media resources to increase diversification of workforce and employment of local residents.
- Work with youth programs in Oak Ridge to provide information, direction and motivation to seek employment with the City.
- Continue to provide wellness activities for employees and the community.
- Continue to be the primary resource to departmental managers and supervisors for employee selection and retention.

### **FINANCE DEPARTMENT**

- Obtainment of the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the City's 2016 budget document.
- Obtainment of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) for the City's 2015 Comprehensive Annual Financial Report (CAFR).
- Review GFOA Best Practices toward updating or formulating new City Policies.
- Issue RFP for City banking services.
- Review City accounting procedures and structure for transition related to new accounting software.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **UTILITY BUSINESS OFFICE**

- Monitor changes in collection procedures and seek even better solutions.
- Aid in specification and selection of enterprise wide software system with emphasis on Business Office operations.
- 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.
- Promote energy efficiency and green power programs and increase participation.

### **POLICE DEPARTMENT**

- Complete third and final benchmarks of TN State Law Enforcement Accreditation.
- Fully implement and maximize application of enterprise-wide Spillman Technologies software upgrades.
- Fully implement and integrate electronic citation program with municipal court.
- Establish “Spillman Share” and “InSight” communications software interoperability with outside agencies for information sharing.
- Continue increased tactical analysis functions targeting crime and traffic issues utilizing predictive crime analysis methodology.

### **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:

- Place in service one new fire suppression apparatus (Engines 4 at Station 4 DOE – ETPP Site).
- Implement the Dispatching and radio software to comply with new police dispatch hardware and software Spillman.
- Review and update the fire department Strategic Plan.
- Reviewing and updating our Procedure Guideline Manual with goal to have cloud based.
- Revise the Job descriptions for fire suppression personnel.
- Revise the firefighter recruiting and hiring process.
- 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 iPad for conducting Commercial Building Inspections.
- Execute a full scale table top exercise to test the City’s Emergency Operations Center (EOC) and train city staff in the EOC process of managing large scale extended events.
- 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.
- Execute the Assistance to Firefighter Grant awarded to ORFD to place exercise equipment in all four fire stations and purchase the national standardized applicant testing equipment (Candidate Physical Ability Test (CPAT)).
- Reduce the number of daily EMS response through priority dispatch implemented by Anderson County 911 Center.

### **PUBLIC WORKS**

#### **Director**

- Oversee EPA Remediation Plan to ensure projects are completed timely and within budget.
- Continue to negotiate, discuss and recommend options for the provision of water to the DOE facilities.
- Contribute oversight and management for all department activities.

## **DEPARTMENTAL GOALS (CONTINUED)**

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

#### **Administration**

- Provide excellent customer service while utilizing the Infor Call Center process.
- Furnish support services for the department with correspondence, payroll, accounting, budget, contract administration, website and social media.
- Seek out, request funding for and manage grant funding for departmental programs.
- Responsible for technical services and training for the Infor work order management and asset management program.
- Implementation of City facilities, stormwater and fleet management with the Infor system.
- Continue to encourage training opportunities for employees.

#### **Engineering**

- Provide engineering guidance for water, sewer, stormwater, streets and traffic activities.
- Administer project management for City street resurfacing and TDOT projects.
- Implement technical services for the Paver system for pavement management.
- Serve as staff liaison for the Traffic Safety Advisory Board.
- Perform comprehensive design, review, and utility inspection services for subdivision and business developments.

#### **Operations**

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of street, sidewalk, facilities, stormwater and fleet assets.
- Manage fleet physical inventory and make recommendations to the City Manager.
- Continue to meet MS4 Stormwater milestones as required by TDEC.
- Complete work associated with the TDEC Clean Energy Grant by 6/30/2016.
- Perform capital sidewalk, stormwater and facilities projects as funding is allocated.

### **COMMUNITY DEVELOPMENT DEPARTMENT**

- Assist in implementation of Main Street PUD Plan.
- Rewrite Article VII of the Zoning Ordinance.
- Continue administration of Not in Our City - Blighted Housing Program.
- Adoption of Form-Based Code for "Townsite District" area.
- Develop revitalization projects for Jackson Square.
- Revise housing element of the Comprehensive Plan.
- Identify and pursue funding of Rails/Trails using CSX Right-of-Way.
- Complete Rental Registration Inspection Program.
- Update Sewer Lateral Reimbursement Policy.
- Provide continued support to Land Bank and revitalization of MDO housing.
- Publish Developer's Guide to Zoning – Construction Process.
- Update the Fats, Oils and Grease Administrative Policy.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **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, 2015.
- Conduct at least 50 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.
- Build on the swimming lessons program to include year round lessons, adults, youth, infant and special groups.
- Sponsor at least five different special events at the Outdoor Pool.
- Offer a WSI class.
- Train at least 20 students in Lifeguard Training Classes.
- Evaluate how the year round school calendar will affect the swimming pools –indoor and out.
- Conduct a Water Safety/Awareness program for children who do not have access to swimming lessons.
- Evaluate changing the chemical fed system at the indoor pool.
- Reorganize the executive committee of the Secret City Festival.
- Include concussion training in Pool staff and swim coach training.

#### **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.
- Offer athletic league play for softball, basketball, kickball and volleyball.
- Regularly update the Online Guide to include special event postings and update the online guide quarterly.
- Complete an ADA inventory and an ADA transition plan for CIP direction.

## **DEPARTMENTAL GOALS (CONTINUED)**

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

#### **Athletics (Continued)**

- Update Soccer Field Maintenance Agreement with AYSO and SCOR acknowledging Soccer's annual support and financial commitment to the cost of field maintenance which will be contracted out by the City.

#### **Youth Advisory Board**

- Complete the recertification application for Playful City USA in 2015.
- 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.
- Partner with local organizations and school clubs to encourage teen volunteerism and student-led programming.

#### **Parks Division**

- Complete the application process for permitting required for the addition of an eighth lane at the Oak Ridge Rowing Course.
- 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.
- Complete the replacement of split rail fencing at Cedar Hill Park.
- Continue development of a City Master Planting Plan by developing an urban forestry management plan in collaboration with the University of Tennessee.
- Identify funding for and complete replacement of the primary electric service feeding the field lights at Bobby Hopkins baseball field.
- Collaborate with local disc golfers to install paver-surfaced tee pads at the Groves Park disc golf course.

#### **Scarboro Center**

- Involve 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 activities for senior citizens at the Scarboro Center as well as Oak Valley Church.
- Increase and keep daily attendance at the Scarboro Community Center.
- Continue working with the CNC to sponsor programs and activities.
- Work with the CNC group to offer a fall event at the Scarboro Center.
- Partner with the Churches to bring a play annually to the community for Black History Month in February.
- Partner with the Senior Center staff to do a senior activity together
- Increase number of volunteers for the Scarboro Center.
- Offer free intermediate level computer classes to the community.

## **DEPARTMENTAL GOALS (CONTINUED)**

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

#### **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 database 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.

## **LIBRARY**

### **Administrative**

- To have an Open House to highlight the lighting project and streaming video.
- To have a second COROH grant.
- To increase outreach of both adult and juvenile.
- To continue to promote the coming of the new building.

### **Children's Room**

- To combine JF/JNF Common Core reading lists.
- To explore shelf labeling choices for JNF books.
- To explore options for a once a month Wednesday afternoon story time for school age children.

### **Circulation**

- To explore ways of streamlining Circulation processes using staff collaboration and all available resources.
- To continue to increase the variety and frequency of adult programs.
- To continue to enhance the library's program marketing campaign by exploring additional advertising outlets, including sending newsletters via email.

### **Reference**

- To continue processing the special donated collections to the Oak Ridge Room.
- To continue adding content to CONTENTdm from the Library Reference and Oak Ridge Room collections.
- To begin evaluating and weeding the Public Review documents and retaining appropriate additions for the Oak Ridge Room.

### **Technical Services**

- To continue phasing in additional formats of item labels printed through Sirsi reports instead of Microsoft Word macros.
- To continue to update our subject headings from "Unauthorized" status to "Authorized".
- To standardize and connect series headings for genre fiction.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **ELECTRIC DEPARTMENT**

- Maintain an effective, aggressive safety program in accordance with all regulations and utilize an employee driven safety committee.
- Develop specifications and contract City wide pole inspection and treatment program.
- Continue employee development through technical and customer service training.
- Meet requirements for Tree Line Utility and apply for and receive recognition.
- Implement test remote SCADA system in our substation.
- 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.
- Examine available technologies and implement pilot SCADA system to control substation components and facilitate load shifting through load reduction and other programs.

### **WATERWORKS - WATER**

#### **Water Treatment Plant**

- Maintain operations of the treatment plant to produce safe drinking water for our customers.
- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the plant assets.
- Contract and/or perform capital upgrades as funding is allocated.

#### **Water Services**

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the water distribution assets.
- Perform capital upgrades as funding is allocated.
- Conduct annual tests on the system following TDEC standards.

### **WATERWORKS – WASTEWATER**

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

##### **Administrative Order**

- Completion of the EPA Remediation projects timely and within budget.
- Meet all reporting requirements.
- Complete a MOM document revision for post remediation plan activities.

##### **Wastewater Plants**

- Continue to operate the treatment plants meeting all requirements of the TDEC permit.
- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the plant assets.
- Ongoing improvements and management of the plant asset utilizing the Infor and GIS systems.
- Contract and/or perform capital upgrades as funding is allocated.

## **DEPARTMENTAL GOALS (CONTINUED)**

### **WATERWORKS - WASTEWATER (CONTINUED)**

#### **Sewer Services**

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the sewer collection assets as required by the MOM document.
- Continue to improve the management of the sewer assets utilizing the Infor and GIS systems.
- Perform capital upgrades as funding is allocated.

# FY 2016 BUDGET OVERVIEW

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City Council directed the City Manager to present a proposed budget that supports current council policies and guidance II-37. 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 final adoption.

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 budgeted appropriation as approved by City Council in late July 2015 is the one incorporated into this document and submitted to the State Comptroller's Office and State Department of Education. The Oak Ridge Schools issue a separate budget document that details their revenue and expenditure breakdown.

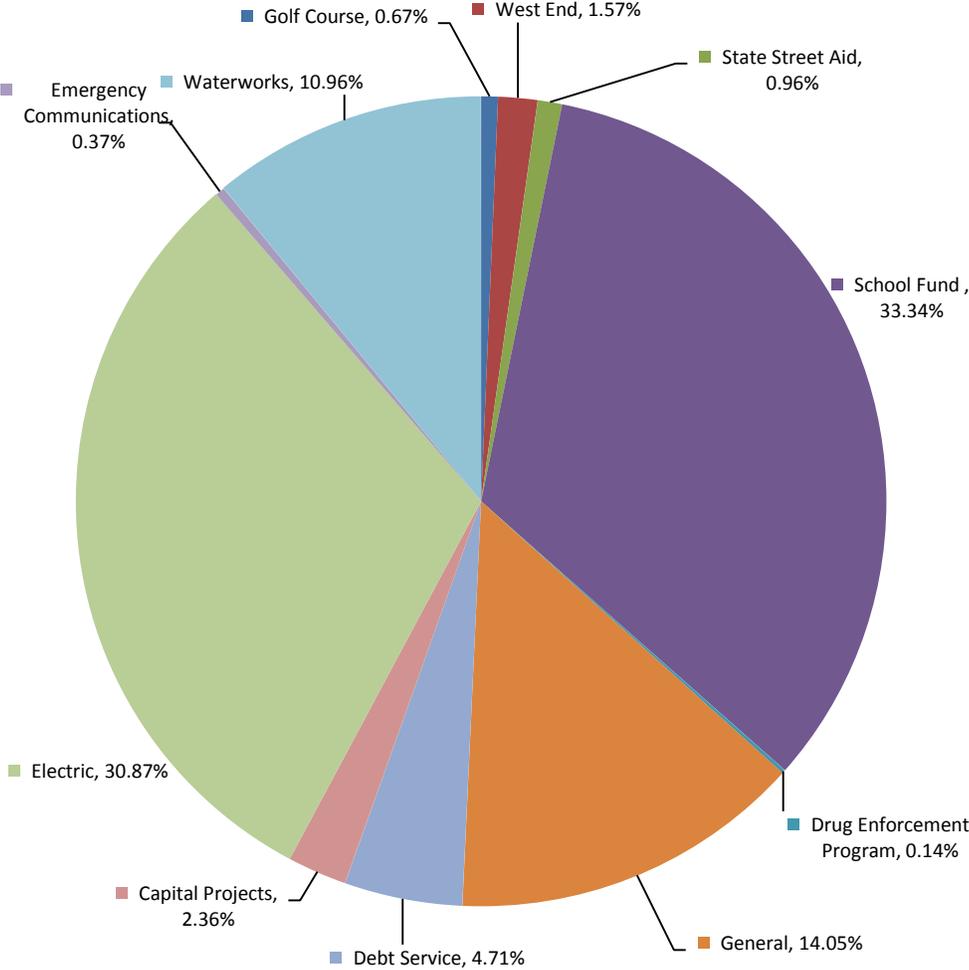
A combined summary spreadsheet of the revenues and expenditures for all City Funds is presented on the next page. The City's budgeted expenditures/expenses for fiscal 2016 for City Funds total \$178,720,808. Individual Fund schedules contained throughout this document provide comparisons between the fiscal 2015 and 2016 budgeted expenditures/expenses, as well as actual 2014 and projected 2015 expenditures/expenses for each Fund.



## Summary of Revenues, Expenditures & Change in Fund Balance/Net Position- All Funds – FY 2016

	SPECIAL REVENUE FUNDS						ENTERPRISE FUNDS				Total All Funds	
	General Purpose School	Drug Enforcement Program	State Street Aid	Golf Course	West End	Debt Service	Capital Projects	Electric	Waterworks	Emergency Communi- cations		
<b>REVENUES:</b>												
Taxes	32,725,338	13,902,380	-	-	-	1,908,800	-	-	-	-	-	48,536,518
Licenses & Permits	442,000	-	-	-	-	-	-	-	-	-	-	442,000
Intergovernmental	3,799,500	23,964,405	40,000	755,000	-	92,258	1,090,766	-	-	525,054	-	30,266,983
Charges for Services	2,546,232	290,000	-	-	-	-	-	56,320,000	21,388,744	-	-	80,544,976
Fines & Forfeitures	376,000	-	45,000	-	-	-	-	-	-	-	-	421,000
Other	552,286	4,367,814	1,250	200	1,165,623	2,754,170	8,000	2,000	976,919	118,050	1,400	9,947,712
Grants	1,555,500	-	-	-	-	-	-	-	-	-	-	1,555,500
<b>Total Revenues</b>	<b>41,996,856</b>	<b>42,524,599</b>	<b>86,250</b>	<b>755,200</b>	<b>1,165,623</b>	<b>2,754,170</b>	<b>2,009,058</b>	<b>1,092,766</b>	<b>57,296,918</b>	<b>21,506,794</b>	<b>526,454</b>	<b>171,714,688</b>
<b>EXPENDITURES:</b>												
General Government	1,953,415	-	-	-	-	-	-	-	-	-	-	1,953,415
Police	6,461,719	-	255,200	-	-	-	-	-	-	-	-	6,716,919
Fire	4,253,798	-	-	-	-	2,803,944	-	-	-	-	-	7,057,742
Public Works	5,005,873	-	-	731,000	-	-	-	-	-	-	-	5,736,873
Community Development	1,212,208	-	-	-	-	-	-	-	-	-	-	1,212,208
Recreation & Parks	2,996,598	-	-	-	-	-	-	-	-	-	-	2,996,598
Library	1,401,342	-	-	-	-	-	-	-	-	-	-	1,401,342
Grants	1,833,450	-	-	-	-	-	-	-	-	-	-	1,833,450
Other Activities	-	-	-	-	-	-	-	-	-	-	661,988	661,988
Education	-	59,591,614	-	-	-	-	-	-	-	-	-	59,591,614
Capital Outlay	-	-	-	990,000	-	-	-	4,211,910	-	-	-	5,201,910
Debt Service	-	-	-	-	-	-	8,415,000	-	-	-	-	8,415,000
Golf Operations	-	-	-	-	1,193,049	-	-	-	-	-	-	1,193,049
Utility Funds	-	-	-	-	-	-	-	-	55,169,197	19,579,503	-	74,748,700
<b>Total Expenditures</b>	<b>25,118,403</b>	<b>59,591,614</b>	<b>255,200</b>	<b>1,721,000</b>	<b>1,193,049</b>	<b>2,803,944</b>	<b>8,415,000</b>	<b>4,211,910</b>	<b>55,169,197</b>	<b>19,579,503</b>	<b>661,988</b>	<b>178,720,808</b>
Excess (Deficiency) of Revenues over Expenditures	16,878,453	(17,067,015)	(168,950)	(965,800)	(27,426)	(49,774)	(6,405,942)	(3,119,144)	2,127,721	1,927,291	(135,534)	(7,006,120)
<b>OTHER FINANCING SOURCES (USES):</b>												
Private Sources	-	-	-	-	-	-	511,863	-	-	-	-	511,863
Contingency	-	-	-	-	-	-	501,937	500,000	-	-	-	1,001,937
Transfers In	3,248,676	14,955,915	-	700,000	-	-	4,187,000	610,000	-	-	-	23,701,591
Transfers Out	(20,452,915)	-	-	-	-	-	-	-	(1,559,300)	(1,689,376)	-	(23,701,591)
<b>Total Other Financing Sources (Uses)</b>	<b>(17,204,239)</b>	<b>14,955,915</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>5,200,800</b>	<b>1,110,000</b>	<b>(1,559,300)</b>	<b>(1,689,376)</b>	<b>-</b>	<b>1,513,800</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(325,786)	(2,111,100)	(168,950)	(265,800)	(27,426)	(49,774)	(1,205,142)	(2,009,144)	568,421	237,915	(135,534)	(5,492,320)
<b>ESTIMATED FUND BAL NET POSITION 7/1/15</b>	<b>7,890,077</b>	<b>4,904,950</b>	<b>254,713</b>	<b>836,125</b>	<b>235,184</b>	<b>298,222</b>	<b>9,474,960</b>	<b>2,455,054</b>	<b>35,216,471</b>	<b>55,162,406</b>	<b>1,511,008</b>	<b>118,239,170</b>
Waterworks Interfund Loan Repayment	238,095	-	-	-	-	-	-	-	-	-	-	238,095
<b>ESTIMATED FUND BAL NET POSITION 6/30/16</b>	<b>7,802,386</b>	<b>2,793,850</b>	<b>85,763</b>	<b>570,325</b>	<b>207,758</b>	<b>248,448</b>	<b>8,269,818</b>	<b>445,910</b>	<b>35,784,892</b>	<b>55,400,321</b>	<b>1,375,474</b>	<b>112,984,945</b>

# Budgeted Expenditures/Expenses – All Funds 2016



Outlined below is a comparison of the final budgeted expenditures/expenses from the fiscal 2015 and fiscal 2016 appropriation ordinances by Fund.

<u>Fund</u>	Budget	Budget	Change	
	FY 2015	FY 2016	Dollars	Percent
General Fund Municipal Operations	\$ 23,221,510	\$ 25,118,403	\$ 1,896,893	8.2%
General Purpose School Fund	56,088,127	59,591,614	3,503,487	6.2%
Drug Enforcement Program Fund	255,200	255,200	-	0.0%
State Street Aid Fund	2,221,000	1,721,000	(500,000)	-22.5%
Golf Course Fund	1,292,112	1,193,049	(99,063)	-7.7%
West End Fund	2,729,522	2,803,944	74,422	2.7%
Debt Service Fund	8,000,000	8,415,000	415,000	5.2%
Capital Projects Fund	2,797,272	4,211,910	1,414,638	50.6%
Electric Fund	53,217,523	55,169,197	1,951,674	3.7%
Waterworks Fund	19,600,931	19,579,503	(21,428)	-0.1%
Emergency Communications District Fund	565,218	661,988	96,770	17.1%
<b>TOTAL ALL FUNDS</b>	<b><u>\$ 169,988,415</u></b>	<b><u>\$ 178,720,808</u></b>	<b><u>\$ 8,732,393</u></b>	<b><u>5.1%</u></b>

The budgeted appropriations of General Fund Municipal Operations increased \$1,896,893 primarily from the closure of two special revenue funds, Grant Fund and Streets and Public Transportation Fund, at the end of fiscal 2015 and the transfer of the accounting for the operations of those Funds to the General Fund for fiscal 2016.

The \$3,503,487 budgeted expenditure increase in the General Purpose School Fund reflects an increase of \$904,220 in the utilization of fund balance draw, \$2,272,654 increase in budgeted revenues and \$326,613 in increased funding from the City's operating transfer from the General Fund over fiscal 2015.

There were no changes in budgeted expenditures for the Drug Enforcement Program. The decrease in budgeted expenditures in the State Street Aid Fund of \$500,000 reflects the reduction in funding for street resurfacing during fiscal 2016. Multiple year revenues allocated for street resurfacing are coming so that larger resurfacing contracted contracts can be awarded to provide economies of scale for resurfacing dollars.

The \$99,063 reduction in budgeted expenditures in the Golf Course Fund reflects an overall reduction in spending due to a downward cycle in revenues. Revenues vary from year to year based on weather. Expenditures are adjusted to cycle with revenues levels.

The fiscal 2016 West End Fund budget increased by \$74,422, primarily for salaries and benefits.

The \$415,000 increase in Debt Service Fund expenditures reflects the fiscal 2016 amortization of existing debt service and additional appropriation for an anticipated debt refunding in fiscal 2016. The \$1,414,638 increase in the Capital Projects Fund is primarily to fund the City's \$1,000,000 contribution toward public infrastructure for the Main Street redevelopment project and to match capital grant awards.

The \$1,951,674 increase in budgeted expenses in the Electric Fund reflects inflation in routing operating expenses and higher purchased power costs from anticipated TVA wholesale power rate increases.

The \$510,758 increase in the Waterworks Fund is for operating expenses including those to meet requirements of an Administrative Order (AO) from the US Environmental Protection Agency (EPA).

The \$96,770 increase in Emergency Communications District Fund expenses reflects funding of \$62,300 toward a new dispatcher position and \$25,248 for depreciation related to the expenditures of grant proceeds in fiscal 2014 to update the security and technology in the emergency dispatch center and upgrades to the radio communications system.

## FY 2016 Fund Balances/Net Position

Outlined below is a comparison of the change in the projected ending fiscal 2015 and fiscal 2016 fund balances or net position by Fund. Fund balance is that portion representing expendable available financial resources. Net position represents the accumulated residual of revenues over expenditures since the inception of the Fund.

	FY 2015	FY 2016	Change	
			Dollars	Percent
<b><u>FUND BALANCE</u></b>				
General Fund	\$ 7,890,077	\$ 7,802,386	\$ (87,691)	-1.1%
General Purpose School Fund	4,904,950	2,793,850	(2,111,100)	-43.0%
Drug Enforcement Program Fund	254,713	85,763	(168,950)	-66.3%
State Street Aid Fund	836,125	570,325	(265,800)	-31.8%
Golf Course Fund	235,184	207,758	(27,426)	-11.7%
West End Fund	298,222	248,448	(49,774)	-16.7%
Debt Service Fund	9,474,960	8,269,818	(1,205,142)	-12.7%
Capital Projects Fund	2,455,054	445,910	(2,009,144)	-81.8%
<b>TOTAL FUND BALANCES</b>	<b>\$ 26,349,285</b>	<b>\$ 20,424,258</b>	<b>\$ (5,925,027)</b>	<b>-22.5%</b>
<b><u>NET POSITION</u></b>				
Electric Fund	\$ 35,216,471	\$ 35,784,892	\$ 568,421	1.6%
Waterworks Fund	55,162,406	55,400,321	237,915	0.4%
Emergency Communications District Fund	1,511,008	1,375,474	(135,534)	-9.0%
<b>TOTAL NET POSITION</b>	<b>\$ 91,889,885</b>	<b>\$ 92,560,687</b>	<b>\$ 670,802</b>	<b>0.7%</b>

The fund balance of the General Fund is projected to decrease a net \$87,691 in fiscal 2016. This represents a \$325,786 fund balance draw for fiscal 2016 offset by a \$238,095 interfund loan payment from the Waterworks Fund to the General Fund. The fiscal 2016 General Fund ending fund balance still maintains above a desired minimum fund balance of \$5,000,000. The City does not have a formal fund balance policy for the General Fund.

In fiscal 2016, the General Purpose School Fund has a budgeted fund balance draw of \$2,111,100. 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 Fund 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 this Fund to support operations.

The budgeted \$27,426 reduction in fund balance in the Golf Course Fund reflects expenditures for capital projects on the nearly 20 year-old facilities and a lower revenue cycle.

The \$49,774 projected decrease in fund balance in the West End Fund is related to salary increases in fiscal 2016. The City provides fire and emergency medical services to the west end of Oak Ridge under a contract with the US Department of Energy. The contract has been extended through September 30, 2019.

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 \$1,205,142 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 \$8,269,818 at the end of fiscal 2016.

The fund balance of the Capital Projects Fund, projected to decrease \$2,009,144 in fiscal 2016, can vary greatly from year-to-year depending on the timing of long-term debt issuances and the related capital project expenditures.

The net position of the City's Enterprise Funds is projected to increase by \$670,802. The \$568,421 increase in the Electric Fund and \$237,915 increase in the Waterworks Funds represent stabilization levels for those funds. The \$135,534 decrease in the Emergency Communications District (ECD) Fund reflects higher expense levels for a new dispatcher and depreciation. Cash and revenue levels in the ECD Fund are sufficient to maintain the fund balance draw.

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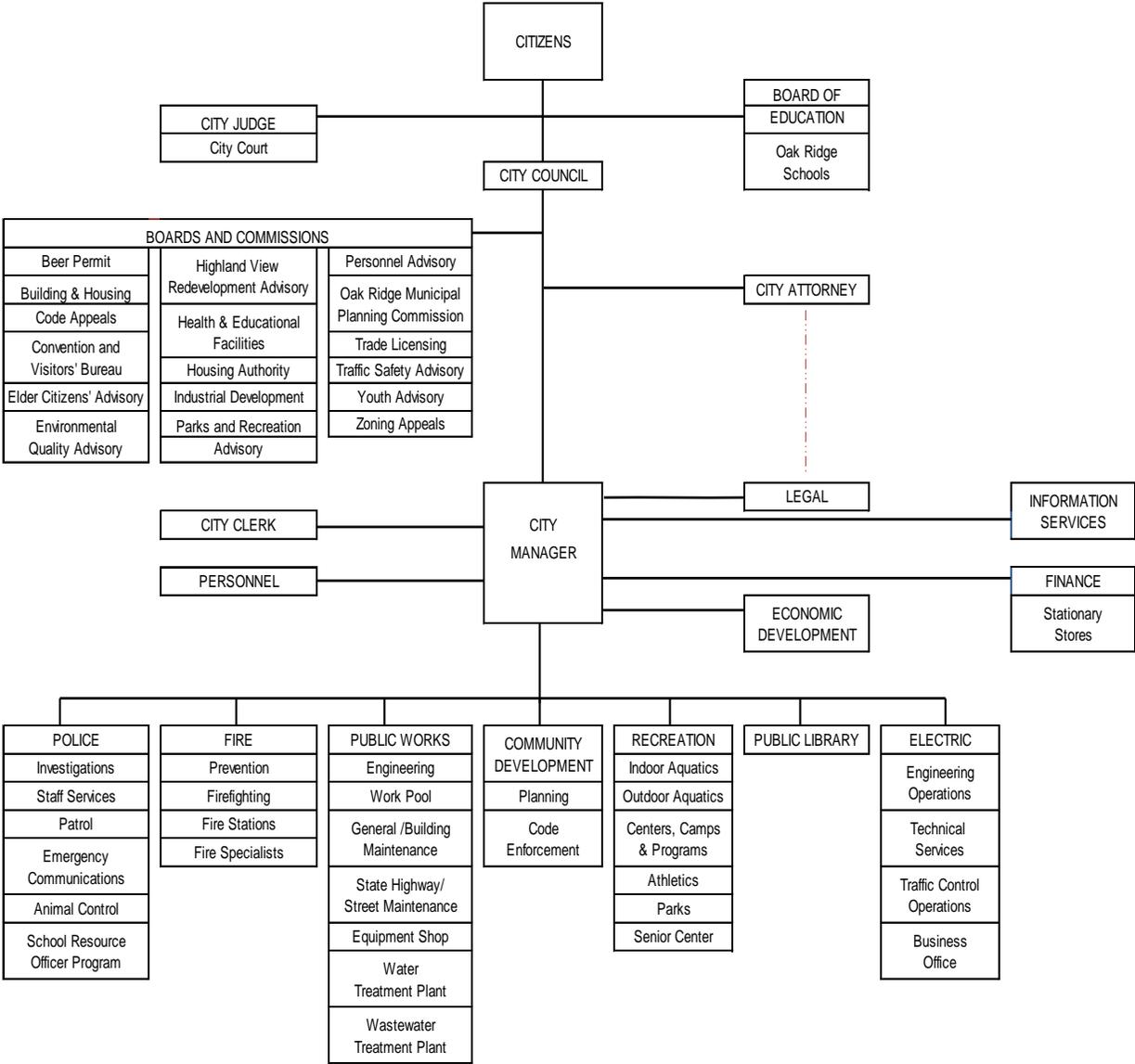
The City provides a wide range of services characteristic of similar jurisdictions in the State including public safety (police and fire protection), education, residential refuse collection, culture-recreational programs, street maintenance, public improvements, planning and zoning, economic development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

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.

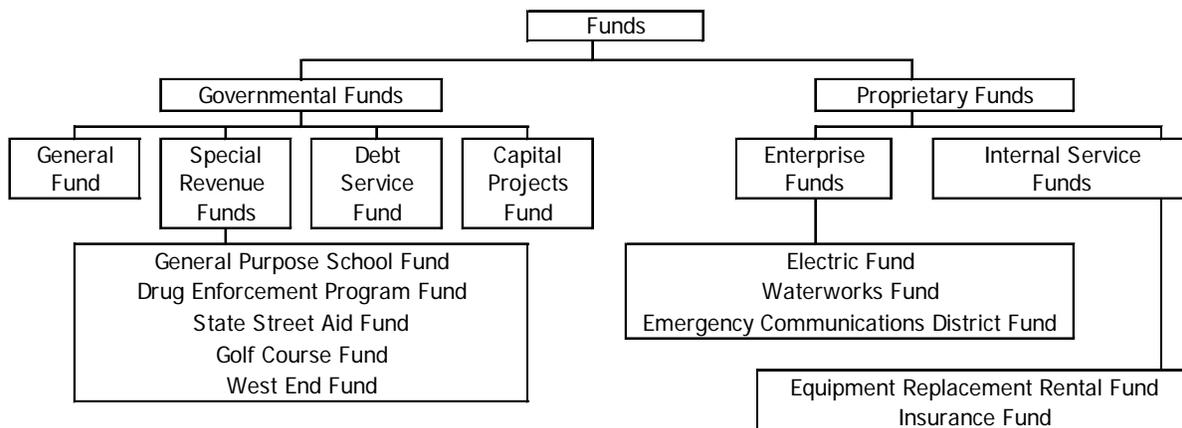
The City has received annually the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its annual operating budget for the past 31 years. The award recognizes that the annual operating budget meets program criteria as a policy document, as an operations guide, as 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 1960. 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 later in this section.

## 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, Golf Course Fund, and West End 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. Property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and all 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 position. 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 access 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. The Debt Management Policy does not contain a debt maximum level restriction, nor does the State law or the City Charter contain any maximum debt limits. 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.
14. Maintaining a \$5 million fund balance in the General Fund is an informal fund balance policy. The city does not have a formal fund balance policy.

## **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 2016 is presented on page II-37 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.

Revenues are budgeted based on historical patterns and adjusted as necessary for known variables that specifically impact the current budget year.

### **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 2016 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 2016 budget includes a 2.0% 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 14.98% for all regular city employees. The Retirement contribution percentage is adjusted biennially by the TCRS and will be reviewed again for fiscal 2017. 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 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 in early June. The Board of Education also presents the General Purpose School Fund budget at this time or minimally prior to second reading of the budget appropriation, 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.

A formal public hearing is held on the proposed budget at first reading of the budget appropriation by City Council. This meeting provides citizen input to Council on decisions and issues related to the budget. At this meeting, 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 June 30. Council approval of the Ordinance adopts the Budget for the fiscal year beginning July 1 and sets the tax rate for the upcoming year.

Due to the delay in receiving the state "certified" property tax rate for tax year 2015, which funds fiscal 2016, City Council adopted a continuing appropriation and budget for fiscal year 2016 in June 2015. The Budget and Appropriations Ordinances for fiscal 2016 were subsequently adopted on July 27, 2015.

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.

## FY 2016 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 2016 – FY 2021)	Responsible Departments
09/29/14	Submission of Proposed Capital Improvements Program to Senior Management for preliminary review & approval	Community Development
10/06/14	Compile and Print Proposed Capital Improvements Program Document	Community Development
10/16/14	Submission of Proposed Capital Improvements Program to Planning Commission for review	Community Development
10/23/14	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
11/13/14	Approval of six-year Capital Improvements Program	Planning Commission
January to May	Preparation of Proposed Budget including budget projections, narratives and schedules	Finance Department
01/27/15	Transmittal of FY 2016 – 2021 Capital Improvements Program to City Council as a communication	Community Development
By March 31	Preparation and submission of all Budget Updates for FY 2016	All Departments
06/01/15	Budget Presentation by City Manager	City Manager
06/01/15	Proposed Budget to City Clerk and Public Library for Public Inspection	Finance Department
06/01/15	Presentation of the final FY 2016 Schools Budget to City Council	School Board
06/08/15 06/15/15 07/27/15	Public Hearing on FY 2016 Budget	City Council
06/15/15	Council Meeting for first reading of Appropriation Ordinance FY 2016 Budget	City Council
07/27/15	Council Meeting for second reading of Appropriation Ordinance FY 2016 Budget	City Council
08/05/15	Effective Date of Budget Ordinance	

# FY 2016 CONTINUATION BUDGET RESOLUTION

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NUMBER 06-61-2015

## RESOLUTION

A RESOLUTION TO ADOPT A CONTINUING APPROPRIATION AND BUDGET FOR FISCAL YEAR 2016 (JULY 1, 2015 THROUGH JUNE 30, 2016) UNTIL SUCH TIME AS A NEW APPROPRIATION AND BUDGET ORDINANCE IS ADOPTED.

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 Fiscal Year 2016 (July 1, 2015 through June 30, 2016) budget prior to the beginning of the fiscal year, however, the City of Oak Ridge does not have a certified property tax rate from the State of Tennessee Comptroller's Office; and

WHEREAS, due to unknown assessments and large pending appeals which could impact appraised property values in the Roane County portion of Oak Ridge, the City of Oak Ridge desires to continue Fiscal Year 2015 (July 1, 2014 through June 30, 2015) appropriations until such time as complete information and a certified tax rate is obtained from the Comptroller in order to appropriately budget for Fiscal Year 2016; and

WHEREAS, by Article V, Section 13, of the Charter of the City of Oak Ridge, Tennessee, if an appropriation ordinance is not adopted for any reason prior to the end of the fiscal year then the appropriations for the current fiscal year shall be carried forward for the new fiscal year until the adoption of the new appropriation ordinance; and

WHEREAS, when a budget is not adopted before the new fiscal year, the passage of a continuing resolution is necessary in order to meet requirements of the Tennessee Comptroller of the Treasury Office of State and Local Finance.

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

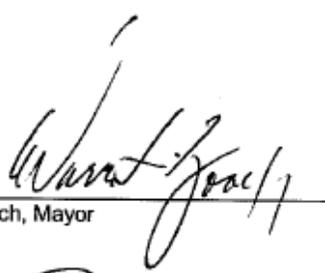
That the amounts set forth in Ordinance No. 06-2014, as amended, which ordinance imposes a tax on all property within the City, fixes the rate of tax, adopts a budget, and adopts appropriations for Fiscal Year 2015 (July 1, 2014 through June 30, 2015), is hereby continued by the City of Oak Ridge, Tennessee, until such time as a new appropriation and budget ordinance is adopted for Fiscal Year 2016 (July 1, 2015 through June 30, 2016).

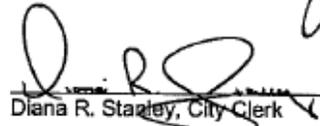
BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to the Comptroller of the Treasury Office of State and Local Finance.

This the 15th day of June 2015.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

  
Warren L. Gooch, Mayor

  
Diana R. Stazley, City Clerk

# FY 2016 BUDGET ORDINANCES

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ORDINANCE NO. 11-2015

TITLE

AN ORDINANCE TO PROVIDE FOR A BUDGET AND APPROPRIATIONS FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR WHICH BEGAN JULY 1, 2015 BY 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 three (3) public hearings were held on June 8, 2015, June 15, 2015, and July 27, 2015 with the June 15, 2015 and July 27, 2015 public hearings serving as the official Charter required public hearing(s); and

WHEREAS, in accordance with the requirements of said Charter section, a meeting was held with City Council on April 13, 2015 which served to provide guidance to the City Manager on the preparation of the proposed budget, and additional meetings were held on June 15, 2015 and July 21, 2015 to further discuss the Fiscal Year 2016 Budget; and

WHEREAS, City Council met on June 8, 2015, June 15, 2015, and July 27, 2015 for official consideration and approval of said appropriation 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, 2015 submitted to City Council by the City Manager, is hereby adopted.

Section 2. In accordance with Article V, Section 13, of the Charter of the City of Oak Ridge, 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 2016:

General Fund, Municipal Operations	\$ 25,118,403
General Purpose School Fund	\$ 59,591,614
Debt Service (Bond and Interest Redemption Fund)	\$ 8,415,000
Capital Projects Fund	\$ 4,211,910
Drug Enforcement Program Fund	\$ 255,200
State Street Aid Fund	\$ 1,721,000
Golf Course Fund	\$ 1,193,049
West End Fund	\$ 2,803,944

Section 3. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2016 and are provided for informational purposes:

Electric Fund	\$ 55,169,197
Waterworks Fund	\$ 19,579,503
Emergency Communications District Fund	\$ 661,988

Section 4. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2016 and are provided for informational purposes:

<u>To General Fund For Tax Equivalent</u>	
From Electric Fund	\$ 1,559,300
From Waterworks Fund	\$ 1,689,376
<u>To General Purpose School Fund for Operations</u>	
From General Fund	\$ 14,955,915
<u>To Debt Service Fund</u>	
From General Fund	\$ 4,187,000
<u>To Capital Projects Fund</u>	
From General Fund	\$ 610,000
<u>To State Street Aid Fund</u>	
From General Fund	\$ 700,000

Section 5. 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 6. 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:

(Signature on file)  
Kenneth R. Krushenski, City Attorney

(Signature on file)  
Warren L. Gooch, Mayor

(Signature on file)  
Diana R. Stanley, City Clerk

Publication Date: 05/28/2015  
Public Hearing: 06/08/2015  
Publication Date: 05/28/2015  
Public Hearing: 06/15/2015  
First Reading: 06/15/2015  
Publication Date: 06/18/2015  
Publication Date: 07/17/2015  
Public Hearing: 07/27/2015  
Second Reading: 07/27/2015  
Publication Date: 07/30/2015  
Effective Date: 08/05/2015

TITLE

AN ORDINANCE TO ESTABLISH THE PROPERTY TAX RATE FOR TAX YEAR 2015 (JANUARY 1, 2015 THROUGH DECEMBER 31, 2015) AS \$2.52 PER \$100.00 OF ASSESSED VALUE.

WHEREAS, by Tennessee Code Annotated §6-54-512, any action that levies a tax shall be accomplished by ordinance of the municipal governing body; and

WHEREAS, the City has received an equalized property tax rate of \$2.52 from the State of Tennessee State of Board of Equalization, which is the certified tax rate; and

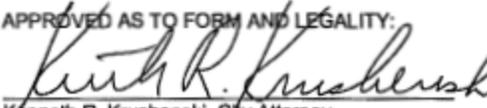
WHEREAS, the City desires to adopt the certified tax rate as the property tax rate for Tax Year 2015 (January 1, 2015 through December 31, 2015).

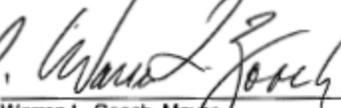
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

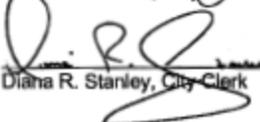
Section 1. The property tax rate for the City of Oak Ridge, Tennessee, for Tax Year 2015 (January 1, 2015 through December 31, 2015) is \$2.52 per \$100.00 of assessed value.

Section 2. 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

  
Warren L. Gooch, Mayor

  
Diana R. Stanley, City Clerk

First Reading: 7/27/2015  
Publication Date: 7/30/2015  
Second Reading: 8/03/2015  
Publication Date: 8/06/2015  
Effective Date: 8/13/2015

I, Diana R. Stanley, duly appointed City Clerk of the City of Oak Ridge, Tennessee, certify this document to be a true, correct, and complete copy of Ordinance No. 12-2015 as adopted by the Oak Ridge City Council on August 3, 2015.

This the 12th day of August, 2015.

City Clerk  


**City of Oak Ridge**  
**2014-2016 Summary of Financial Sources and Uses**  
**Governmental Funds**

	General Fund				Special Revenue Funds			
	2014 Actual	2015 Budget	2015 Projected	2016 Budget	2014 Actual	2015 Budget	2015 Projected	2016 Budget
<b>REVENUES:</b>								
Taxes	32,801,853	33,431,268	32,492,420	32,725,338	-	-	-	-
Licenses & Permits	174,011	230,000	189,210	442,000	-	-	-	-
Intergovernmental	3,667,162	3,392,000	3,860,280	3,799,500	38,688,380	38,367,272	38,220,795	39,052,185
Charges for Services	1,342,178	1,316,568	1,324,222	2,546,232	3,339,861	3,686,014	3,442,872	3,918,793
Fines & Forfeitures	353,138	376,000	341,000	376,000	24,810	45,000	60,717	45,000
Private Sources	-	-	-	-	-	-	-	-
Other	636,483	547,286	560,049	552,286	2,547,119	2,683,623	2,682,223	4,269,864
Grants	-	-	-	1,555,500	-	-	-	-
<b>Total Revenues</b>	<b>38,974,825</b>	<b>39,293,122</b>	<b>38,767,181</b>	<b>41,996,856</b>	<b>44,600,170</b>	<b>44,781,909</b>	<b>44,406,607</b>	<b>47,285,842</b>
<b>EXPENDITURES:</b>								
General Government	1,841,776	1,918,015	1,866,443	1,953,415	-	-	-	-
Police	6,253,050	6,419,976	6,339,278	6,461,719	129,350	255,200	91,114	255,200
Fire	4,314,173	4,239,674	4,342,664	4,253,798	2,371,378	2,729,522	2,426,172	2,803,944
Public Works	4,640,079	4,936,508	4,801,735	5,005,873	815,319	731,000	878,527	731,000
Community/Economic Development	1,445,765	1,202,277	1,088,040	1,212,208	-	-	-	-
Recreation & Parks	2,959,149	3,133,200	3,060,114	2,996,598	-	-	-	-
Library	1,362,209	1,371,860	1,365,169	1,401,342	-	-	-	-
Grants	-	-	-	1,833,450	-	-	-	-
Education	-	-	-	-	54,835,807	56,088,127	55,688,128	59,591,614
Capital Outlay	-	-	-	-	25,215	1,490,000	1,079,052	990,000
Debt Service	-	-	-	-	-	-	-	-
Golf Operations	-	-	-	-	1,357,842	1,292,112	1,221,398	1,193,049
<b>Total Expenditures</b>	<b>22,816,201</b>	<b>23,221,510</b>	<b>22,863,443</b>	<b>25,118,403</b>	<b>59,534,911</b>	<b>62,585,961</b>	<b>61,384,391</b>	<b>65,564,807</b>
Excess (Deficiency) of Revenues over Expenditures	16,158,624	16,071,612	15,903,738	16,878,453	(14,934,741)	(17,804,052)	(16,977,784)	(18,278,965)
<b>OTHER FINANCING SOURCES (USES):</b>								
Refunding Bond Issued	-	-	-	-	-	-	-	-
Payment to Refunded Bond Escrow Contingency	-	-	-	-	-	-	-	-
Transfers In	3,012,318	3,090,875	3,331,257	3,248,676	14,772,832	15,329,302	15,329,302	15,655,915
Transfers Out	(19,824,859)	(19,467,238)	(19,467,238)	(20,452,915)	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>(16,812,541)</b>	<b>(16,376,363)</b>	<b>(16,135,981)</b>	<b>(17,204,239)</b>	<b>14,772,832</b>	<b>15,329,302</b>	<b>15,329,302</b>	<b>15,655,915</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(653,917)	(304,751)	(232,243)	(325,786)	(161,909)	(2,474,750)	(1,648,482)	(2,623,050)
<b>FUND BALANCE - 7/1</b>	<b>8,300,047</b>	<b>7,637,232</b>	<b>7,884,225</b>	<b>7,890,077</b>	<b>8,339,585</b>	<b>7,917,350</b>	<b>8,177,676</b>	<b>6,529,194</b>
Interfund Loan Repayment	238,095	238,095	238,095	238,095	-	-	-	-
<b>FUND BALANCE - 6/30</b>	<b>7,884,225</b>	<b>7,570,576</b>	<b>7,890,077</b>	<b>7,802,386</b>	<b>8,177,676</b>	<b>5,442,600</b>	<b>6,529,194</b>	<b>3,906,144</b>

**City of Oak Ridge**  
**2014-2016 Summary of Financial Sources and Uses**  
**Governmental Funds**

	Debt Service Fund				Capital Projects Fund			
	2014 Actual	2015 Budget	2015 Projected	2016 Budget	2014 Actual	2015 Budget	2015 Projected	2016 Budget
<b>REVENUES:</b>								
Taxes	1,335,365	1,806,020	1,880,600	1,908,800	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Intergovernmental	892,732	892,732	892,732	92,258	84,074	998,687	145,874	1,090,766
Charges for Services	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Private Sources	402,714	511,863	403,056	511,863	-	-	-	-
Other	9,628	9,000	8,700	8,000	1,667	2,000	1,547	2,000
Grants	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>2,640,439</b>	<b>3,219,615</b>	<b>3,185,088</b>	<b>2,520,921</b>	<b>85,741</b>	<b>1,000,687</b>	<b>147,421</b>	<b>1,092,766</b>
<b>EXPENDITURES:</b>								
General Government	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-
Community/Economic Development	-	-	-	-	-	-	-	-
Recreation & Parks	-	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	435,297	2,797,272	985,211	4,211,910
Debt Service	7,229,553	8,000,000	7,003,625	8,415,000	-	-	-	-
Golf Operations	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>7,229,553</b>	<b>8,000,000</b>	<b>7,003,625</b>	<b>8,415,000</b>	<b>435,297</b>	<b>2,797,272</b>	<b>985,211</b>	<b>4,211,910</b>
Excess (Deficiency) of Revenues over Expenditures	(4,589,114)	(4,780,385)	(3,818,537)	(5,894,079)	(349,556)	(1,796,585)	(837,790)	(3,119,144)
<b>OTHER FINANCING SOURCES (USES):</b>								
Refunding Bond Issued	3,423,947	-	-	-	-	-	-	-
Payment to Refunded Bond Escrow	(3,345,000)	-	-	-	-	-	-	-
Contingency	-	183,060	-	501,937	-	500,000	-	500,000
Special Program Fund (Fund Closure)	-	-	-	-	-	-	894,956	-
Transfers In	4,311,470	3,545,000	3,545,000	4,187,000	500,000	350,000	350,000	610,000
Transfers Out	-	(350,000)	(350,000)	-	-	350,000	350,000	-
<b>Total Other Financing Sources (Uses)</b>	<b>4,390,417</b>	<b>3,378,060</b>	<b>3,195,000</b>	<b>4,688,937</b>	<b>500,000</b>	<b>1,200,000</b>	<b>1,594,956</b>	<b>1,110,000</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(198,697)	(1,402,325)	(623,537)	(1,205,142)	150,444	(596,585)	757,166	(2,009,144)
<b>FUND BALANCE - 7/1</b>	<b>10,297,194</b>	<b>10,091,313</b>	<b>10,098,497</b>	<b>9,474,960</b>	<b>1,547,444</b>	<b>1,660,627</b>	<b>1,697,888</b>	<b>2,455,054</b>
Interfund Loan Repayment	-	-	-	-	-	-	-	-
<b>FUND BALANCE - 6/30</b>	<b>10,098,497</b>	<b>8,688,988</b>	<b>9,474,960</b>	<b>8,269,818</b>	<b>1,697,888</b>	<b>1,064,042</b>	<b>2,455,054</b>	<b>445,910</b>

**City of Oak Ridge**  
**2014-2016 Summary of Financial Sources and Uses**  
**Governmental Funds**

	Total Governmental Funds			
	2014 Actual	2015 Budget	2015 Projected	2016 Budget
<b>REVENUES:</b>				
Taxes	34,137,218	35,237,288	34,373,020	34,634,138
Licenses & Permits	174,011	230,000	189,210	442,000
Intergovernmental	43,332,348	43,650,691	43,119,681	44,034,709
Charges for Services	4,682,039	5,002,582	4,767,094	6,465,025
Fines & Forfeitures	377,948	421,000	401,717	421,000
Private Sources	402,714	511,863	403,056	511,863
Other	3,194,897	3,241,909	3,252,519	4,832,150
Grants	-	-	-	1,555,500
<b>Total Revenues</b>	<b>86,301,175</b>	<b>88,295,333</b>	<b>86,506,297</b>	<b>91,340,885</b>
<b>EXPENDITURES:</b>				
General Government	1,841,776	1,918,015	1,866,443	1,953,415
Police	6,382,400	6,675,176	6,430,392	6,716,919
Fire	6,685,551	6,969,196	6,768,836	7,057,742
Public Works	5,455,398	5,667,508	5,680,262	5,736,873
Community/Economic Development	1,445,765	1,202,277	1,088,040	1,212,208
Recreation & Parks	2,959,149	3,133,200	3,060,114	2,996,598
Library	1,362,209	1,371,860	1,365,169	1,401,342
Grants	-	-	-	1,833,450
Education	54,835,807	56,088,127	55,688,128	59,591,614
Capital Outlay	460,512	4,287,272	2,064,263	5,201,910
Debt Service	7,229,553	8,000,000	7,003,625	8,415,000
Golf Operations	1,357,842	1,292,112	1,221,398	1,193,049
<b>Total Expenditures</b>	<b>90,015,962</b>	<b>96,604,743</b>	<b>92,236,670</b>	<b>103,310,120</b>
Excess (Deficiency) of Revenues over Expenditures	(3,714,787)	(8,309,410)	(5,730,373)	(11,969,235)
<b>OTHER FINANCING SOURCES (USES):</b>				
Debt Redeemed	3,423,947	-	-	-
Private Sources	(3,345,000)	-	-	-
Contingency	-	683,060	-	1,001,937
Special Program Fund (Fund Closure)	-	-	894,956	-
Transfers In	22,596,620	22,315,177	22,555,559	23,701,591
Transfers Out	(19,824,859)	(19,467,238)	(19,467,238)	(20,452,915)
<b>Total Other Financing Sources (Uses)</b>	<b>2,850,708</b>	<b>3,530,999</b>	<b>3,983,277</b>	<b>11,821,660</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(864,079)	(4,778,411)	(1,747,096)	(147,575)
<b>FUND BALANCE - 7/1</b>	<b>28,484,270</b>	<b>27,306,522</b>	<b>27,858,286</b>	<b>26,349,285</b>
Interfund Loan Repayment	238,095	238,095	238,095	238,095
<b>FUND BALANCE - 6/30</b>	<b>27,858,286</b>	<b>22,766,206</b>	<b>26,349,285</b>	<b>26,439,805</b>

**City of Oak Ridge**  
**2014-2016 Summary of Financial Sources and Uses**  
**Proprietary Funds**

	Enterprise Funds				Internal Service Funds			
	2014 Actual	2015 Budget	2015 Projected	2016 Budget	2014 Actual	2015 Budget	2015 Projected	2016 Budget
<b>OPERATING REVENUES:</b>								
Intergovernmental	472,394	490,728	504,267	525,054	-	-	-	-
Charges for Services	75,403,188	75,495,359	75,936,532	77,708,744	12,087,442	11,996,000	12,215,000	12,386,243
Other	1,415,746	1,160,532	1,233,860	1,084,469	-	-	-	-
Total Operating Revenues	77,291,328	77,146,619	77,674,659	79,318,267	12,087,442	11,996,000	12,215,000	12,386,243
<b>OPERATING EXPENDITURES:</b>								
Other Activities	382,994	386,652	397,166	461,420	8,998,638	9,244,095	9,375,000	9,560,500
Power Purchased	42,445,405	42,318,831	42,402,575	43,214,000	-	-	-	-
Operating Expenses	18,950,096	20,099,785	21,223,764	21,542,377	-	-	-	-
Maintenance Expenses	-	-	-	-	2,470,631	2,315,000	2,268,914	2,315,000
Depreciation and Amortization	6,749,325	7,037,642	7,021,100	7,317,915	596,510	700,000	685,000	725,000
Total Operating Expenditures	68,527,820	69,842,910	71,044,605	72,535,712	12,065,779	12,259,095	12,328,914	12,600,500
Operating Income (Loss)	8,763,508	7,303,709	6,630,054	6,782,555	21,663	(263,095)	(113,914)	(214,257)
Nonoperating Revenues								
<u>(Expenses):</u>								
Grant Proceeds	692,522	-	-	-	-	-	-	-
Capital Contributions	138,929	-	-	-	-	-	-	-
Interest Revenue	10,926	11,900	10,913	11,900	4,003	5,000	3,900	4,300
Interest Expenses	(1,941,544)	(3,008,575)	(2,147,224)	(2,874,977)	(37,286)	(47,668)	(49,017)	(43,887)
Other income	-	-	23,608	-	61,128	15,000	58,000	15,000
Total Nonoperating Revenues (Expenses)	(1,099,167)	(2,996,675)	(2,112,703)	(2,863,077)	27,845	(27,668)	12,883	(24,587)
Change in Net Position Before Operating Transfers	7,664,341	4,307,034	4,517,351	3,919,478	49,508	(290,763)	(101,031)	(238,844)
Operating Transfers Out	(3,012,318)	(3,090,875)	(3,081,766)	(3,248,676)	-	-	-	-
Change in Net Position	4,652,023	1,216,159	1,435,585	670,802	49,508	(290,763)	(101,031)	(238,844)
<b>NET POSITION 7/1</b>	<b>85,802,277</b>	<b>87,607,070</b>	<b>90,454,300</b>	<b>91,889,885</b>	<b>5,398,779</b>	<b>5,567,788</b>	<b>5,448,287</b>	<b>5,347,256</b>
<b>NET POSITION 6/30</b>	<b>90,454,300</b>	<b>88,823,230</b>	<b>91,889,885</b>	<b>92,560,687</b>	<b>5,448,287</b>	<b>5,277,025</b>	<b>5,347,256</b>	<b>5,108,412</b>

**City of Oak Ridge**  
**2014-2016 Summary of Financial Sources and Uses**  
**Proprietary Funds**

	Total Proprietary Funds			
	2014 Actual	2015 Budget	2015 Projected	2016 Budget
<b><u>OPERATING REVENUES:</u></b>				
Intergovernmental	472,394	490,728	504,267	525,054
Charges for Services	87,490,630	87,491,359	88,151,532	90,094,987
Other	1,415,746	1,160,532	1,233,860	1,084,469
Total Operating Revenues	<u>89,378,770</u>	<u>89,142,619</u>	<u>89,889,659</u>	<u>91,704,510</u>
<b><u>OPERATING EXPENDITURES:</u></b>				
Other Activities	9,381,632	9,630,747	9,772,166	10,021,920
Power Purchased	42,445,405	42,318,831	42,402,575	43,214,000
Operating Expenses	18,950,096	20,099,785	21,223,764	21,542,377
Maintenance Expenses	2,470,631	2,315,000	2,268,914	2,315,000
Depreciation and Amortization	7,345,835	7,737,642	7,706,100	8,042,915
Total Operating Expenditures	<u>80,593,599</u>	<u>82,102,005</u>	<u>83,373,519</u>	<u>85,136,212</u>
Operating Income (Loss)	8,785,171	7,040,614	6,516,140	6,568,298
Nonoperating Revenues				
<u>(Expenses):</u>				
Grant Proceeds	-	-	-	-
Capital Contributions		-	-	-
Interest Revenue	14,929	16,900	14,813	16,200
Interest Expenses	(1,978,830)	(3,056,243)	(2,196,241)	(2,918,864)
Other income	61,128	15,000	81,608	15,000
Total Nonoperating Revenues				
(Expenses)	<u>(1,902,773)</u>	<u>(3,024,343)</u>	<u>(2,099,820)</u>	<u>(2,887,664)</u>
Change in Net Position Before				
Operating Transfers	6,882,398	4,016,271	4,416,320	3,680,634
Operating Transfers Out	<u>(3,012,318)</u>	<u>(3,090,875)</u>	<u>(3,081,766)</u>	<u>(3,248,676)</u>
Change in Net Position	3,870,080	925,396	1,334,554	431,958
<b>NET POSITION 7/1</b>	<u>91,201,056</u>	<u>93,174,858</u>	<u>95,902,587</u>	<u>97,237,141</u>
<b>NET POSITION 6/30</b>	<u>95,071,136</u>	<u>94,100,254</u>	<u>97,237,141</u>	<u>97,669,099</u>

# 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 2016, this is the General Purpose School, Debt Service, Capital Projects, and State Street Aid Funds.

A General Fund budget summary is presented on page III-23 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 \$45,571,318, an increase of \$2,882,570 or 6.8% from fiscal 2015 levels.

Municipal expenditures are budgeted at \$25,118,403, an increase of \$1,896,893 or 8.2% over fiscal 2015 levels.

Operating transfers out are budgeted at \$20,452,915, a \$985,677 or 5.1% increase.



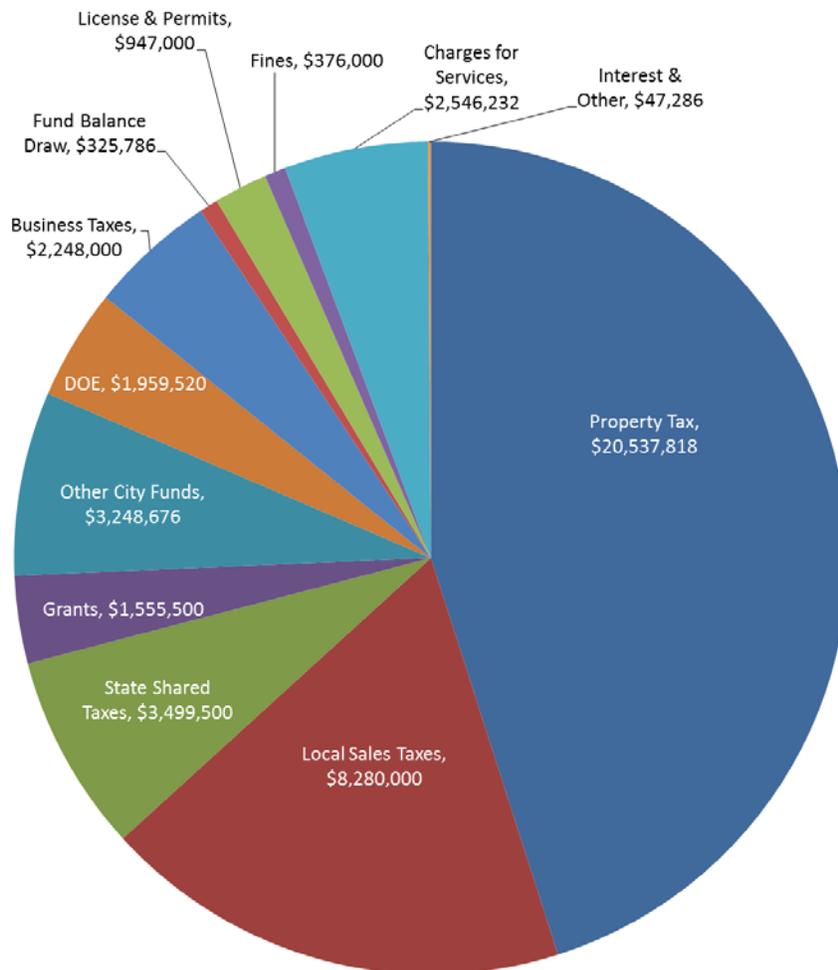
In order to maintain the property tax rate at the comparable fiscal 2015 level, the fiscal 2016 General Fund budget is balanced by a \$325,786 fund balance draw. This is the eighth consecutive fiscal year that there has been not been an overall increase in the property tax rate. Due to the cyclical property value reassessment for taxation purposes that occurred for tax year 2015 (fiscal 2016), the property tax rate increased from \$2.39 per hundred dollars of assessed valuation to \$2.52. The \$2.52 property tax rate that was adopted for fiscal 2016 was the state certified equivalent to the \$2.39 fiscal 2015 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 of \$14,955,915, at \$326,613 increase over the fiscal 2015 level.

## GENERAL FUND REVENUES

General Fund revenues for fiscal 2016 are projected at \$41,996,856, an increase of \$2,703,734 or 6.9% from the previous year. A major portion of the revenue increase is related to Grants, at \$1,555,500 and Rental revenues from other City Funds, at \$892,732. In fiscal 2015, these revenues were accounted for in other City Funds. Additional funding of \$3,248,676 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 \$325,786 fund balance draw for fiscal 2016. At the end of fiscal 2015, 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 (45.07%), local sales taxes (18.17%), state-shared taxes (7.68%) and other City Funds (7.13%). A General Fund Summary of Revenues by Source can be found on page III-25.

### General Fund Revenues by Source, Budget 2016:



## Property Taxes

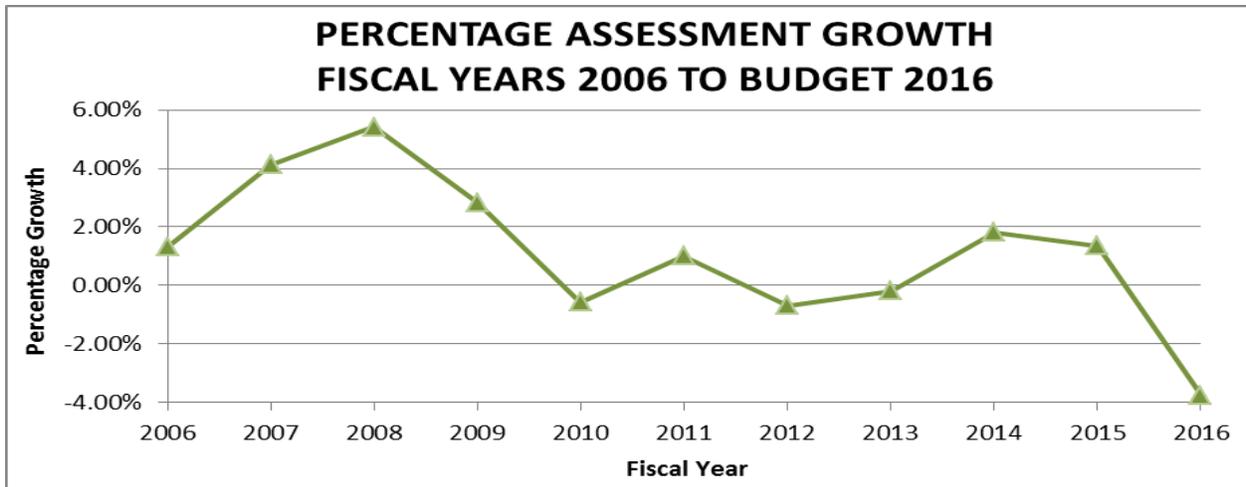
The property tax rate is established by City Council each year to finance municipal expenditures and operating transfers of the General Fund. Property taxes are the General Fund's largest revenue source providing 45.07% of total General Fund revenue. Property tax revenues are budgeted at \$20,537,818 for 2016.

A reappraisal of property located in Oak Ridge was conducted for tax year 2015, which funds the City's fiscal year 2016. A property reappraisal is conducted every five years. The last prior reappraisal of property located in Oak Ridge was conducted for tax year 2010. The Tennessee State Board of Equalization "certified" the City's 2015 tax year base property tax rate at \$2.52 per hundred dollars of assessed valuation. For the reappraisal tax year, the certified property tax rate set by the State should generate the same property tax revenue from the same aggregate properties as the prior year's property tax rate. Therefore, the \$2.39 property tax rate for tax year 2014 equates to tax year 2015's \$2.52 property tax rate. City Council adopted the state certified property tax rate of \$2.52 per hundred dollars of assessed valuation to fund the City's fiscal 2016 expenditures. Overall, the fiscal 2016 projected assessed valuations for real, personal property and public utilities are projected to decrease 4.3% from budget fiscal 2015. Assessed valuation projections are based on the current status of the 2015 tax roll, which funds fiscal 2016, as maintained by the applicable county tax assessor's office.

The real and personal property assessed valuation for the 2015 tax roll are projected to decrease by 4.5% from budget 2015. 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. The assessed valuation of public utilities, primarily phone infrastructure, had been declining for the past several years; however this trend seemed to have stopped in fiscal 2013. The public utility assessed valuation for the 2015 tax roll is projected to increase by 7.8% based on the actual 2014 tax roll values. The \$2.52 property tax rate is projected to generate \$19,770,818 in tax revenues from real, personal and public utilities assessments in fiscal 2016.

An additional \$190,000 is budgeted from interest and penalties on late tax payments and \$577,000 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 \$85,000 in funding.

Located below is a chart indicating the assessment percentage growth, actual 2006 through 2014 and projected 2015 and budget 2016. As the table shows, assessment growth has fluctuated over this time frame. Peaks during 2007 and 2008 were from the construction of large taxable commercial buildings on federal property.



**GENERAL FUND  
ANALYSIS OF PROPERTY TAX REVENUES**

	ACTUAL FY 2014 2013 LEVY	BUDGET FY 2015 2014 LEVY	PROJECTED FY 2015 2014 LEVY	BUDGET FY 2016 2015 LEVY	BUDGET FY 16 vs 15	%
						CHANGE
<b>ASSESSED VALUATION:</b>						
Real Property and Personal	\$ 803,051,818	\$ 819,708,065	\$ 813,900,800	\$ 782,897,628	\$ (36,810,437)	-4.5
Public Utilities	10,554,575	10,554,576	11,380,860	11,380,860	826,284	7.8
<b>Total Assessed Valuation</b>	<b>\$ 813,606,393</b>	<b>\$ 830,262,641</b>	<b>\$ 825,281,660</b>	<b>\$ 794,278,488</b>	<b>\$ (35,984,153)</b>	<b>-4.3</b>
<b>TAX RATE PER \$100 VALUATION</b>	\$ 2.39	\$ 2.39	\$ 2.39	\$ 2.52 **	\$ 0.13	5.4
<b>PROPERTY TAX REVENUES:</b>						
Real and Personal Property Taxes	\$ 19,195,604	\$ 19,590,000	\$ 19,340,000	\$ 19,484,021	\$ (105,979)	-0.5
Public Utility Taxes	242,623	252,000	281,300	286,797	34,797	13.8
Interest and Penalties	291,542	150,000	255,000	190,000	40,000	26.7
<b>Total Property Tax Revenues</b>	<b>\$ 19,729,769</b>	<b>\$ 19,992,000</b>	<b>\$ 19,876,300</b>	<b>\$ 19,960,818</b>	<b>\$ (31,182)</b>	<b>-0.2</b>

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**

TAX YEAR	FISCAL YEAR	ANDERSON COUNTY, TENNESSEE			ROANE COUNTY, TENNESSEE		
		CITY	COUNTY	TOTAL	CITY	COUNTY	TOTAL
2004	2005	2.87	3.22	6.09	2.87	2.445	5.315
2005	2006	** 2.55	2.68	5.23 **	2.55	2.02	4.57
2006	2007	2.55	2.68	5.23	2.55	2.02	4.57
2007	2008	2.65	2.68	5.33	2.65	2.27	4.92
2008	2009	2.77	2.68	5.45	2.77	2.27	5.04
2009	2010	2.77	2.68	5.45	2.77	2.36	5.13
2010	2011	** 2.39	2.26	4.65 **	2.39	1.9051	4.2951
2011	2012	2.39	2.35	4.74	2.39	1.97	4.36
2012	2013	2.39	2.35	4.74	2.39	1.97	4.36
2013	2014	2.39	2.347	4.74	2.39	1.97	4.36
2014	2015	2.39	2.347	4.74	2.39	1.97	4.36
2015	2016	** 2.52	2.5945	5.1145 **	2.52	2.35	4.87

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, 2011 and 2016.

\*\* Tax reappraisal year - The City Property Tax Rate was adopted at the Certified Property Tax Rate for that Tax Year

**Fiscal 2016 Average Household Contribution per Month (Based on \$140,000 at a \$2.52 Tax Rate):**

	<u>FY 2016 MONTHLY CONTRIBUTION</u>
<b>Property Tax Supported Operations:</b>	
School Operations	\$ 24.85
Solid Waste (includes monthly \$10.50 fee)	12.95
Police	10.74
Fire	7.07
Debt Service	6.96
Parks & Recreation	4.98
General Government	3.25
Grants	3.05
City Building & Street Maintenance (Public Works)	2.93
Library	2.33
Community and Economic Development	2.01
Traffic and Street Lighting	1.88
Capital Projects/Maintenance	<u>1.00</u>
 <b>MONTHLY TAX AND SOLID WASTE FEE TOTAL</b>	 <b><u><u>\$ 84.00</u></u></b>
 <b>Average Monthly Residential Utility Costs:</b>	
Electricity*	\$ 135.12
Water	29.34
Wastewater	<u>43.01</u>
 <b>MONTHLY UTILITY TOTAL</b>	 <b><u><u>\$ 207.47</u></u></b>

\*Electric rates vary on a monthly basis based on passthrough wholesale power cost rate adjustments based on fuel costs.

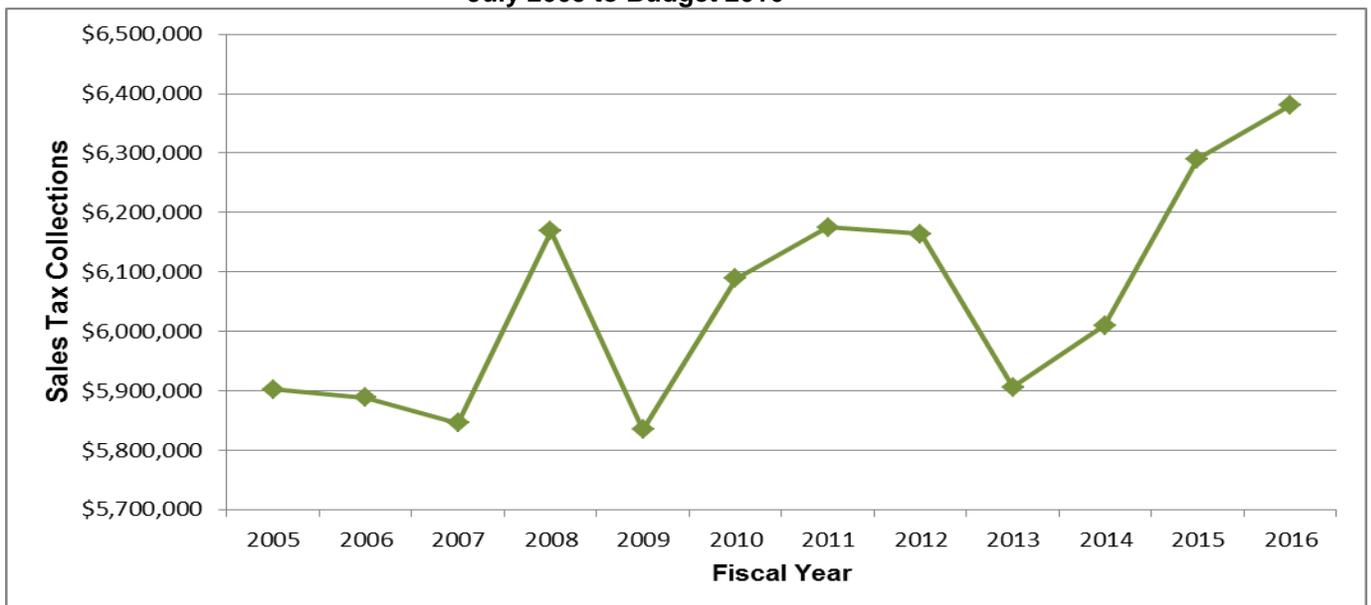
## Local Sales Taxes

Local Sales Tax revenues are the General Fund's second largest revenue source at 18.17% of total General Fund revenues. Local sales tax revenues are budgeted at \$8,280,000 for fiscal 2016, down 7.5% or \$670,000 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 received by the City being legally restricted to fund the renovation, construction and related debt service of the Oak Ridge High School (ORHS) project. The sales tax rate increase became effective with sales beginning on October 1, 2004. The 0.5% increase is split between Oak Ridge and Anderson County. 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 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Local Sales Taxes:						
Anderson County	\$ 6,009,859	\$ 6,350,000	\$ 6,290,000	\$ 6,380,000	30,000	0.5
City Sales Tax - Roane Co.	394,808	435,000	383,500	383,500	(51,500)	-11.8
Roane County	1,954,299	2,165,000	1,516,500	1,516,500	(648,500)	-30.0
Total Local Sales Taxes	<u>8,358,966</u>	<u>8,950,000</u>	<u>8,190,000</u>	<u>8,280,000</u>	<u>(670,000)</u>	<u>-7.5</u>

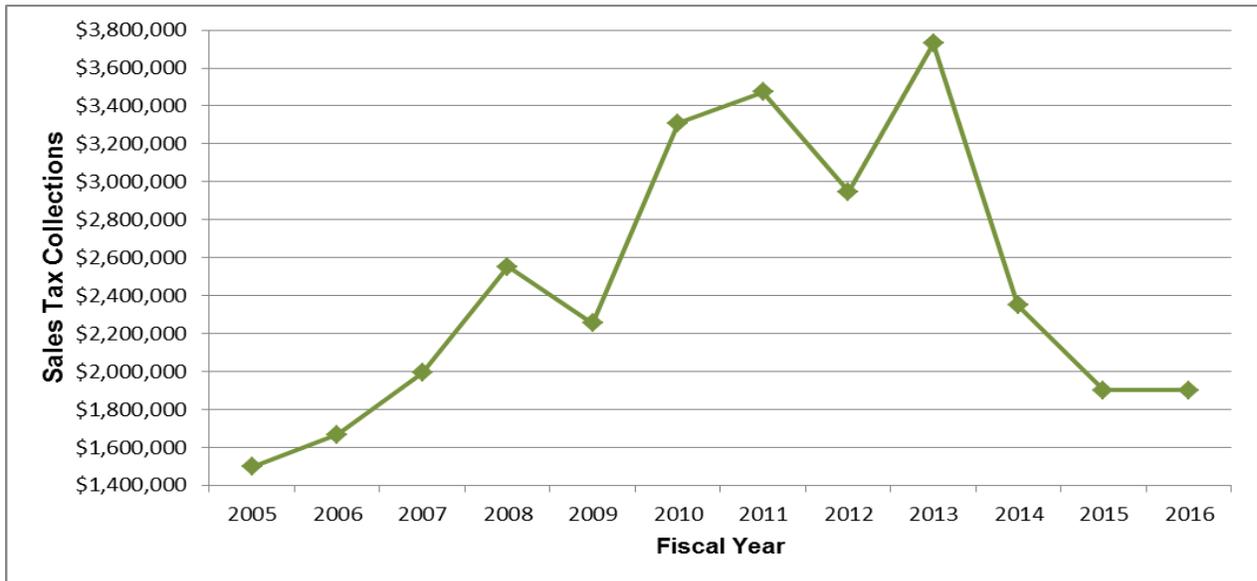
Local sales tax collections in the Anderson County portion of Oak Ridge are budgeted at \$6,380,000, a \$30,000 or 0.5% increase over budget 2015. Fiscal 2016 collections are budgeted to be 1.4% above projected fiscal 2015 collections. The projections for Oak Ridge/Anderson County sales tax collections are based on recent retail developments opened during fiscal 2015 and those anticipated to be opened in Oak Ridge during fiscal 2016. As shown on the graph below, sales tax collections have been sporadic but overall have increased an average of 0.7% per year since fiscal 2005. The decline in fiscal 2009 was due to an adjustment related to prior sales tax collections by the State.

**OAK RIDGE/ANDERSON COUNTY LOCAL SALES TAX REVENUE  
July 2005 to Budget 2016**



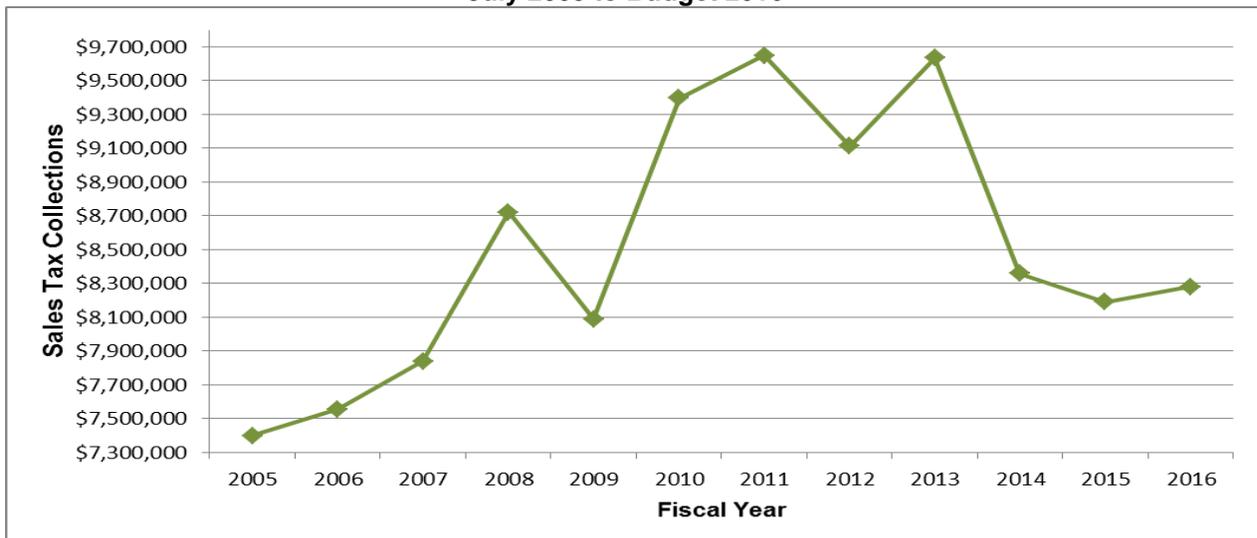
Local sales tax collections in the Roane County portion of Oak Ridge are budgeted at \$1,900,000, a \$700,000 or 26.92% decrease from budget 2015. As shown on the graph below, collections in the Roane County portion of Oak Ridge fluctuated widely over the past 10 years, but overall have increased 2.2% 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 2005 to 2013 increased significantly due to modernization programs at ORNL and federal stimulus award spending. Collections were unusually high in fiscal 2013, up \$782,287 from fiscal 2012 levels. The projected reduction in sales tax collections for fiscal 2016 reflects the decline in spending by local federal contractors.

**OAK RIDGE/ROANE COUNTY LOCAL SALES TAX REVENUE  
July 2005 to Budget 2016**



Combined local sale and use tax collections the Oak Ridge portions of both Anderson and Roane Counties since July 2005 are shown on the following graph, reflecting the trends described above.

**Oak Ridge Anderson/Roane County Local Sales Tax Collections  
July 2005 to Budget 2016**

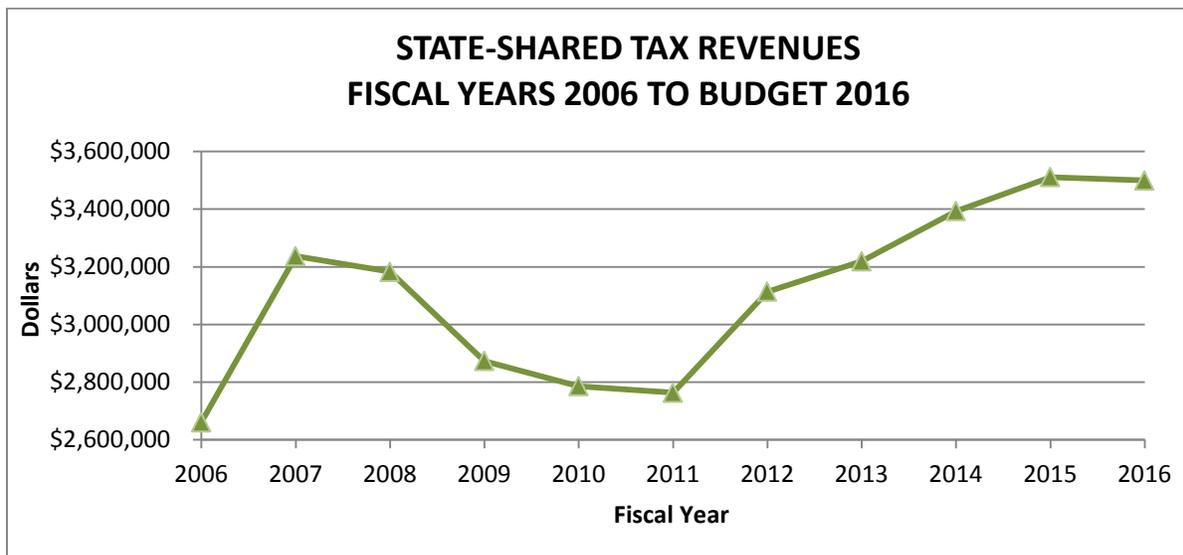


## State Shared Taxes

Revenues provided from state-shared taxes, budgeted at \$3,499,500, comprise 7.68% 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 tax, budgeted at \$2,227,000, and income tax, budgeted at \$500,000 as outlined below.

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
State Shared Taxes:						
Sales Tax	2,098,511	2,150,000	2,210,000	2,227,000	77,000	3.6
Income Tax	584,494	425,000	580,000	500,000	75,000	17.6
TVA Impact	233,143	100,000	244,231	238,000	138,000	138.0
TVA Replacement Tax	327,779	327,500	343,223	338,000	10,500	3.2
Mixed Drink Tax	106,561	55,000	102,000	102,000	47,000	85.5
Excise Tax	28,313	20,000	17,274	20,000	-	0.0
Beer Barrelage	13,878	14,500	14,028	14,500	-	0.0
Fuel Tax Inspection Fees	-	-	-	60,000	60,000	100.0
<b>Total State Shared Taxes</b>	<b>3,392,679</b>	<b>3,092,000</b>	<b>3,510,756</b>	<b>3,499,500</b>	<b>407,500</b>	<b>13.2</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 2016 collections are projected to be \$77,000 higher than budget 2015 based on current collection patterns. The fiscal 2016 budget for income tax collections are projected to increase by \$75,000 from budget 2015. 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 \$3,248,676, comprise 7.13% 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 into the General Fund.

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Other City Funds						
Tax Equiv. - Waterworks Fund	1,548,916	1,595,000	1,597,031	1,689,376	94,376	5.9
Tax Equiv. - Elec. Fund	1,463,402	1,495,875	1,484,735	1,559,300	63,425	4.2
Total Other Property Taxes	<u>3,012,318</u>	<u>3,090,875</u>	<u>3,081,766</u>	<u>3,248,676</u>	<u>157,801</u>	<u>5.1</u>

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 2016 is budgeted to increase by \$63,425 over budgeted fiscal 2015 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 2016 Waterworks Fund tax equivalent payment is budgeted to increase \$94,376 over the budgeted fiscal 2015 level based on higher capital rehabilitation levels for the wastewater distribution system.

### Local Business Taxes

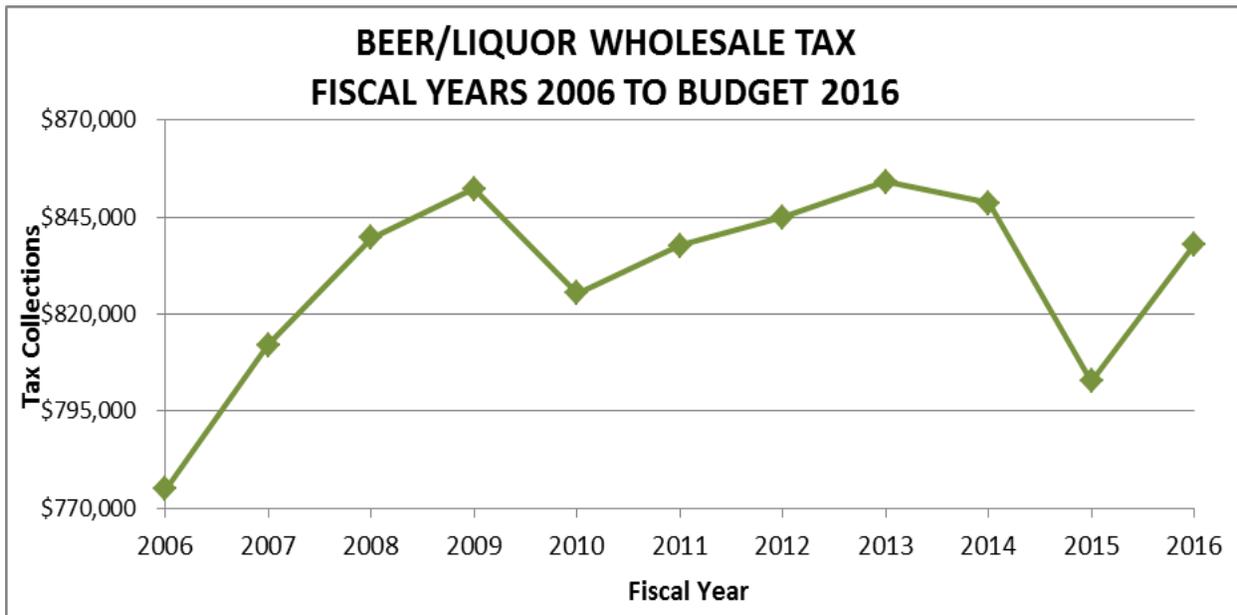
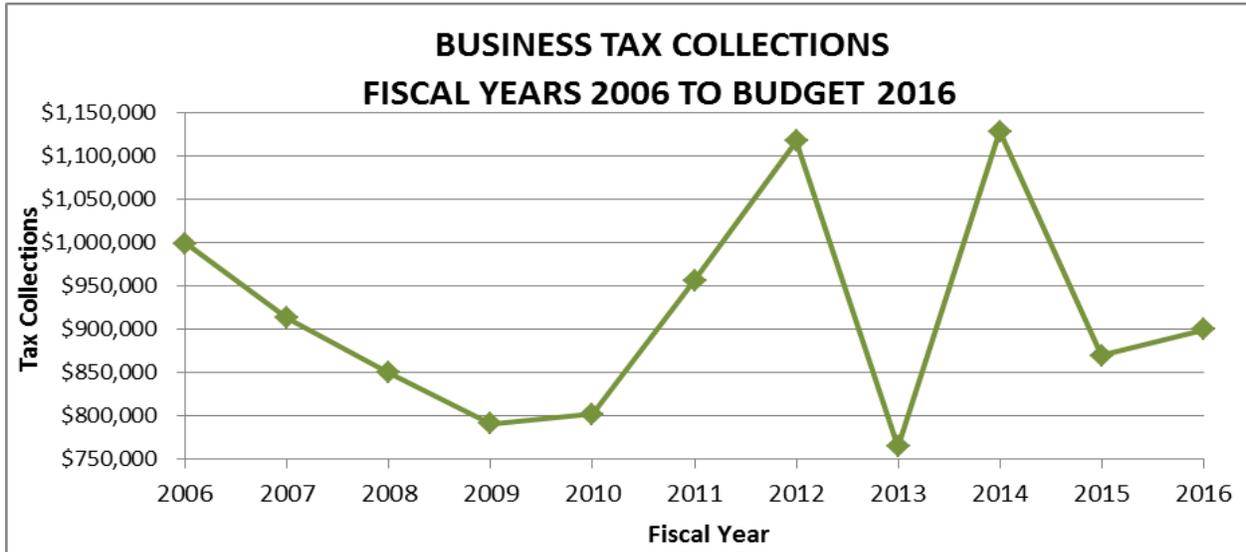
Revenues provided from local business taxes, budgeted at \$2,248,000, comprise 4.93% of total General Fund revenues. Collections are budgeted to increase overall by \$10,000 for fiscal 2016.

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Local Business Taxes						
Business Taxes	1,128,925	900,000	870,000	900,000	-	0.0
Beer Wholesale Tax	602,644	615,000	550,100	590,000	(25,000)	-4.1
Room Occupancy Tax - 5%	456,094	480,000	517,000	510,000	30,000	6.3
Liquor Wholesale Tax	245,496	243,000	252,500	248,000	5,000	2.1
Total Local Business Taxes	<u>2,433,159</u>	<u>2,238,000</u>	<u>2,189,600</u>	<u>2,248,000</u>	<u>10,000</u>	<u>0.4</u>

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. In fiscal 2015, the State changed the time frame for which business tax payments are remitted to the State. Business tax collections are budgeted to remain at \$900,000 in fiscal 2016. 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 increased steadily from 2003 to 2009 at an average of 2.0%. Collections decreased in 2010 and then continued to increase steadily until fiscal 2015 when collections once again decreased. Beer Wholesale taxes are budgeted to drop by 4.1% in 2016, a \$25,000 decrease over budget 2015.

The graphs below show the ten-year actual trend for business and beer/liquor wholesale taxes.



## DOE

Revenues from the US Department of Energy (DOE), which includes in-lieu tax (PILOT) payments and police patrolling grant proceeds, are budgeted at \$1,959,520 and comprises 4.30% of General Fund revenues. DOE's PILOT payment to the City is based on the number of acres on the federal reservation (approximately 32,869 acres) at a per acre appraisal approved by DOE at the City's property tax rate (\$2.52). 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 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. Annual funding is contingent on available funding from DOE.

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
US Dept of Energy:						
In-Lieu of Tax	1,660,945	1,659,683	1,659,520	1,659,520	(163)	-0.01
Federal Grant	274,483	300,000	300,000	300,000	-	0.00
Total DOE Funds	1,935,428	1,959,683	1,959,520	1,959,520	(163)	-0.01

## Licenses and Permits

Revenues provided from licenses, permits and miscellaneous allowance revenues such as CATV franchise fee and ORUD City right-of-way usage budgeted at \$947,000, comprise 2.08% of total General Fund revenues as outlined below:

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Licenses and Permits:						
CATV Franchise	445,613	440,000	458,613	445,000	5,000	1.1
Building Permits	106,439	150,000	100,000	360,000	210,000	140.0
ORUD Right-of-Way	65,000	60,000	60,000	60,000	-	0.0
Alcohol Sale Permits	21,491	22,000	20,725	22,000	-	0.0
Electrical Permits	16,919	20,000	25,000	22,000	2,000	10.0
Plumbing Permits	14,315	20,000	20,000	20,000	-	0.0
Animal Registration Permits	11,319	10,500	17,300	10,500	-	0.0
Other Permits and Fees	3,528	7,500	6,185	7,500	-	0.0
Total Licenses & Permits	684,624	730,000	707,823	947,000	217,000	29.7

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. Building permit revenues are projected to increase \$210,000 in fiscal 2016 based on the anticipated redevelopment of the Oak Ridge Mall into Main Street Oak Ridge. Revenues for the Cable (CATV) TV Franchise Fee are projected to increase by \$5,000. In fiscal 2012, an additional cable carrier began providing service in Oak Ridge.

### Charges for Services

Revenues provided from charges for services, budgeted at \$2,546,232, comprise 5.59% of total General Fund revenues as outlined below:

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Charges for Services:						
Rental of Land & Buildings	114,773	93,068	95,900	992,732	899,664	966.7
Outdoor Pool	108,438	101,000	108,000	95,000	(6,000)	-5.9
Indoor Pool	36,823	40,000	44,322	40,000	-	0.0
Animal Shelter Fees	34,383	35,000	28,000	35,000	-	0.0
Solid Waste Collections	1,003,273	1,004,000	1,005,000	1,340,000	336,000	33.5
Records Processing	21,729	20,500	20,500	20,500	-	0.0
General & Admin. Costs	20,249	20,000	20,000	20,000	-	0.0
Misc. Recreation Usage Fees	2,510	3,000	2,500	3,000	-	0.0
Total Use of Property Services	1,342,178	1,316,568	1,324,222	2,546,232	1,229,664	93.4

Rental revenues are projected to increase by \$899,664 for fiscal 2016. Of this, \$892,732 is from revenues for the rental of the General Fund's Central Service Center Complex to other City Funds that was moved from the Debt Service Fund to the General Fund. The rental revenue had previously funded debt service for construction of the facility. The debt was paid off during fiscal 2015. Budgeted revenues also include other land and building rentals and room rentals at the Civic and Scarboro Centers.

Solid waste collections are budgeted to increase \$336,000 due an increase in the monthly collection fee from \$7 to \$10.50 effective for the month of November 2015. The fee is billed each month to residential households receiving this service on the month utility bill.

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.). Indoor pool revenues are projected to remain consistent and outdoor pool revenues are projected to decline \$6,000 due to an anticipated change in the school calendar resulting in a shorter pool season.

### Fines and Forfeitures

Revenues provided from fines, budgeted at \$376,000, comprise 0.83% of total General Fund revenues as outlined below:

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Fines, Penalties & Forfeitures:						
City Court Revenues	319,482	340,000	311,000	340,000	-	0.0
Library - Fines	33,656	36,000	30,000	36,000	-	0.0
Total Fines, Penalties & Forfeitures	353,138	376,000	341,000	376,000	-	0.0

Collections from City Court revenues have been sporadic over the past few years due to staffing turnover and vacancies in the Police Department. City Court revenues & Library Fines are both budgeted to remain at the 2015 level.

### Interest and Miscellaneous

Revenues provided from interest and other revenues, budgeted at \$47,286, comprise 0.10% of total General Fund revenues as outlined below.

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Other Revenues:						
Interest on Investments	30,839	18,000	12,000	18,000	-	0.0
Interest on Capital Outlay Notes	-	14,286	14,286	14,286	-	0.0
Miscellaneous	20,131	15,000	64,674	15,000	-	0.0
Total Other Revenues	50,970	47,286	90,960	47,286	-	0.0

Revenues from interest on investments vary based on cash levels and prevailing interest rates. The budgeted interest on investments is budgeted to remain the same with the continuation of low interest rates at the national level. The Interest on Capital Outlay Notes is from an internal fund loan from the General Fund to the Waterworks Fund. The State of Tennessee requires this loan be in the form of a Capital Outlay Note.

### Grants

Revenues provided from Grants, budgeted at \$1,555,500, comprise 3.41% of total General Fund revenues as outlined below:

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Grants:						
DOE Grants	-	-	-	358,000	358,000	100.0
HUD Grants CDBG	-	-	-	291,000	291,000	100.0
Other HUD Grants	-	-	-	32,000	32,000	100.0
FEMA Grants	-	-	-	189,000	189,000	100.0
TDEC Grants	-	-	-	168,000	168,000	100.0
TEMA Grants	-	-	-	16,000	16,000	100.0
TDOT Grants	-	-	-	423,500	423,500	100.0
TN Dept of Agriculture Grants	-	-	-	3,000	3,000	100.0
THDA Grants	-	-	-	60,000	60,000	100.0
Donations	-	-	-	15,000	15,000	100.0
Total Grants	-	-	-	1,555,500	1,555,500	100.0

Grants account for the receipt of various non-utility state and federal grant revenues. These revenues were previously accounted for in the Grant Fund and the Street and Public Transportation Fund, both of which were closed at the end of fiscal 2015. Details on the expenditures that these grant fund are located on page III-169.

### Fund Balance Appropriation

The fund balance draw for fiscal 2016 is budgeted at \$325,786 and comprises 0.71% of the General Fund revenues. Fund balance draw is the utilization of prior year revenues to fund current year expenditures. The fund balance of the General Fund, estimated at \$7,802,386 at the end of fiscal 2016, will remain above a two months average of total General Fund expenditures and operating transfers for fiscal 2016.

## GENERAL FUND EXPENDITURES

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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-21) are budgeted at \$30,690,022 for fiscal 2016, up \$1,998,320 or 7.0% from fiscal 2015. Approximately 18% 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 \$25,218,403 went up by \$1,896,893 from 2015 amounts, an 8.2% increase. \$1,883,450 of this increase is related to Grant expenditures which were accounted for in the Grant Fund and the Street and Public Transportation Fund in fiscal 2015. Both of these Funds were closed at the end of fiscal 2015 and the activities accounted for in those Funds moved to the General Fund for fiscal 2016.

**Personal Service** expenditures budgeted at \$17,223,020 account for 56.1% of total General Fund expenditures. Personal Services are budgeted to increase \$75,610 or 0.4%. Salaries and overtime are projected to increase \$34,831, incorporating an average 2.0% increase in salaries for City employees effective in July 2015. The impact of the 2% salary increase was reduced due to employee turnover and retirement 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 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). TCRS retirement rates increased from 14.87% to 14.98% for fiscal 2015. Retirement rates are reviewed biennially and rates will remain at 14.98% of wages through fiscal 2017. Budgeted funding for retirement costs increased \$17,325 in fiscal 2016.

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 2016, the city budgeted \$10,575 per full time employee for medical and worker's compensation costs. Insurance rates are anticipated to remain flat for fiscal 2016. Budgeted fiscal 2016 funding by the General Fund for employee medical insurance and worker's compensation increased \$15,814 for new positions.

**Contractual Services** total \$9,985,333 and comprise 32.5% of total General Fund expenditures. Budgeted funding for Contractual Services increased \$161,360, up 1.6% over the prior fiscal year.

\$2,812,565 is budgeted for the collection and disposal of residential refuse and recyclables. The City contracts with Waste Connections for the collection and disposal of residential solid waste at an estimated cost of \$2,698,075, which includes the fuel cost surcharge. Funding is provided in part by a \$10.50 monthly fee to applicable residential customers for this service. The budget also contains funding for street sweeping associated with the annual leaf and brush pickups as well as wood waste disposal costs. Funding for solid waste collection services decreased by \$36,435 due to lower fuel surcharge costs.

Utility services are budgeted at \$2,384,797. Of this amount, \$1,111,997 is budgeted to maintain traffic and street lighting throughout the City at an increase of \$51,997. 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 \$1,272,800 budgeted for utility charges includes electric, water, wastewater and gas usage and refuse collection at City owned buildings and telephone, internet and other communication charges. Utility funding for General Fund City operations and facilities is budgeted up \$36,735 or 3.0%, primarily for internet and other communication charges.

Vehicle and large Equipment Usage Charges remain budgeted at \$1,282,533 due to current low fuel costs. 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. \$474,061 is budgeted for the maintenance and replacement of small equipment items, including computers. This is also paid to the Equipment Replacement Rental Fund in the form of rent for this equipment. Funding for this item also remains at fiscal 2015 levels.

\$682,548 is budgeted for custodial services at City buildings (\$192,494), mowing (\$388,078), street sweeping (\$36,815) and litter pickup along right-of-ways, at City recreational facilities and at other City-owned sites (\$65,161). These services are provided under multiyear contracts that increase annually based on changes in the consumer price index (CPI). Overall, funding for these services decreased \$22,533 from the prior fiscal year, a 3.18% decrease, based on current contractual commitments and service levels.

\$816,935 is budgeted for repair and maintenance costs for City buildings, parks, sporting fields and other City facilities. This includes annual maintenance contracts for services such as security systems, sprinkler systems and pest control. Fiscal 2016 budgeted funding for repair and maintenance costs increased by \$92,496 or 12.8%. 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. One of the City's newer major facilities, the Central Service Center Complex is now over 20 years old and requires increasing levels of maintenance.

\$766,630 is budgeted in fiscal 2016 for professional services. Of this amount, \$65,000 is for communication and contingency resources, \$82,000 for computer/software/network/GIS related technical consultants, \$126,500 for storm water, \$50,975 for personnel costs including drug screening, medical exams and psychological exams for police and fire applicants, \$30,000 for veterinary services at the animal shelter, \$34,000 for bank fees and \$57,500 for the annual independent audit. The remaining \$320,655 budgeted for professional services is spread throughout the General Fund for a variety of services such as engineering, surveys, building maintenance, appraisals, library book binding and instructors for recreational sponsored classes. Overall, professional services are budgeted to increase \$110,025 for fiscal 2016. Of this \$61,500 is in reallocated budgeted funding for communication contingency resources and stormwater professional services. \$34,000 was added for bank fees. The City had previously not been charged banking fees.

\$159,389 is budgeted for travel to schools and conferences by City employees and City Council. Funding for travel and training includes \$63,058 for police and fire employees, \$18,000 for City Council and \$14,393 for the City Manager and Legal offices. Overall, the budget decreased by \$14,900 for City Council travel.

Rents are budgeted at \$138,930 for fiscal 2016, a \$28,500 decrease over the prior fiscal year. Rents include \$67,220 for space occupied by the Senior Center, rents for copiers and other equipment and for portable toilets at recreational facilities. \$25,000 of the decrease was in rent paid to Anderson County Court which hears City cases and the City paid a portion of the Court's facility rent.

\$115,000 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. Budgeted funding for postage increased \$3,000.

\$80,065 is budgeted for dues, memberships and subscriptions, including library subscription services, \$28,390 for advertising and legal notice publication and \$600 for printing costs. The budget for subscription services increased \$3,500 primarily for Library subscriptions and a credit check service for utility customers and the \$6,250 increase in advertising and publicity is for a City newsletter.

\$100,000 is budgeted for blighted housing demolition, \$108,000 for economic development consultants and \$35,000 for lobbyists. The budget for housing demolition decreased \$25,000 and \$35,000 in reduced lobbying funding was reallocated by \$24,000 to the economic development consultants.

**Commodities** total \$670,073 and comprise 2.2% total General Fund municipal expenditures, a \$23,000 increase over the prior fiscal year. Miscellaneous commodities, small tools and supply purchases are budgeted at \$430,971. 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. \$145,342 is budgeted for Library materials including book, CD, cassette and DVD purchases, \$23,585 for non-Library books and educational materials and \$70,175 for employee uniforms.

**Other Charges and Grants** total \$2,811,596 and comprise 9.1% of total General Fund municipal expenditures. \$278,396 is budgeted for property and liability insurance, remaining at fiscal 2015 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.

\$679,500 is budgeted for economic development and tourism services and special events and other programs. This includes \$175,000 for the Oak Ridge Chamber of Commerce, \$325,000 for the Convention and Visitors' Bureau (CVB), \$57,500 for other economic development agencies, \$13,000 to the Oak Ridge Arts Council and \$9,000 for Youth Advisory Board activities. Funding for the CVB increased by \$50,000. Funding for Special Events, which includes the Secret City Festival in June of each year, was reduced by \$60,000. The budget for the 4<sup>th</sup> of July Fireworks is \$25,000 and \$5,000 for the summer sounds concert series. \$20,000 in funding has also been set to budget for the operations of the Land Bank.

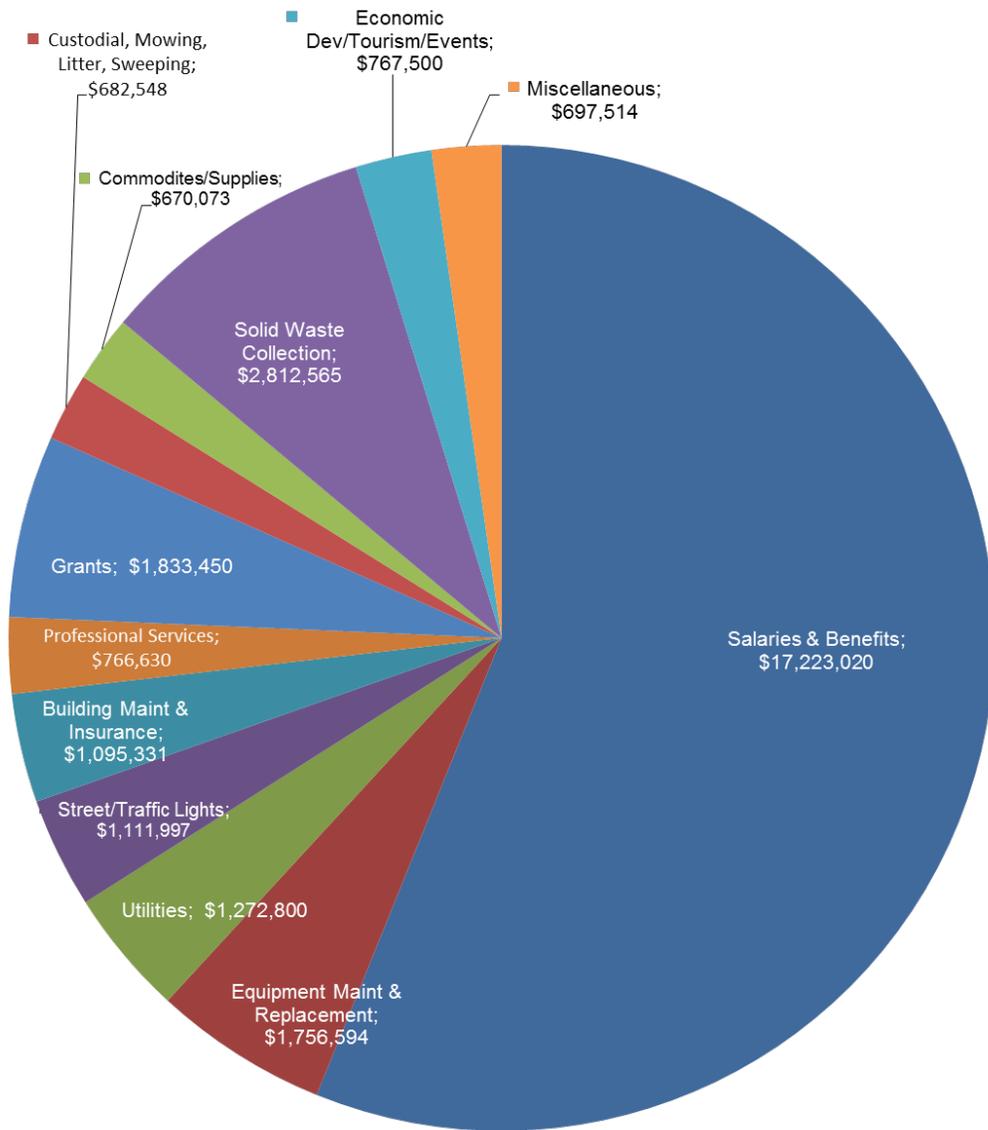
Fiscal 2016 budgeted funding from Grant totals \$1,833,450. The budgeting for grants is based on grant awards and therefore the appropriated expenditure level will vary from year to year. These expenditures were previously accounted for in the Grant Fund and the Street and Public Transportation Fund in fiscal 2015. Both of these Funds were closed at the end of fiscal 2015 and the activities accounted for in those Funds moved to the General Fund for fiscal 2016. Details on the various grants budgeted for fiscal are located on page III-169 of this document.

**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 decrease by \$24,000 or 5.5% primarily from fines charged by the new Administrative Hearing Officer (AHO).

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 Recovered from Funds is budgeted at \$5,159,208 for fiscal 2016, a \$125,427 or 2.5% increase. \$73,471 of this increase is for General Fund activity 915 Emergency Communications, for increased funding from the Emergency Communications District Fund for police dispatcher positions added during fiscal 2015 and 2016.

**General Fund Municipal Expenditures by Type, Budget 2016**



## 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 \$ 20,452,915, up \$985,677 from fiscal 2015.

The largest single use of General Fund revenues is the operating transfer to the Oak Ridge Schools, which is 32.82% of total General Fund Expenditures and Operating Transfers. Budgeted at \$14,955,915 for fiscal 2016, this funding is an increase of \$326,613 over fiscal 2015. This operating transfer will finance approximately 25.1% of the General Purpose School Fund's budgeted expenditures for fiscal 2016.

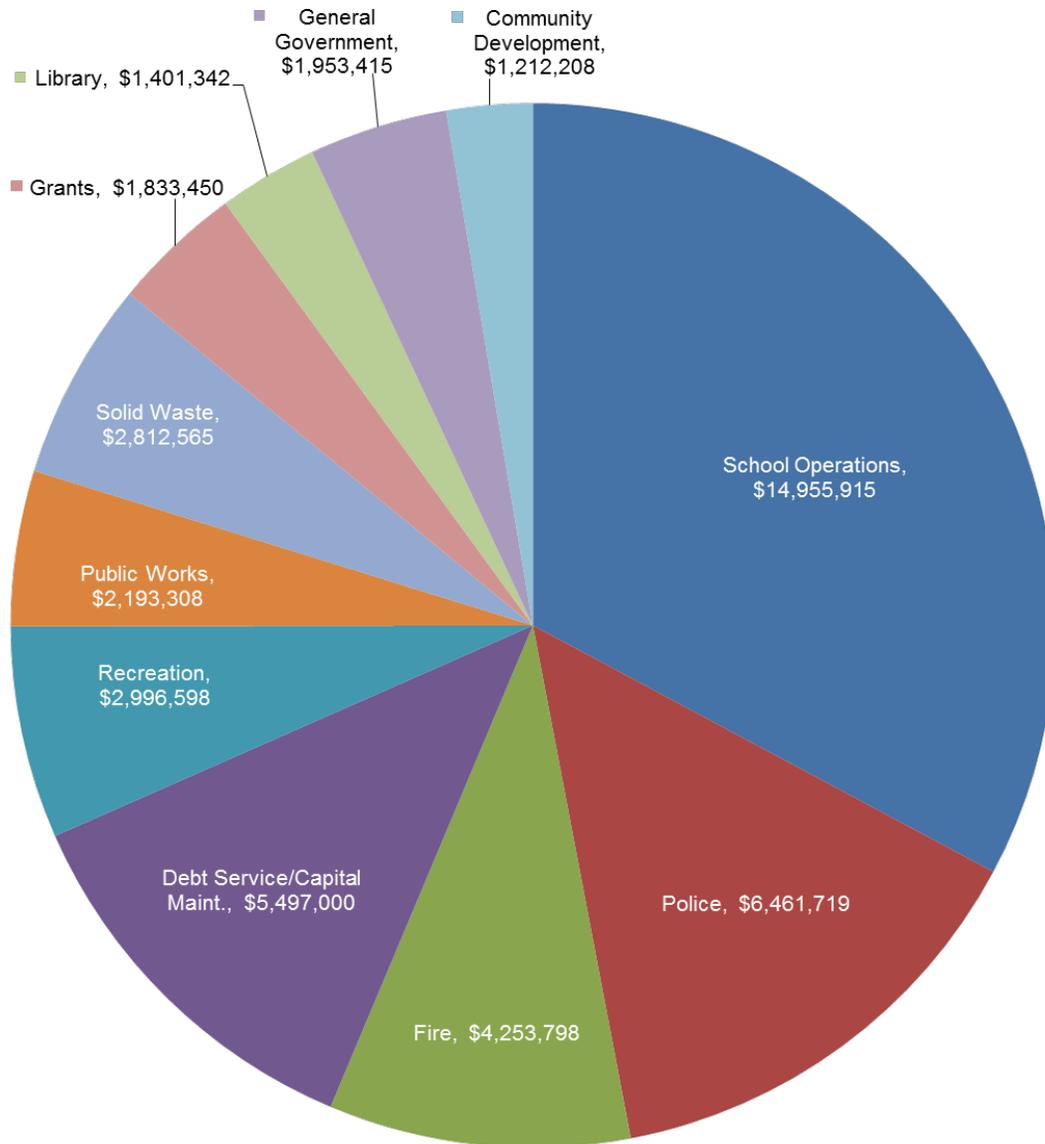
\$4,187,000 is budgeted for transfer to the Debt Service Fund for annual principal and interest payments on exiting outstanding long-term debt issued to finance City and School Capital Projects. This is at a \$642,000 increase over fiscal 2015 amounts. The increased will be funded by \$\$892,732 in revenues from the rental of the General Fund's Central Service Center Complex (CSCC) to other City Funds. This revenue was moved from the Debt Service Fund to the General Fund in fiscal 2016. The rental had previously funded debt service for construction of the CSCC facility. The debt was paid off during fiscal 2015.

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 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 beginning in fiscal 2010. Funding for capital projects was set at \$610,000 for fiscal 2016, a \$260,000 increase over the prior fiscal year.

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 \$700,000 in fiscal 2016, maintaining prior year funding levels.

A spreadsheet of the General Fund Summary of Gross Expenditures and Transfers by Object Code Classification is show on page [III-29](#). A spreadsheet of General Fund Expenditures and Operating Transfers for Fiscal Year 2016 can be found on page [III-31](#).

**General Fund Expenditures and Operating Transfers, Budget 2016:**



# 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-22 contains projected revenues, expenditures and operating transfers through fiscal 2018. It also contains debt service requirements for the General Fund on existing long-term debt issuances; however, it does not contain projections for any future debt issuances that might be issued during this period. The construction of a new Preschool is anticipated in within the next few years. The debt service and property tax rate impact for this project will be added to the model when costs and construction time lines are developed further.

## Model Assumptions:

- ◆ Expenditures for municipal operations and the operating transfer to the Oak Ridge Schools are projected to increase by 2% in fiscal 2017 and 2018. Historical actual percentage increases had 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 1.1% in fiscal 2017 and 1.5% in fiscal 2018 due to ongoing retail development, particularly at the Kroger Marketplace site along with other strip center developments.
- ◆ Sales and use tax collections is the General Fund's other major revenue source. Actual collection levels in fiscals 2011 to 2013 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 nearly \$1.5 million dollars in fiscal 2014 and 2015 due to the end of funding for these federal spending programs. Fiscal 2016 collections are projected to increase 1.1% due to ongoing retail development. 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 Multi-year Model contains sales tax projection increases of 3.0% in 2017 and 7% in 2018.
- ◆ The fund balance of the General Fund should stabilize at just below \$8 million.

## Changes in Operating Transfers:

- ◆ The City's major street resurfacing program and maintenance on non-state streets are accounted for in the State Street Aid (SSA) Fund. Revenues in this fund are primarily from state shared fuel taxes which have been flat for many years and are insufficient to cover the cost of operations accounted for in this Fund. In fiscal 2015, the General Fund is budgeted to transfer \$700,000 to the SSA Fund with annual increases projected at 2.0% 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. Funding for fiscal 2016 was set at \$610,000, with funding dropping back to \$350,000 in fiscals 2017 and 2018.

- ◆ The Debt Service 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-22, the projected property tax rate will remain at the current \$2.52 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 \$85,000. Therefore, the property tax rate must be increased by one-cent for each \$85,000 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 \$326,000 in 2016 and \$106,000 in fiscal 2017 has been included in this 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 2016 BUDGET**

Fiscal Year	2012	2013	2014	2015	2016	2017	2018
	ACTUAL	ACTUAL	ACTUAL	PROJ.	PROJ.	PROJ.	PROJ.
<b>REVENUES:</b>							
General Property Taxes	18800	18528	18821	19621	19771	20266	20652
Prior Year Property Tax Year Collections	954	371	618				
Penalty & Interest On Taxes	440	256	291	255	190	150	150
Other Property Taxes	3376	3425	3631	3659	3826	3864	3918
Business Taxes	1963	1619	2433	2190	2248	2315	2384
Licenses & Permits	173	168	174	189	442	191	193
DOE In-Lieu of Taxes	1663	1661	1661	1660	1659	1659	1666
Local Sales Tax	9111	9635	8359	8190	8280	8528	9125
Intergovernmental	2712	3042	3083	3280	3300	3312	3324
Hall Income Tax	407	477	584	580	500	600	618
Charges for Services	368	369	341	319	1206	1242	1279
Solid Waste Collection				1005	1340	1388	1388
Fines & Penalties	322	417	351	341	376	387	399
Grants					1555	1586	1618
Other Revenues	570	563	637	560	552	566	580
<b>TOTAL REVENUES</b>	<b>40859</b>	<b>40531</b>	<b>40984</b>	<b>41849</b>	<b>45245</b>	<b>46054</b>	<b>47294</b>
<b>TOTAL MUNICIPAL EXPENDITURES</b>							
	18995	18981	20185	22863	25118	25620	26133
Budget Multiplier City						1.0200	1.0200
Budget Multiplier Schools						1.0200	1.0200
<b>OPERATING TRANSFERS:</b>							
Gen. Purpose School Fund	14629	13863	14113	14629	14956	15255	15560
Solid Waste Fund	1522	1594	1628				
Economic Diversification Fund (ED)	50	50					
Grant Fund	174	178	181	183			
Public Transportation	55	60	60	60			
Street Resurfacing	653	660	660	700	700	714	728
Capital Maintenance	1512	500	500	350	610	610	610
Capital Projects - Debt Service Savings Roane State	500						
Debt Service	3045	4311	4311	3545	4187	4200	4200
<b>TOTAL OPERATING TRANSFERS</b>	<b>22140</b>	<b>21216</b>	<b>21453</b>	<b>19467</b>	<b>20453</b>	<b>20779</b>	<b>21099</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>41135</b>	<b>40197</b>	<b>41638</b>	<b>42330</b>	<b>45571</b>	<b>46399</b>	<b>47231</b>
<b>REVENUES LESS EXPEND. &amp; TRANS.</b>	<b>-276</b>	<b>334</b>	<b>-654</b>	<b>-481</b>	<b>-326</b>	<b>-345</b>	<b>63</b>
Fund Balance Additions From Fund Closures		482		249			
Inter-fund Loan to Waterworks Fund/Reclass	1666	1666	329	238	238	238	238
<b>CITY FUND BAL. (BOY):</b>	<b>4335</b>	<b>5726</b>	<b>8209</b>	<b>7884</b>	<b>7890</b>	<b>7802</b>	<b>7695</b>
<b>CITY FUND BAL. (EOY):</b>	<b>5726</b>	<b>8208</b>	<b>7884</b>	<b>7890</b>	<b>7802</b>	<b>7695</b>	<b>7996</b>
Fund Balance As % Expend. & Trans.	13.92%	20.42%	18.94%	18.64%	17.12%	16.58%	16.93%
<b>PROPERTY TAX RATE:</b>	<b>239</b>	<b>239</b>	<b>239</b>	<b>239</b>	<b>252</b>	<b>252</b>	<b>253</b>
% INCREASE PROPERTY TAX RATE	0.00%	0.00%	0.00%	0.00%	5.44%	0.00%	0.40%
ASSESSMENT (0,000,000's)	80.94	79.92	81.31	82.53	79.43	80.42	81.63
<b>Total Tax rate Increase (Annual)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>
Ann. Assmnt. Growth	0.27%	-1.26%	1.74%	1.50%	-3.76%	1.25%	1.50%
Ann. Sales Tax Growth	-5.57%	5.75%	-13.24%	-2.02%	1.10%	3.00%	7.00%

# GENERAL FUND BUDGET DETAIL

## General Fund Budget Summary

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>REVENUES:</b>						
Taxes	32,801,853	33,431,268	32,492,420	32,725,338	(705,930)	-2.1
Licenses and Permits	174,011	230,000	189,210	442,000	212,000	92.2
Intergovernmental Revenues	3,667,162	3,392,000	3,860,280	3,799,500	407,500	12.0
Charges for Services	1,342,178	1,316,568	1,324,222	2,546,232	1,229,664	93.4
Fines and Forfeitures	353,138	376,000	341,000	376,000	-	0.0
Other Revenues	636,483	547,286	560,049	552,286	5,000	0.9
Grants	-	-	-	1,555,500	1,555,500	100.0
Total Revenues	<u>38,974,825</u>	<u>39,293,122</u>	<u>38,767,181</u>	<u>41,996,856</u>	<u>2,703,734</u>	<u>6.9</u>
<b>EXPENDITURES:</b>						
General Government	1,841,776	1,918,015	1,866,443	1,953,415	35,400	1.8
Police	6,253,050	6,419,976	6,339,278	6,461,719	41,743	0.7
Fire	4,314,173	4,239,674	4,342,664	4,253,798	14,124	0.3
Public Works	4,640,079	4,936,508	4,801,735	5,005,873	69,365	1.4
Community Development	1,445,765	1,202,277	1,088,040	1,212,208	9,931	0.8
Recreation and Parks	2,959,149	3,133,200	3,060,114	2,996,598	(136,602)	-4.4
Library	1,362,209	1,371,860	1,365,169	1,401,342	29,482	2.1
Grants	-	-	-	1,833,450	1,833,450	100.0
Total Municipal Expenditures	<u>22,816,201</u>	<u>23,221,510</u>	<u>22,863,443</u>	<u>25,118,403</u>	<u>1,896,893</u>	<u>8.2</u>
Excess of Revenues Over Municipal Expenditures	<u>16,158,624</u>	<u>16,071,612</u>	<u>15,903,738</u>	<u>16,878,453</u>	<u>806,841</u>	<u>5.0</u>
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating Transfers In:						
Electric Fund	1,463,402	1,495,875	1,484,735	1,559,300	63,425	4.2
Waterworks Fund	1,548,916	1,595,000	1,597,031	1,689,376	94,376	5.9
Grant Fund (Closing FY15)	-	-	112,877	-	-	0.0
Street & Public Transportation Fund (Closing FY15)	-	-	136,614	-	-	0.0
Operating Transfers Out:						
Oak Ridge Schools	(14,112,832)	(14,629,302)	(14,629,302)	(14,955,915)	(326,613)	2.2
General Fund Debt Service	(4,311,470)	(3,545,000)	(3,545,000)	(4,187,000)	(642,000)	18.1
Capital Projects Fund	(500,000)	(350,000)	(350,000)	(610,000)	(260,000)	74.3
State Street Aid Fund	(660,000)	(700,000)	(700,000)	(700,000)	-	0.0
Grant Fund	(180,557)	(182,936)	(182,936)	-	182,936	-100.0
Street & Public Transportation Fund	(60,000)	(60,000)	(60,000)	-	60,000	-100.0
Total Other Financing Source (Uses)	<u>(16,812,541)</u>	<u>(16,376,363)</u>	<u>(16,135,981)</u>	<u>(17,204,239)</u>	<u>(827,876)</u>	<u>5.1</u>
Excess (Deficiency) of Revenues Over Expenditures & Other Financing Uses	<u>(653,917)</u>	<u>(304,751)</u>	<u>(232,243)</u>	<u>(325,786)</u>	<u>(21,035)</u>	<u>6.9</u>
<b>TOTAL FUND BALANCE - 7/1</b>	<u>8,300,047</u>	<u>7,637,232</u>	<u>7,884,225</u>	<u>7,890,077</u>	<u>252,845</u>	<u>3.3</u>
Waterworks Interfund Loan Repayment	238,095	238,095	238,095	238,095	-	0.0
<b>REMAINING FUND BALANCE - 6/30</b>	<u>7,884,225</u>	<u>7,570,576</u>	<u>7,890,077</u>	<u>7,802,386</u>	<u>231,810</u>	<u>3.1</u>

## General Fund Fiscal 2016 vs. 2015 Budget Variance Summary

	BUDGET 2015	BUDGET 2016	BUDGET 2016 % of TOTAL	BUDGET 16 vs 15	16 vs 15 % CHANGE
<b>REVENUES:</b>					
Property Taxes	\$ 20,583,585	\$ 20,537,818	45.07%	\$ (45,767)	-0.22%
Local Sales Taxes	8,950,000	8,280,000	18.17%	(670,000)	-7.49%
State Shared Taxes (Sales, Income, TVA, Excise, etc)	3,092,000	3,499,500	7.68%	407,500	13.18%
Other City Funds (In-lieu of Taxes)	3,090,875	3,248,676	7.13%	157,801	5.11%
Business Taxes (Business & Alcohol Wholesale)	2,238,000	2,248,000	4.93%	10,000	0.45%
DOE In-Lieu & Federal Grant	1,959,683	1,959,520	4.30%	(163)	-0.01%
Licenses and Permits - (Construction Permits, Beer/Liquor Sale, Animal Registration, ROW, Cable)	730,000	947,000	2.08%	217,000	29.73%
Charges for Services - (Recreation Usage Fees, Building & Facility Rentals, Animal Shelter Fees)	1,316,568	2,546,232	5.59%	1,229,664	93.40%
Fines and Forfeitures - (Traffic Violations, City Court, Library Fines)	376,000	376,000	0.83%	-	0.00%
Interest & Misc.	47,286	47,286	0.10%	-	0.00%
Grants	-	1,555,500	3.41%	1,555,500	100.00%
Fund Balance Draw	304,751	325,786	0.71%	21,035	6.90%
<b>TOTAL REVENUES</b>	<b>\$ 42,688,748</b>	<b>\$ 45,571,318</b>	<b>100.00%</b>	<b>\$ 2,882,570</b>	<b>6.75%</b>
<b>EXPENDITURES AND OPERATING TRANSFERS:</b>					
Oak Ridge Schools Operations	\$ 14,629,302	\$ 14,955,915	32.82%	\$ 326,613	2.23%
Police	6,419,976	6,461,719	14.18%	41,743	0.65%
Fire	4,239,674	4,253,798	9.33%	14,124	0.33%
Debt Service (Principal & Interest Payments)	3,545,000	4,187,000	9.19%	642,000	18.11%
Recreation and Parks	3,133,200	2,996,598	6.58%	(136,602)	-4.36%
Solid Waste Collection	2,849,000	2,812,565	6.17%	(36,435)	-1.28%
Library	1,371,860	1,401,342	3.08%	29,482	2.15%
Traffic & Street Lighting	1,080,300	1,132,297	2.48%	51,997	4.81%
Public Works (Building & Street Maintenance)	1,007,208	1,061,011	2.33%	53,803	5.34%
Capital Projects Funding	350,000	610,000	1.34%	260,000	74.29%
General Government (City Council, City Clerk, City Manger, City Court, Legal, Finance, Personnel, Information Services & Utilities Business Office)	1,918,015	1,953,415	4.29%	35,400	1.85%
Community & Economic Development	1,202,277	1,212,208	2.66%	9,931	0.83%
Street Resurfacing	700,000	700,000	1.54%	-	0.00%
Grants and Social Services	242,936	1,833,450	4.02%	1,590,514	100.00%
<b>TOTAL EXPENDITURES &amp; OPERATING TRANSFERS</b>	<b>\$ 42,688,748</b>	<b>\$ 45,571,318</b>	<b>100.00%</b>	<b>\$ 2,882,570</b>	<b>6.75%</b>

## General Fund Summary of Revenues by Source

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>TAXES:</b>						
Property Taxes:						
4101 General Property Taxes:						
4110 Real and Personal Property Taxes	19,195,604	19,590,000	19,340,000	19,484,021	(105,979)	-0.5
4120 Public Utilities	242,623	252,000	281,300	286,797	34,797	13.8
4125 Interest and Penalties	291,542	150,000	255,000	190,000	40,000	26.7
Total Property Taxes	<u>19,729,769</u>	<u>19,992,000</u>	<u>19,876,300</u>	<u>19,960,818</u>	<u>(31,182)</u>	<u>-0.2</u>
Other Property Taxes:						
4130 Other than Assessed (In-Lieu)	619,014	591,585	577,000	577,000	(14,585)	-2.5
4311 D.O.E. In-Lieu of Tax	1,660,945	1,659,683	1,659,520	1,659,520	(163)	0.0
Total Other Property Taxes	<u>2,279,959</u>	<u>2,251,268</u>	<u>2,236,520</u>	<u>2,236,520</u>	<u>(14,748)</u>	<u>-0.7</u>
Local Sales Taxes:						
4187 City Sales Tax - Roane Co.	394,808	435,000	383,500	383,500	(51,500)	-11.8
County Shared Sales Taxes:						
4366 Oak Ridge/Anderson County	6,009,859	6,350,000	6,290,000	6,380,000	30,000	0.5
4370 Oak Ridge/Roane County	1,954,299	2,165,000	1,516,500	1,516,500	(648,500)	-30.0
Total Local Sales Taxes	<u>8,358,966</u>	<u>8,950,000</u>	<u>8,190,000</u>	<u>8,280,000</u>	<u>(670,000)</u>	<u>-7.5</u>
Other Taxes:						
4151 Gross Receipts Bus. Taxes:						
4155 Beer Wholesale Tax	602,644	615,000	550,100	590,000	(25,000)	-4.1
4160 Liquor Wholesale Tax	245,496	243,000	252,500	248,000	5,000	2.1
4165 Room Occupancy Tax	456,094	480,000	517,000	510,000	30,000	6.3
4170 Business Taxes	1,128,925	900,000	870,000	900,000	-	0.0
Total Other Taxes	<u>2,433,159</u>	<u>2,238,000</u>	<u>2,189,600</u>	<u>2,248,000</u>	<u>10,000</u>	<u>0.4</u>
<b>TOTAL TAXES</b>	<u><b>32,801,853</b></u>	<u><b>33,431,268</b></u>	<u><b>32,492,420</b></u>	<u><b>32,725,338</b></u>	<u><b>(705,930)</b></u>	<u><b>-2.1</b></u>
<b>LICENSES AND PERMITS:</b>						
4205 Beer & Liquor Licenses & Permits	21,491	22,000	20,725	22,000	-	0.0
4225 Building Permits	106,439	150,000	100,000	360,000	210,000	140.0
4230 Electrical Permits	16,919	20,000	25,000	22,000	2,000	10.0
4235 Plumbing Permits	14,315	20,000	20,000	20,000	-	0.0
4250 Animal Registration Permits	11,319	10,500	17,300	10,500	-	0.0
4260 Other Permits and Fees	3,528	7,500	6,185	7,500	-	0.0
TOTAL LICENSES & PERMITS	<u>174,011</u>	<u>230,000</u>	<u>189,210</u>	<u>442,000</u>	<u>212,000</u>	<u>92.2</u>
<b>INTERGOVERNMENTAL:</b>						
4313 Federal Grants	274,483	300,000	300,000	300,000	-	0.0
4355 State Grants in Aid	-	-	49,524	-	-	0.0
Shared State Taxes:						
4309 TVA Impact	233,143	100,000	244,231	238,000	138,000	138.0
4310 TVA Replacement Tax	327,779	327,500	343,223	338,000	10,500	3.2
4320 Sales Tax	2,098,511	2,150,000	2,210,000	2,227,000	77,000	3.6
4325 Income Tax	584,494	425,000	580,000	500,000	75,000	17.6
4340 Excise Tax	28,313	20,000	17,274	20,000	-	0.0
4345 Beer Barrelage	13,878	14,500	14,028	14,500	-	0.0
4350 Mixed Drink Tax	106,561	55,000	102,000	102,000	47,000	85.5
4351 Fuel Tax Inspection Fees	-	-	-	60,000	60,000	100.0
TOTAL INTERGOVERNMENTAL	<u>3,667,162</u>	<u>3,392,000</u>	<u>3,860,280</u>	<u>3,799,500</u>	<u>407,500</u>	<u>12.0</u>

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

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>CHARGES FOR SERVICES:</b>						
Charges for Current Services:						
4405 Records Processing	21,729	20,500	20,500	20,500	-	0.0
4417 General & Admin. Costs	20,249	20,000	20,000	20,000	-	0.0
4430 Animal Shelter Fees	34,383	35,000	28,000	35,000	-	0.0
4432 Solid Waste Collections	1,003,273	1,004,000	1,005,000	1,340,000	336,000	33.5
Use of Property Services:						
4440 Activities	2,510	3,000	2,500	3,000	-	0.0
4450 Outdoor Pool	108,438	101,000	108,000	95,000	(6,000)	-5.9
4455 Indoor Pool	36,823	40,000	44,322	40,000	-	0.0
4460 Rental of Lands & Buildings	75,963	58,068	65,900	65,000	6,932	11.9
4466 Central Service Center Complex	-	-	-	892,732	892,732	100.0
4485 Community Center Building	38,810	35,000	30,000	35,000	-	0.0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,342,178</b>	<b>1,316,568</b>	<b>1,324,222</b>	<b>2,546,232</b>	<b>1,229,664</b>	<b>93.4</b>
<b>FINES, PENALTIES AND FORFEITURES:</b>						
4505 City Court - Fines	57,889	60,000	58,000	60,000	-	0.0
4510 City Court - Costs	90,513	90,000	90,000	90,000	-	0.0
4515 Bail Forfeitures	155,031	175,000	150,000	175,000	-	0.0
4519 Misc. Court Revenues	16,049	15,000	13,000	15,000	-	0.0
4520 Library - Fines and Lost Books	33,656	36,000	30,000	36,000	-	0.0
<b>TOTAL FINES, PENALTIES, &amp; FORFEITURES</b>	<b>353,138</b>	<b>376,000</b>	<b>341,000</b>	<b>376,000</b>	<b>-</b>	<b>0.0</b>
<b>OTHER REVENUES:</b>						
4610 Interest on Investments	14,172	18,000	12,000	18,000	-	0.0
4610 Interest on Capital Outlay Notes	16,667	14,286	14,286	14,286	-	0.0
4710 CATV Franchise	445,613	440,000	458,613	445,000	5,000	1.1
4730 Land Sales Proceeds	74,900	-	-	-	-	0.0
4750 Right-of-Way	65,000	60,000	60,000	60,000	-	0.0
4790 Miscellaneous	20,131	15,000	15,150	15,000	-	0.0
<b>TOTAL OTHER REVENUES</b>	<b>636,483</b>	<b>547,286</b>	<b>560,049</b>	<b>552,286</b>	<b>5,000</b>	<b>0.9</b>
<b>GRANTS:</b>						
4313 DOE Grants	-	-	-	358,000	358,000	100.0
4306 HUD Grants CDBG	-	-	-	291,000	291,000	100.0
4314 Other HUD Grants	-	-	-	32,000	32,000	100.0
4314 FEMA Grants	-	-	-	189,000	189,000	100.0
4356 TDEC Grants	-	-	-	168,000	168,000	100.0
4356 TEMA Grants	-	-	-	16,000	16,000	100.0
4356 TDOT Grants	-	-	-	423,500	423,500	100.0
4356 TN Dept of Agriculture Grants	-	-	-	3,000	3,000	100.0
4356 THDA Grants	-	-	-	60,000	60,000	100.0
4791 Donations	-	-	-	15,000	15,000	100.0
<b>TOTAL GRANTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,555,500</b>	<b>1,555,500</b>	<b>100.0</b>
<b>TOTAL REVENUES</b>	<b>38,974,825</b>	<b>39,293,122</b>	<b>38,767,181</b>	<b>41,996,856</b>	<b>2,703,734</b>	<b>6.9</b>
<b>TRANSFERS IN - IN-LIEU OF TAX:</b>						
4135 Electric Fund	1,463,402	1,495,875	1,484,735	1,559,300	63,425	4.2
4140 Waterworks Fund	1,548,916	1,595,000	1,597,031	1,689,376	94,376	5.9
<b>TRANSFERS IN - Fund Closure:</b>						
Grant Fund	-	-	112,877	-	-	0.0
Street and Public Transportation	-	-	136,614	-	-	0.0
<b>TOTAL TRANSFERS IN</b>	<b>3,012,318</b>	<b>3,090,875</b>	<b>3,331,257</b>	<b>3,248,676</b>	<b>157,801</b>	<b>5.1</b>
<b>TOTAL REVENUES &amp; OPERATING TRANSFERS</b>	<b>41,987,143</b>	<b>42,383,997</b>	<b>42,098,438</b>	<b>45,245,532</b>	<b>2,861,535</b>	<b>6.8</b>
<b>FUND BALANCE APPROPRIATION</b>	<b>653,917</b>	<b>304,751</b>	<b>232,243</b>	<b>325,786</b>	<b>21,035</b>	<b>6.9</b>
<b>TOTAL REVENUES, OPERATING TRANSFER &amp; FUND BALANCE DRAW</b>	<b>42,641,060</b>	<b>42,688,748</b>	<b>42,330,681</b>	<b>45,571,318</b>	<b>2,882,570</b>	<b>6.8</b>

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

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>General Government:</u>						
810 City Council	112,345	113,534	114,143	115,741	2,207	1.9
816 City Clerk	102,244	111,453	110,522	113,504	2,051	1.8
820 City Manager	219,355	230,291	208,869	261,319	31,028	13.5
832 City Court	212,511	208,558	207,883	186,819	(21,739)	-10.4
843 Legal	241,979	242,545	242,105	246,183	3,638	1.5
845 Information Services	382,392	416,890	401,427	422,535	5,645	1.4
846 Personnel	239,426	245,248	244,039	248,980	3,732	1.5
854 Stationery Stores	77,413	91,618	83,088	93,296	1,678	1.8
862 Finance	183,896	195,718	192,763	202,687	6,969	3.6
864 Business Office	70,215	62,160	61,604	62,351	191	0.3
Total General Government	<u>1,841,776</u>	<u>1,918,015</u>	<u>1,866,443</u>	<u>1,953,415</u>	<u>35,400</u>	<u>1.8</u>
<u>Police Department:</u>						
910 Supervision	308,029	304,483	307,216	310,841	6,358	2.1
911 Investigations	1,012,802	1,044,075	1,029,648	1,048,375	4,300	0.4
912 Staff Services	393,006	406,052	416,374	408,452	2,400	0.6
913 Patrol	3,782,202	3,877,258	3,848,333	3,912,788	35,530	0.9
915 Emergency Communications	306,546	311,284	272,066	293,668	(17,616)	-5.7
916 Animal Control	325,701	304,187	298,832	310,143	5,956	2.0
917 School Resource Officer Program	124,764	172,637	166,809	177,452	4,815	2.8
Total Police Department	<u>6,253,050</u>	<u>6,419,976</u>	<u>6,339,278</u>	<u>6,461,719</u>	<u>41,743</u>	<u>0.7</u>
<u>Fire Department:</u>						
921 Supervision	197,592	209,341	211,257	213,143	3,802	1.8
922 Fire Prevention	118,036	128,865	131,709	130,265	1,400	1.1
923 Fire Fighting	3,697,088	3,737,646	3,804,482	3,739,208	1,562	0.0
924 Fire Stations	242,778	123,822	163,852	128,482	4,660	3.8
925 Fire Specialists	58,679	40,000	31,364	42,700	2,700	6.8
Total Fire Department	<u>4,314,173</u>	<u>4,239,674</u>	<u>4,342,664</u>	<u>4,253,798</u>	<u>14,124</u>	<u>0.3</u>
<u>Public Works:</u>						
930 Supervision	22,867	23,292	23,078	22,779	(513)	-2.2
935 Engineering	131,115	130,915	117,412	130,359	(556)	-0.4
942 State Highway Maintenance	132,042	86,952	94,825	98,158	11,206	12.9
943 General Maintenance	443,813	276,333	279,402	323,304	46,971	17.0
946 Central Service Center	115,394	128,355	124,658	128,196	(159)	-0.1
948 Municipal Building	143,340	161,361	167,127	158,215	(3,146)	-1.9
951 Stormwater	-	200,000	193,500	200,000	-	0.0
953 Traffic Control and Lights	1,020,449	1,080,300	1,086,463	1,132,297	51,997	4.8
955 Solid Waste Collection	2,631,059	2,849,000	2,715,270	2,812,565	(36,435)	-1.3
Total Public Works Department	<u>4,640,079</u>	<u>4,936,508</u>	<u>4,801,735</u>	<u>5,005,873</u>	<u>69,365</u>	<u>1.4</u>
<u>Community Development</u>						
960 Supervision	194,022	188,014	182,539	158,831	(29,183)	-15.5
962 Planning	123,895	117,116	114,287	118,125	1,009	0.9
963 Economic Development	34,440	35,280	35,280	59,280	24,000	68.0
964 Marketing & Tourism	627,659	360,818	367,818	391,748	30,930	8.6
966 Code Enforcement	357,111	356,049	345,111	349,224	(6,825)	-1.9
967 Housing Initiatives	108,638	145,000	43,005	135,000	(10,000)	-6.9
Total Community Development	<u>1,445,765</u>	<u>1,202,277</u>	<u>1,088,040</u>	<u>1,212,208</u>	<u>9,931</u>	<u>0.8</u>

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

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>Recreation and Parks Department:</u>						
970 Supervision	247,139	258,580	217,847	209,852	(48,728)	-18.8
971 Special Events	112,718	122,500	135,500	62,500	(60,000)	-49.0
972 Indoor Aquatics	180,989	219,406	192,255	222,407	3,001	1.4
973 Outdoor Aquatics	281,407	288,645	273,723	266,657	(21,988)	-7.6
974 Centers, Camps & Programs	741,050	751,934	775,759	765,997	14,063	1.9
975 Athletics	146,539	150,808	130,978	131,281	(19,527)	-12.9
976 Parks	783,080	863,986	847,634	858,195	(5,791)	-0.7
977 Scarboro Center	183,859	189,822	193,672	193,476	3,654	1.9
978 Senior Center	282,368	287,519	292,746	286,233	(1,286)	-0.4
Total Recreation and Parks Department	<u>2,959,149</u>	<u>3,133,200</u>	<u>3,060,114</u>	<u>2,996,598</u>	<u>(136,602)</u>	<u>-4.4</u>
979 Public Library	<u>1,362,209</u>	<u>1,371,860</u>	<u>1,365,169</u>	<u>1,401,342</u>	<u>29,482</u>	<u>2.1</u>
<u>Grants</u>						
983 City Social Services Grants	-	-	-	182,950	182,950	100.0
868 General Government Grants	-	-	-	168,000	168,000	100.0
918 Police Grants	-	-	-	319,000	319,000	100.0
928 Fire Grants	-	-	-	205,000	205,000	100.0
958 Public Works Grants	-	-	-	237,500	237,500	100.0
989 Library Grants	-	-	-	100,000	100,000	100.0
968 Community Services Grants	-	-	-	35,000	35,000	100.0
982 CDBG (Community Development Block Grant)	-	-	-	291,000	291,000	100.0
985 Social Services Grants	-	-	-	60,000	60,000	100.0
987 Street & Public Trans Grants	-	-	-	235,000	235,000	100.0
Total Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,833,450</u>	<u>1,833,450</u>	<u>100.0</u>
TOTAL MUNICIPAL EXPENDITURES	<u>22,816,201</u>	<u>23,221,510</u>	<u>22,863,443</u>	<u>25,118,403</u>	<u>1,896,893</u>	<u>8.2</u>
<u>Operating Transfers:</u>						
991 State Street Aid Fund	660,000	700,000	700,000	700,000	-	0.0
991 Street & Public Transportation Fund	60,000	60,000	60,000	-	(60,000)	-100.0
992 Capital Projects Fund	500,000	350,000	350,000	610,000	260,000	74.3
995 Grant Fund	180,557	182,936	182,936	-	(182,936)	-100.0
997 Debt Service	4,311,470	3,545,000	3,545,000	4,187,000	642,000	18.1
999 Oak Ridge Schools	14,112,832	14,629,302	14,629,302	14,955,915	326,613	2.2
TOTAL OPERATING TRANSFERS	<u>19,824,859</u>	<u>19,467,238</u>	<u>19,467,238</u>	<u>20,452,915</u>	<u>985,677</u>	<u>5.1</u>
TOTAL EXPENDITURES AND OPERATING TRANSFERS	<u>42,641,060</u>	<u>42,688,748</u>	<u>42,330,681</u>	<u>45,571,318</u>	<u>2,882,570</u>	<u>6.8</u>

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

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHNG
<b>PERSONAL SERVICES:</b>						
5111 Salaries-Regular Employees	10,332,577	10,776,607	10,349,748	10,804,085	27,478	0.3
5120 Salaries-Part Time/Seasonal Employees	279,782	333,655	314,760	325,542	(8,113)	-2.4
5131 Regular Overtime Pay	911,056	821,711	996,640	837,177	15,466	1.9
5141 Social Security	840,005	912,792	871,212	920,432	7,640	0.8
5150 Retirement	1,801,258	1,827,365	1,827,365	1,844,690	17,325	0.9
5160 Medical & Workers' Compensation	2,469,026	2,475,280	2,475,280	2,491,094	15,814	0.6
Total Personal Services	16,633,704	17,147,410	16,835,005	17,223,020	75,610	0.4
<b>CONTRACTUAL SERVICES:</b>						
5201 Rents	160,103	167,430	147,072	138,930	(28,500)	-17.0
5205 Printing & Duplicating Charges	2,176	4,875	4,100	600	(4,275)	-87.7
5206 Mailing & Delivery	91,164	112,000	100,620	115,000	3,000	2.7
5207 Dues, Memberships and Subscript.	94,636	76,565	80,476	80,065	3,500	4.6
5210 Professional & Contractual Services	939,527	656,605	570,264	766,630	110,025	16.8
5210 Custodial Contract	187,510	209,700	203,891	192,494	(17,206)	-8.2
5210 Mowing Contract	380,844	402,839	382,023	388,078	(14,761)	-3.7
5210 Litter Contract	57,122	59,067	63,991	65,161	6,094	10.3
5236 Street Sweeping	30,022	33,475	35,991	36,815	3,340	10.0
5210 Demolition	79,184	125,000	-	100,000	(25,000)	-20.0
5210 Lobbying	60,734	70,000	35,000	35,000	(35,000)	-50.0
5210 Economic Development	84,000	84,000	84,000	108,000	24,000	28.6
5210 Solid Waste Collection	2,631,059	2,849,000	2,715,270	2,812,565	(36,435)	-1.3
5211 Advertising and Publicity	20,527	22,030	29,050	28,280	6,250	28.4
5212 Utility Services	1,090,725	1,236,065	1,140,747	1,272,800	36,735	3.0
5212 Street & Traffic Lights	1,008,692	1,060,000	1,076,463	1,111,997	51,997	4.9
5220 Travel, Schools and Conferences	121,944	174,289	162,915	159,389	(14,900)	-8.5
5235 Repair & Maintenance	1,060,566	724,439	889,198	816,935	92,496	12.8
5236 Other Equipment Maintenance	413,114	474,061	494,101	474,061	-	0.0
5289 Vehicle/Equipment Use Charges	1,282,092	1,282,533	1,282,533	1,282,533	-	0.0
Total Contractual Services	9,795,741	9,823,973	9,497,705	9,985,333	161,360	1.6
<b>COMMODITIES:</b>						
5310 Commodities/Tools/Supplies	543,062	407,471	473,222	430,971	23,500	5.8
5320 Books/Education Materials	24,248	24,085	24,205	23,585	(500)	-2.1
5320 Library Materials	135,102	145,342	145,342	145,342	-	0.0
5325 Uniforms/Clothing	108,142	70,175	95,679	70,175	-	0.0
Total Commodities	810,554	647,073	738,448	670,073	23,000	3.6
<b>OTHER CHARGES:</b>						
5410 Insurance	277,933	278,396	278,396	278,396	-	0.0
5430 Board/Agency/Event Funding	158,165	239,500	274,505	179,500	(60,000)	-25.1
5432 Oak Ridge Chamber	125,000	175,000	125,000	175,000	-	0.0
5432 Oak Ridge CVB	314,100	275,000	325,000	325,000	50,000	18.2
5431 Grants	-	-	-	1,833,450	1,833,450	100.0
5499 Elections/Contingency/Other	34,947	5,350	15,710	20,250	14,900	278.5
Total Other Charges	910,145	973,246	1,018,611	2,811,596	1,838,350	188.9
<b>CAPITAL EXPENDITURES:</b>						
	101,008	100,000	100,000	-	(100,000)	-100.0
TOTAL GROSS EXPENDITURES	28,251,152	28,691,702	28,189,769	30,690,022	1,998,320	7.0
<b>REDUCTION OF COSTS:</b>						
5610 Recovered from Users	(579,344)	(436,411)	(435,411)	(412,411)	24,000	-5.5
5670 Recovered from Funds	(4,855,607)	(5,033,781)	(4,890,915)	(5,159,208)	(125,427)	2.5
Total Reduction of Costs	(5,434,951)	(5,470,192)	(5,326,326)	(5,571,619)	(101,427)	1.9
TOTAL MUNICIPAL EXPENDITURES	22,816,201	23,221,510	22,863,443	25,118,403	1,896,893	8.2
<b>OPERATING TRANSFERS:</b>						
5710 Operating Transfers	19,824,859	19,467,238	19,467,238	20,452,915	985,677	5.1
TOTAL NET EXPENDITURES	42,641,060	42,688,748	42,330,681	45,571,318	2,882,570	6.8

## General Fund Expenditures & Operating Transfers

	BUDGET 2016	PERCENT OF GROSS	ACCUMULATED PERCENT OF GROSS
Personal Services (Salaries, FICA Retirement, Insurance)	\$ 17,223,020	33.68%	
Oak Ridge School Operations	14,955,915	29.24%	62.92%
Debt Service (Principal & Interest) City & Schools	4,187,000	8.19%	71.11%
Solid Waste Collection & Convenience Center	2,812,565	5.50%	76.61%
Grants	1,833,450	3.58%	80.19%
Equipment Maintenance, Operation & Replacement (Vehicle & Computer)	1,756,594	3.43%	83.63%
Utilities (Electric, Water, Sewer, Phones, Internet.)	1,272,800	2.49%	86.11%
Streets Lights and Traffic Lights	1,111,997	2.17%	88.29%
<u>Repairs &amp; Maintenance (Buildings)</u>	<u>816,935</u>	<u>1.60%</u>	<u>89.89%</u>
Professional and Contractual Services	766,630	1.50%	91.38%
Street Resurfacing	700,000	1.37%	92.75%
Custodial, Mowing, Litter Pick-Up & Street Sweeping Contracts	682,548	1.33%	94.09%
Board/Agency/Event Funding	679,500	1.33%	95.42%
Capital Maintenance Funding (To Capital Projects Fund)	610,000	1.19%	96.61%
Commodities (Including Small Tools & Supplies)	430,971	0.84%	97.45%
Insurance (Property & Liability)	278,396	0.54%	98.00%
Training & Conferences	159,389	0.31%	98.31%
Library Materials	145,342	0.28%	98.59%
Rents (Including Senior Center)	138,930	0.27%	98.86%
Printing & Mailing	115,600	0.23%	99.09%
Economic Development Consultants	108,000	0.21%	99.30%
Demolition	100,000	0.20%	99.50%
Dues, Memberships and Subscriptions (Includes Library)	80,065	0.16%	99.65%
Uniforms/Clothing	70,175	0.14%	99.79%
Lobbying	35,000	0.07%	99.86%
Advertising and Publicity (includes Legal Notices)	28,280	0.06%	99.91%
Books/Education Materials	23,585	0.05%	99.96%
Contingency/Election/Other	<u>20,250</u>	<u>0.04%</u>	<u>100.00%</u>
GROSS EXPENDITURES AND OPERATING TRANSFERS	<u>\$51,142,937</u>		
Costs Recovered From Users	(412,411)		
Costs Transferred to Other City Funds	<u>(5,159,208)</u>		
NET EXPENDITURES AND OPERATING TRANSFERS	<u>\$45,571,318</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 departments:

DEPARTMENT:	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND				STATE STREET AID FUND	COSTS RECOVERED		GENERAL FUND			
			WATER	WASTEWATER									
<b>GENERAL GOVERNMENT:</b>													
810 City Council	\$ 163,016	16%	\$ 26,083	7%	\$ 11,411	6%	\$ 9,781	\$ -	\$ -	71%	\$ 115,741		
816 City Clerk	159,864	16%	25,578	7%	11,190	6%	9,592	-	-	71%	113,504		
820 City Manager's Office	522,639	25%	130,660	12%	62,717	12%	62,717	1%	5,226	50%	261,319		
832 City Court	186,819	-	-	-	-	-	-	-	-	100%	186,819		
843 Legal	346,735	16%	55,477	7%	24,271	6%	20,804	-	-	71%	246,183		
845 Information Services	1,173,706	27%	316,900	15%	176,056	22%	258,215	-	-	36%	422,535		
846 Personnel	461,073	15%	69,161	13%	59,939	15%	69,161	3%	13,832	54%	248,980		
854 Stationary Stores	274,403	26%	71,345	20%	54,881	20%	54,881	-	-	34%	93,296		
862 Finance	965,176	37%	357,115	18%	173,732	20%	193,035	4%	38,607	21%	202,687		
864 Business Office	890,727	43%	383,013	27%	240,496	23%	204,867	-	-	7%	62,351		
TOTAL GENERAL GOVERNMENT	5,144,158	28%	1,435,332	16%	814,693	17%	883,053	1%	57,665	38%	1,953,415		
<b>OPERATIONS:</b>													
<b>POLICE DEPARTMENT:</b>													
910 Supervision	310,841	-	-	-	-	-	-	-	-	100%	310,841		
911 Investigations	1,048,375	-	-	-	-	-	-	-	-	100%	1,048,375		
912 Staff Services	408,452	-	-	-	-	-	-	-	-	100%	408,452		
913 Patrol	3,912,788	-	-	-	-	-	-	-	-	100%	3,912,788		
915 Emergency Communications	617,085	12%	74,050	6%	37,025	2%	12,342	32%	200,000	48%	293,668		
916 Animal Control	355,143	-	-	-	-	-	-	13%	45,000	88%	310,143		
917 School Resource Officer	177,452	-	-	-	-	-	-	-	-	100%	177,452		
TOTAL POLICE DEPARTMENT	6,830,136	1%	74,050	1%	37,025	0%	12,342	4%	245,000	98%	6,461,719		
<b>FIRE DEPARTMENT:</b>													
921 Supervision	213,143	-	-	-	-	-	-	-	-	100%	213,143		
922 Fire Prevention	130,265	-	-	-	-	-	-	-	-	100%	130,265		
923 Fire Fighting	3,760,208	-	-	-	-	-	-	1%	21,000	99%	3,739,208		
924 Fire Stations	128,482	-	-	-	-	-	-	-	-	100%	128,482		
925 Fire Specialists	57,700	-	-	-	-	-	-	26%	15,000	0%	42,700		
TOTAL FIRE DEPARTMENT	4,289,798	-	-	-	-	-	-	36,000	100%	4,253,798			
<b>PUBLIC WORKS DEPARTMENT:</b>													
930 Supervision	455,568	-	27%	123,003	53%	241,451	15%	68,335	-	5%	22,779		
935 Engineering	372,458	10%	37,246	20%	74,492	20%	74,492	15%	55,869	35%	130,359		
942 State Highway Maintenance	239,334	-	-	-	-	-	-	59%	141,176	41%	98,158		
943 General Maintenance	323,304	-	-	-	-	-	-	-	-	100%	323,304		
946 Central Services Complex	534,150	42%	224,343	18%	96,147	10%	53,415	6%	32,049	24%	128,196		
948 Municipal Building	232,670	15%	34,901	9%	20,940	8%	18,614	-	-	68%	158,215		
951 Storm Water	200,000	-	-	-	-	-	-	-	-	100%	200,000		
953 Traffic Control & Lighting	1,132,297	-	-	-	-	-	-	-	-	100%	1,132,297		
955 Solid Waste Collection	2,812,565	-	-	-	-	-	-	-	-	100%	2,812,565		
TOTAL PUBLIC WORKS	6,302,346	5%	296,490	5%	314,582	6%	387,972	2%	156,253	2%	141,176	79%	5,005,873
<b>COMMUNITY DEVELOPMENT:</b>													
960 Supervision	273,848	13%	35,600	13%	35,600	16%	43,817	-	-	58%	158,831		
962 Planning	181,730	13%	23,625	11%	19,990	11%	19,990	-	-	65%	118,125		
963 Economic Development	108,000	39%	42,000	3%	3,360	3%	3,360	-	-	55%	59,280		
964 Marketing and Tourism	562,500	24%	135,250	3%	17,751	3%	17,751	-	-	70%	391,748		
966 Code Enforcement	425,881	-	9%	38,329	9%	38,328	-	-	-	82%	349,224		
967 Housing Initiatives	145,000	-	-	-	-	-	-	7%	10,000	93%	135,000		
TOTAL COMMUNITY DEVELOPMENT	1,696,959	14%	236,475	7%	115,030	7%	123,246	-	10,000	71%	1,212,208		

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

DEPARTMENT:	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND		
			WATER	WASTEWATER					
<b>RECREATION &amp; PARKS:</b>									
970 Supervision	209,852	-	-	-	-	-	100%	209,852	
971 Speical Events	65,000	-	-	-	-	4%	2,500	96%	62,500
972 Indoor Aquatics	275,407	-	-	-	-	19%	53,000	87%	222,407
973 Outdoor Aquatics	267,657	-	-	-	-	0%	1,000	100%	266,657
974 Centers, Camps & Programs	867,657	-	-	-	-	12%	101,660	88%	765,997
975 Athletics	143,281	-	-	-	-	8%	12,000	92%	131,281
976 Parks	873,195	-	-	-	-	2%	15,000	96%	858,195
977 Scarboro Center	201,551	-	-	-	-	4%	8,075	97%	193,476
978 Senior Center	288,233	-	-	-	-	1%	2,000	99%	286,233
TOTAL RECREATION & PARKS	3,191,833	-	-	-	-	6%	195,235	94%	2,996,598
<b>PUBLIC LIBRARY:</b>									
979 Public Library	1,401,342	-	-	-	-	-	-	100%	1,401,342
<b>GRANTS</b>									
868 General Government Grants	168,000	-	-	-	-	-	-	100%	168,000
918 Police Grants	319,000	-	-	-	-	-	-	100%	319,000
928 Fire Grants	205,000	-	-	-	-	-	-	100%	205,000
958 Public Works Grants	237,500	-	-	-	-	-	-	100%	237,500
989 Library Grants	100,000	-	-	-	-	-	-	100%	100,000
968 Community Services Grants	35,000	-	-	-	-	-	-	100%	35,000
982 CDBG	291,000	-	-	-	-	-	-	100%	291,000
983 City Social Services Grants	182,950	-	-	-	-	-	-	100%	182,950
985 Social Services Grants	60,000	-	-	-	-	-	-	100%	60,000
987 Street & Public Trans Grants	235,000	-	-	-	-	-	-	100%	235,000
TOTAL GRANTS	1,833,450	-	-	-	-	-	-	100%	1,833,450
<b>GRAND TOTAL</b>	<b>\$ 30,690,022</b>	<b>7% \$ 2,042,347</b>	<b>4% \$ 1,281,330</b>	<b>5% \$ 1,406,613</b>	<b>1% \$ 213,918</b>	<b>2% \$ 627,411</b>	<b>82%</b>	<b>\$ 25,118,403</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 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 423 personal computers at workstations located in the Municipal Building, Library and Civic Center, Central Services Center, four fire stations, the animal shelter, 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 2016, the City's work force will be comprised of 461 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.

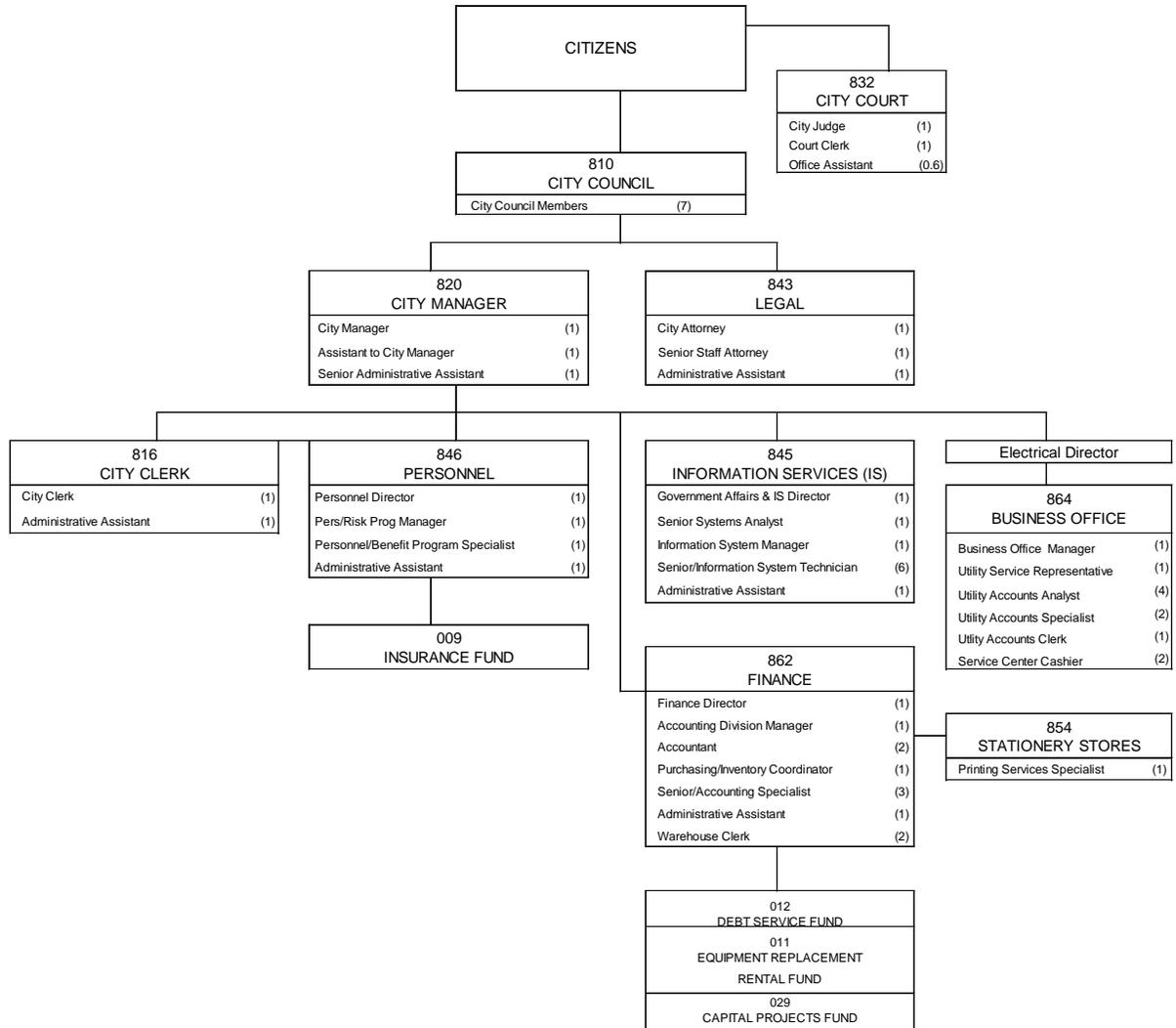
Stationary Stores is comprised of one employee who is responsible for printing and binding major City documents, maintaining a central copier and office supply facility for the Municipal Building, as well as the City's mail distribution.

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, purchasing, procurement and operation of the central warehouse facility and utility accounting. The Finance Department is also responsible for administration, issuance and oversight of all City debt. Other responsibilities include administration of the Equipment Replacement Rental Fund, 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 30 years. Staff is also responsible for the biennial utility rate study for the City's Waterworks Fund.

The 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 16,500 utility accounts and 14,500 parcels of property. The Business Office is responsible for the recording and depositing of all cash received by the City.

# ORGANIZATIONAL CHART



## 2014-2015 ACCOMPLISHMENTS

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### CITY CLERK

- Finalized the expansion of the City Clerk's Database to other departments for shared access and document retrieval of City Resolutions and Ordinances.
- Improved the functionality of the City Clerk Database to begin logging files located in the City's File Vault.
- Continued participation in workshops on Robert's Rules of Order with a new focus of obtaining membership to the National Association of Parliamentarians.
- Continued to improve filing processes and procedures for city contract files.
- Provided staff support for employee committees—the Wellness Committee and the Employee Relations Committee.
- Continued to upgrade audio and recording capabilities of the Municipal Building Courtroom and established safeguards and procedures to ensure its reliability and functionality.
- Became a member of the International Institute of Municipal Clerks (IIMC).

### 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 ordinance violations.
- Provided effective defense for claims and lawsuits against the City.
- Counsel to IDB and Land Bank.
- Provided timely bid and contract preparation for City Departments.
- Drafted necessary ordinance to create a community notification system for sex offenders (FY15)
- Drafted necessary ordinance to allow e-citations and establish e-citation fee (FY15)
- Drafted necessary ordinances to provide greater school zone and crosswalk protections
- Provided staff support to the Oak Ridge Beer Permit Board by processing manager applications and beer permit applications, maintaining beer permit files, preparation of agenda materials and minutes, and providing legal support for show cause hearings.
- Assisted in the update of various administrative policies.
- Provided ordinance and resolution preparation for most City Council agenda items.
- Provide legal representation for the City before the Administrative Hearing Officer for violations of the IPMC.

### INFORMATION SERVICES

- Maintained progressive schedule for PC replacement and deployment.
- Migrated users to folder redirection to enhance backup reliability and flexibility.
- Setup new Electric server and maintenance for mission critical software.
- Assisted in implementation of Police Records Management and CAD.
- Completed set up for Police Spillman servers and network design and implementation.
- Supported E-Ticketing software implementation for Police and City Court.
- Completed Police and Fire Long Term Evolution (LTE) network.
- Completed Police Arbitrator in car video, new SAN design, installation and configuration.
- Added new Galaxy door readers and gate for Police Department.
- Completed Public Works LTE network design.
- Enhanced reliability of city wide network infrastructure including severs, switching, routing, and firewalls.
- Planned schools offsite network and co-location site.
- Worked with Electric Department to complete planning for City Fiber network.
- Made progress on plans for separate SCADA network.
- Enhanced efficiency of business operations by completing migration to digital paystubs.

- Enhanced verification of city payment process.
- Updated website video player for City Council meetings to allow better functionality.
- Assisted in upgrade the City Court audio equipment.
- Achieved employee certifications in networks, security and Geographic Information Systems (GIS).
- Continued updating GIS address layers and identifying street name anomalies for 911 addressing.
- Initiated development of GIS data for Spillman GeoBase.
- Continued enhancements of the GIS mapping system to support EPA requirements.
- Integrated GIS with the wastewater video inspection system.
- Developed GIS storm water database system and map.
- Made improvements to the Animal Shelter adoption webpage.
- Supported Library functionality through the lighting renovation project.
- Provided support for the new financial audit team.
- Continued organization and staff support for IT Steering Committee, which held vendor demonstrations for modernization of general ledger, utility, and related software modules.
- Developed City's Annual State and Federal Legislative Agenda and provided staff support to City Manager and governmental affairs consultants.
- Assisted in advocacy for the successful passage of federal legislation to establish the Manhattan Project National Historical Park.
- Provided staff support for the Tennessee Oversight Interlocal Agreement between DOE and the State of TN, including supervision of student intern.
- Provided staff support for the orientation of City Council.
- Prepared and/or distributed approximately 305 press releases.
- Enhanced support to staff in the development of public information.
- Participated in emergency response exercises.
- Provided staff support for Secret City Festival and other special events.
- Provided staff support for community meetings on the future of the American Museum of Science and Energy.
- Continued to serve on the Center for Oak Ridge Oral History Project (COROH) committee.
- Continued to improve community and governmental relations through participation 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; Tennessee Department of Environment and Conservation (TDEC) and U.S. Department of Energy (DOE).

## **PERSONNEL**

- Conducted twenty-six recruitment campaigns.
- Processed retirement and insurance applications for seven retiring employees.
- Conducted Employee Wellness/Fitness Needs Survey.
- Coordinated with Oak Ridge Schools and the Wellness Committee to provide a Wellness Fair, Five Hikes and Two Lunch N Learn Programs for City and Schools employees and interested citizens.
- Arranged Driver Training for over 200 employees.
- Verified Driver Licenses for all City employees.
- In coordination with the Fire Department provided cardiac testing for all Fire Department personnel.

## **FINANCE DEPARTMENT**

- Completed preparation of the FY15 Budget Document and obtained the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for that document.
- Prepared the FY14 Comprehensive Annual Financial Report (CAFR) and obtained the Certificate of Achievement for Excellence in Financial Reporting from GFOA for that document.
- Continued reorganization of duties in the Finance Department.
- Participated in the IT Steering Committee. Finance staff attended software demonstrations to review general ledger and other accounting and utility related software modules.

## **BUSINESS OFFICE**

- 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.
- Implemented new TVA programs in the area of energy efficiency and green power.
- Championed TVA and EPA Green Power activities, resulting in being named both TVA and US EPA Green Power Community of the Year.
- Designed and implemented TVA required customer service practices.
- Continued process and policy development.

## **2015-2016 GOALS**

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### **CITY MANAGER**

#### **Quality of Life**

- Develop plan for the Manhattan Project National Historical Park, integrating with local assets and local officials for “first steps” by Fall 2016.
- Enhance the economic image and marketing brand of Oak Ridge as a professional, innovative, and progressive city through its various regional partners.
- Monitor and support enhancements to City waterfront as a community part of state grant program.
- Support the diversification of the community workforce through encouragement of residency, including service/emergency personnel, thus being reflective of the community at large.
- Continue progress of the Climate Action Plan (CAP) and implementation.

#### **Economics**

- Develop further sources of sales tax revenues through active retail recruitment efforts.
- Develop marketing strategies for use of tax increment programs to incentivize industrial activity.
- Work with the Industrial Development Board (IDB) in actively implementing the marketing of Horizon Center and Heritage Center as complimentary infrastructure, while pursuing future areas of workplace diversification.
- Actively pursue the use of grants and engage the State of Tennessee, Tennessee Valley Authority (TVA), and regional economic development agencies.

#### **Safety**

- Utilize the Oak Ridge Police Department in an evidence based management approach to eliminating ongoing repeat offenders or problem criminal activity locations.
- Engage the Oak Ridge Land Bank into utilizing its resources and powers to overcome housing blight and encourage housing investment.
- Support Neighborhood Watches through improved volunteer programs and awareness of Police Department processes.
- Use existing ordinances to accomplish neighborhood improvements through code enforcement, housing inspections and vehicle parking and file with Administrative Hearing Officer.

- Improve infiltration and inflow into City storm water system and develop funding mechanism for storm water improvements.

### **Governance**

- Conduct and enhance goal setting process with City Council.
- Maintain improved response times for city controlled processes in commercial development and inspection.
- Conduct additional focused Council special work sessions with the Board of Education for better understanding of school budget processes and needs.

### **Housing**

- Conduct a HUD level inspection program on residential housing during occupancy changes.
- Implement Oak Ridge Community Land Bank initiatives.
- Find 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).
- Initiate TVA Extreme Energy Makeover Program if selected.

### **CITY CLERK**

- Continue to establish a suitable environment for conservation, maintenance, and accessibility of City records maintained in the City Clerk's Office.
- Continue 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.
- Continue to develop a process that allows for electronic document management with the City Clerk's Office that complies with applicable laws and regulations for future implementation.
- Develop a five-year strategic plan for improvements in the City Clerk's Office with a special emphasis on records management.
- Examine City Council Agenda compilation and publishing processes, and review suitable software suites and applications to better assist with this activity.
- Establish an internal records retention policy to better assist with record management for city staff and specialty programs.
- Continue to advance the multi-media capabilities in the Municipal Building Courtroom as it relates to the production of the City Council meetings through modern technologies and efficiencies.
- Expand specific functionality of the City Clerk's Database to other departments for shared access and document retrieval of City Resolutions and Ordinances.

### **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.
- Provide legal counsel to the 2015 Oak Ridge Charter Review Committee.
- Develop an application process for the required local government certificate for a Wine in Retail Food Stores License.
- Continue to attend meetings of the Industrial Development Board as "of Counsel" and the Oak Ridge Beer Permit Board as staff liaison; provide legal opinions and representation to other City Boards as needed.
- 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, Applewood Redevelopment/Litigation, EPA Administrative Order Compliance, and Oak Ridge Main Street Project.
- CVMR/Horizon Center Land Acquisition.
- Represent City staff from the Community Development Department in Hearings before the City's Administrative Hearing Officer.

### **INFORMATION SERVICES**

- Prepare recommendations and cost estimates for IT modernization, including general ledger and purchasing software and mainframe.
- Continue to provide staff support for conversion to the new police software.
- Continue efforts to improve information security and educate staff.
- Enhance professional development and training for IS employees in key areas, including emergency preparedness, disaster recovery, and customer service.
- Continue to work with auditors on IT compliance, policies and procedures.
- Continue updating GIS address layers and finalize research for street name anomalies.
- Assist Public Works with stormwater education initiatives and IT-related needs (GPS data collection, webpages, data base and work setup).
- Complete transition of Animal Shelter Website to Animal Shelter employees for updating.
- Begin hosting for COROH website.
- Continue to support audio and voting upgrades for City Council meetings.
- Continue deposit program improvements to enhance efficiency and customer service.
- Continue support for implementation of city-wide fiber ring project.
- Continue proactive replacement of aging PCs.
- Improve off-site data storage for server backups.
- Enhance hard drive destruction and tracking program.
- Continue to implement phone system upgrades to enhance reliability.
- Continue to assess city-wide printer needs for networking and replacement.
- Improve functionality of Intranet by converting to content management system.
- Continue to collaborate with the schools to enhance efficiencies.
- Continue to improve tracking of legislative issues of importance to the City.
- Continue to support ORRCA implementation of the Tennessee Oversight Interlocal Agreement and communicate issues of importance to state and federal agencies.
- Increase traffic to the City's Social Media sites and explore new ones.
- Enhance information dissemination including the development of an online newsletter.
- Support development of the Manhattan Project National Historical Park.

### **PERSONNEL**

- Continue overhaul of Personnel sections of the Intranet including job descriptions.
- Continue to modify Personnel-related Administrative Policy and Procedure Manual guidelines and prepare new policies as needed.
- Work with providers to minimize all insurance costs (medical, property, liability and workers compensation).
- Continue to recruit for vacant positions using various media resources to increase diversification of workforce and employment of local residents.
- Work with youth programs in Oak Ridge to provide information, direction and motivation to seek employment with the City.
- Continue to provide wellness activities for employees and the community.
- Continue to be the primary resource to departmental managers and supervisors for employee selection and retention.

## FINANCE DEPARTMENT

- Obtainment of the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the City's 2016 budget document.
- Obtainment of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) for the City's 2015 Comprehensive Annual Financial Report (CAFR).
- Review GFOA Best Practices toward updating or formulating new City Policies.
- Issue RFP for City banking services.
- Review City accounting procedures and structure for transition related to new accounting software.
- Refund and restructure existing eligible debt issuances.
- Continue working with the IT Steering Committee towards a goal of selecting new accounting and utility billing software.
- Participate in negotiations with the US Department of Energy on terms for the water contract renewal.
- Work with consultant on an updated water and wastewater rate study and rate adoption.

## UTILITY BUSINESS OFFICE

- Monitor changes in collection procedures and seek even better solutions.
- Aid in specification and selection of enterprise wide software system with emphasis on Business Office operations.
- 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.
- Promote energy efficiency and green power programs and increase participation.

## EXPENDITURES OVERALL

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

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
816 City Clerk	2	2	2	2.00	2.00	2.00
820 City Manager	2	2	3	2.00	2.00	3.00
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	10	10	10	10.00	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	11	11	11	11.00	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>48</b>	<b>46.60</b>	<b>46.60</b>	<b>47.60</b>

**General Government Summary of Net Expenditures by Activity:**

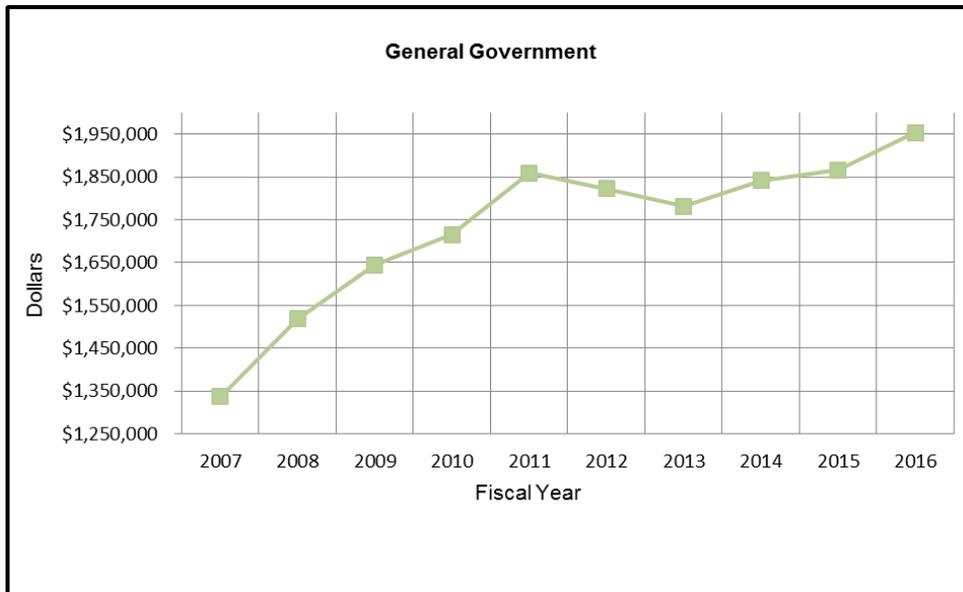
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>General Government:</u>						
810 City Council	112,345	113,534	114,143	115,741	2,207	1.9
816 City Clerk	102,244	111,453	110,522	113,504	2,051	1.8
820 City Manager	219,355	230,291	208,869	261,319	31,028	13.5
832 City Court	212,511	208,558	207,883	186,819	(21,739)	-10.4
843 Legal	241,979	242,545	242,105	246,183	3,638	1.5
845 Information Services	382,392	416,890	401,427	422,535	5,645	1.4
846 Personnel	239,426	245,248	244,039	248,980	3,732	1.5
854 Stationery Stores	77,413	91,618	83,088	93,296	1,678	1.8
862 Finance	183,896	195,718	192,763	202,687	6,969	3.6
864 Business Office	70,215	62,160	61,604	62,351	191	0.3
Total General Government	<u>1,841,776</u>	<u>1,918,015</u>	<u>1,866,443</u>	<u>1,953,415</u>	<u>41,212</u>	<u>2.1</u>

**FY2016 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								
<u>GENERAL GOVERNMENT:</u>												
810 City Council	\$ 163,016	16%	\$ 26,083	7%	\$ 11,411	6%	\$ 9,781	\$ -	\$ -	71%	\$ 115,741	
816 City Clerk	159,864	16%	25,578	7%	11,190	6%	9,592	-	-	71%	113,504	
820 City Manager's Office	522,639	25%	130,660	12%	62,717	12%	62,717	1%	5,226	-	50%	261,319
832 City Court	186,819	-	-	-	-	-	-	-	-	100%	186,819	
843 Legal	346,735	16%	55,477	7%	24,271	6%	20,804	-	-	71%	246,183	
845 Information Services	1,173,706	27%	316,900	15%	176,056	22%	258,215	-	-	36%	422,535	
846 Personnel	461,073	15%	69,161	13%	59,939	15%	69,161	3%	13,832	-	54%	248,980
854 Stationary Stores	274,403	26%	71,345	20%	54,881	20%	54,881	-	-	34%	93,296	
862 Finance	965,176	37%	357,115	18%	173,732	20%	193,035	4%	38,607	-	21%	202,687
864 Business Office	890,727	43%	383,013	27%	240,496	23%	204,867	-	-	-	7%	62,351
TOTAL GENERAL GOVERNMENT	5,144,158	28%	1,435,332	16%	814,693	17%	883,053	1%	57,665	-	38%	1,953,415

**Chart of General Government Net General Fund Expenditures – Actual 2006 to Budget 2016:**

Additions in fiscal 2008 were an for Administrative Assistant position for Economic Development & Public Affairs functions and funding for special project/ communication resources. The decreases in fiscal 2012 and 2013 were due to the retirement of long-term employees and related departmental restructuring. In fiscal 2016, a vacant Community Development Specialist position was transferred from the Community Development Department to the City Manager’s Office and renamed as Assistant to the City Manager.



## 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 third Tuesday of each month is generally reserved for work sessions, and is typically held at the Central Services Complex.

The City Council is also designated as the Oak Ridge Emergency Communications District Board of Directors with the Mayor serving as Chairman.

#### 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:

Funding for all areas was reviewed and reallocated based on current expenditure requirements. Overall gross expenditures increased by \$2,250 for professional and contractual services for the annual independent audit.

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; and coordinating all open records requests for the City.



**Performance Objectives:**

1. To accurately record the legislative actions of City Council.
2. To effectively respond to all requests for records.
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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
City Council Agenda Production-Number of Sessions*	38	37	40	40
Minutes Recorded*	36	45	45	35
Ordinances Filed	14	15	15	13
Resolutions Filed	122	125	125	132
Proclamations Issued	25	30	30	21
Administrative Action Referrals	239	216	216	242
Public Notices Issued	41	58	58	45
Open Record Requests Processed	64	48	48	92
City Vehicle Registration	15	34	34	17

\*Based on the work required by the City Clerk's office, agenda production measure in this year's budget, and future budgets, will include work session agendas and agendas of the Oak Ridge Emergency Communications Board of Directors resulting in an increase in the measures recorded.

Performance measures regarding agenda production and minutes only reflect the work associated with the City Council and not their committees.

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

Budgeted funding for utility services increased by \$505 for communication charges.

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. Further, the City Manager's job is to implement Council policies in an effective, fair and economical manner.



In carrying out these responsibilities, the City Manager interprets and implements Council-determined policy and oversees the enforcement of all laws and ordinances by City departments. 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 as a major function. 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.

The primary goal of this activity is 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 and future, requirements. To enhance communication within the greater community, the City Manager coordinates the Government and Public Affairs functions with the Information Services Department 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;
- Conduct research on topics of efficiency and effectiveness of public services.

### Program Comments:

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

### Significant Expenditure Changes Compared to Prior Year:

In fiscal 2016, a vacant Community Development Specialist position was transferred from the Community Development Department to the City Manager's Office and renamed as Assistant to the City Manager. The \$61,726 increase in personnel services reflects the transfer of this position. The position of Assistant to the City Manager will provide administrative support, research and evaluation for the City Manager's Office. Funding for all areas was reviewed and reallocated based on current expenditure requirements.

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Number of Court Cases:				
City Violations	3,672	4200	3,284	4,000
Fines and other Costs Collected	\$352,799	\$360,000	\$328,024	\$350,000

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

Total Contractual Services decrease by \$24,000. Changes include a \$25,000 decrease in rent towards the Anderson County Sessions Court site and an increase of \$1,000 for repair & maintenance requirements.

## 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:**

Utility Services funding for communications charges decreased by \$600.

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 both a management framework and communications network. In addition to supporting telephones, computers, servers, Internet and the city's website for the business of municipal operations, the IS Department serves as an interface to the public, media, and other external customers.

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, cloud resource accessibility, 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 423 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 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:**

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. Facilitate intergovernmental, public, and media relations to support City's strategic goals and vision.
10. Continue to improve the City's website and social media applications to enhance transparency and service

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Help Desk Requests	2,654	4,250	2,725	3,000
Remote sites supported	26	30	30	42
Core Applications supported	47	55	55	60
Computer peripheral devices maintained (printers, scanners, copiers)	255	255	255	255
Computer and Servers maintained by IS (including repurposed PCs )	475	485	502	502
Network devices maintained (switches, routers, and firewalls)	195	200	201	212
Physical security - proximity card readers, DVRs and cameras	82	90	92	93
Replacement personal computers deployed	58	100	78	100

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

Funding for all areas was reviewed and reallocated based on current expenditure requirements. Total Contractual Services increased by \$1,225. Changes include a \$12,500 decrease in funding for technical consultants. Utility Services increased \$7,925 for internet and other communication charges and advertising and publicity charges increased by \$5,500 for a City newsletter.

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Applications received and processed	981	1,000	700	1,000
Minority applicants	10.1%	9%	11.3%	9%
Regular positions filled	23	30	34	30
Dental, Vision and Hearing claims processed	1,056	1,000	950	1,000
Injuries requiring medical attention	48	35	40	40
Legitimate non-automotive liability claims	23	20	25	20
Automobile accidents preventable by employee	6	5	7	5

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

There are no significant expenditure changes for this activity in fiscal 2016.

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Proposed Annual Budgets Printed	25	25	25	25
Adopted Annual Budgets Printed	30	30	30	30
Annual Financial Reports Printed	40	40	40	40
Requests Completed on Schedule	100%	100%	100%	100%

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

Funding for all areas was reviewed and reallocated based on current funding requirements. Budgeted funding for Contractual Services decreased \$16,500 and Commodities increased \$20,000 over the prior fiscal year due to copier supplies being transferred from rents to commodities.

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, 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Purchase Orders issued	4,052	4,600	4,100	4,600
Purchase Orders for Stock Purchases	834	800	746	800
Checks Written	7,319	7,400	7,470	7,400

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

Total contractual services increase by \$34,620, primarily for banking fees. Historically, the bank had not charged the City banking fees.

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Utility billings prepared on schedule	100%	100%	100%	100%
Utility customers billed (monthly)	16,682	16,750	16,720	16,750
Tax parcels billed	14,529	14,540	14,516	14,540

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

Funding for utility services increased by \$600 for communication charges.

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 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	14,400	14,400	14,400	14,400	-	0.0
5141. Social Security	1,102	1,102	1,102	1,102	-	0.0
<b>Total Personal Services</b>	<b>15,502</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.	15,773	18,000	18,000	18,000	-	0.0
5210. Prof. & Contractual Ser.	83,150	55,250	40,000	57,500	2,250	4.1
5212. Utility Services	1,236	11,800	11,800	11,800	-	0.0
5220. Training & Travel	6,687	32,900	18,000	18,000	(14,900)	-45.3
5235. Repair & Maintenance	6,228	2,600	2,600	2,600	-	0.0
5236.13 Other Equipment Maint.	524	622	20,412	622	-	0.0
5289. Vehicle/Equip Use Charge	3,613	-	-	-	-	0.0
<b>Total Contractual Services</b>	<b>117,211</b>	<b>121,172</b>	<b>110,812</b>	<b>108,522</b>	<b>(12,650)</b>	<b>-10.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	(23,414)	3,440	3,440	3,440	-	0.0
5320. Books/Education Material	-	200	200	200	-	0.0
<b>Total Commodities</b>	<b>(23,414)</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
5499. Contingency	33,531	5,050	15,410	19,950	14,900	295.0
<b>Total Other Charges</b>	<b>48,933</b>	<b>20,452</b>	<b>30,812</b>	<b>35,352</b>	<b>14,900</b>	<b>72.9</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>158,232</b>	<b>160,766</b>	<b>160,766</b>	<b>163,016</b>	<b>2,250</b>	<b>1.4</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(45,887)	(47,232)	(46,623)	(47,275)	(43)	0.1
<b>Total Reduction of Costs</b>	<b>(45,887)</b>	<b>(47,232)</b>	<b>(46,623)</b>	<b>(47,275)</b>	<b>(43)</b>	<b>0.1</b>
<b>TOTAL NET EXPENDITURES</b>	<b>112,345</b>	<b>113,534</b>	<b>114,143</b>	<b>115,741</b>	<b>2,207</b>	<b>1.9</b>

## City Clerk - Activity No. 816 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	86,299	88,006	87,725	89,931	1,925	2.2
5131. Regular Overtime Pay	1,542	1,320	500	1,346	26	2.0
5141. Social Security	6,517	6,833	6,615	6,983	150	2.2
5150. Retirement	13,800	14,076	14,076	14,358	282	2.0
5160. Medical & Workers Comp	21,757	21,844	21,844	21,844	-	0.0
<b>Total Personal Services</b>	<b>129,915</b>	<b>132,079</b>	<b>130,760</b>	<b>134,462</b>	<b>2,383</b>	<b>1.8</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	225	500	500	500	-	0.0
5210. Prof. & Contractual Ser.	200	2,400	2,400	2,400	-	0.0
5211. Advertising & Publicity	9,681	10,000	10,000	10,000	-	0.0
5212. Utility Services	1,647	1,700	1,708	2,205	505	29.7
5220. Training & Travel	383	3,500	3,500	3,500	-	0.0
5236.13 Other Equipment Maint.	1,270	1,297	1,297	1,297	-	0.0
<b>Total Contractual Services</b>	<b>13,406</b>	<b>19,397</b>	<b>19,405</b>	<b>19,902</b>	<b>505</b>	<b>2.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,310	4,950	4,950	4,950	-	0.0
5320. Books/Education Material	-	350	350	350	-	0.0
<b>Total Commodities</b>	<b>1,310</b>	<b>5,300</b>	<b>5,300</b>	<b>5,300</b>	<b>-</b>	<b>0.0</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>144,631</b>	<b>156,976</b>	<b>155,665</b>	<b>159,864</b>	<b>2,888</b>	<b>1.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(644)	-	-	-	-	0.0
5670. Recovered from Funds	(41,743)	(45,523)	(45,143)	(46,360)	(837)	1.8
<b>Total Reduction of Costs</b>	<b>(42,387)</b>	<b>(45,523)</b>	<b>(45,143)</b>	<b>(46,360)</b>	<b>(837)</b>	<b>1.8</b>
<b>TOTAL NET EXPENDITURES</b>	<b>102,244</b>	<b>111,453</b>	<b>110,522</b>	<b>113,504</b>	<b>2,051</b>	<b>1.8</b>

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	218,102	223,122	216,810	273,001	49,879	22.4
5131. Regular Overtime Pay	3,213	4,555	4,505	4,555	-	0.0
5141. Social Security	14,669	17,417	14,245	21,233	3,816	21.9
5150. Retirement	33,512	36,253	36,253	44,284	8,031	22.2
5160. Medical & Workers Comp	23,202	22,932	22,932	22,932	-	0.0
<b>Total Personal Services</b>	<b>292,698</b>	<b>304,279</b>	<b>294,745</b>	<b>366,005</b>	<b>61,726</b>	<b>20.3</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	5,749	2,000	2,000	2,000	-	0.0
5210. Prof. & Contractual Ser.	20,898	30,000	30,000	65,000	35,000	116.7
5210. Lobbying	60,734	70,000	35,000	35,000	(35,000)	-50.0
5211. Advertising & Publicity	4,074	5,000	5,000	5,000	-	0.0
5212. Utility Services	3,148	5,340	5,340	3,980	(1,360)	-25.5
5220. Training & Travel	7,293	12,100	12,100	12,100	-	0.0
5235. Repair & Maintenance	14,537	225	1,515	1,515	1,290	573.3
5236.13 Other Equipment Maint.	2,844	1,485	1,485	1,485	-	0.0
5289. Vehicle/Equip Use Charge	11,331	13,052	13,052	13,052	-	0.0
<b>Total Contractual Services</b>	<b>130,608</b>	<b>139,202</b>	<b>105,492</b>	<b>139,132</b>	<b>(70)</b>	<b>-0.1</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	102	2,100	2,100	2,100	-	0.0
5320. Books/Education Material	-	500	-	-	(500)	-100.0
<b>Total Commodities</b>	<b>102</b>	<b>2,600</b>	<b>2,100</b>	<b>2,100</b>	<b>(500)</b>	<b>-19.2</b>
<b>Other Charges</b>						
5410. Liability Insurance	15,469	15,402	15,402	15,402	-	0.0
<b>Total Other Charges</b>	<b>15,469</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>438,877</b>	<b>461,483</b>	<b>417,739</b>	<b>522,639</b>	<b>61,156</b>	<b>13.3</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(219,522)	(231,192)	(208,870)	(261,320)	(30,128)	13.0
<b>Total Reduction of Costs</b>	<b>(219,522)</b>	<b>(231,192)</b>	<b>(208,870)</b>	<b>(261,320)</b>	<b>(30,128)</b>	<b>13.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>219,355</b>	<b>230,291</b>	<b>208,869</b>	<b>261,319</b>	<b>31,028</b>	<b>13.5</b>

## City Court - Activity No. 832 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	107,379	107,520	106,845	108,835	1,315	1.2
5131.	Regular Overtime Pay	7,763	8,040	8,025	8,201	161	2.0
5141.	Social Security	8,621	8,695	8,710	8,953	258	3.0
5150.	Retirement	17,161	17,439	17,439	17,966	527	3.0
5160.	Medical & Workers Comp	32,945	32,223	32,223	32,223	-	0.0
<b>Total Personal Services</b>		<b>173,869</b>	<b>173,917</b>	<b>173,242</b>	<b>176,178</b>	<b>2,261</b>	<b>1.3</b>
<b>Contractual Services</b>							
5201.	Rents	30,000	25,000	25,000	-	(25,000)	-100.0
5210.	Prof. & Contractual Ser.	-	2,400	2,400	2,400	-	0.0
5212.	Utility Services	1,309	1,600	1,600	1,600	-	0.0
5220.	Training & Travel	450	674	674	674	-	0.0
5235	Repair & Maint.	-	-	-	1,000	1,000	100.0
5236.13	Other Equipment Maint.	1,746	2,842	2,842	2,842	-	0.0
<b>Total Contractual Services</b>		<b>33,505</b>	<b>32,516</b>	<b>32,516</b>	<b>8,516</b>	<b>(24,000)</b>	<b>-73.8</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	5,137	2,025	2,025	2,025	-	0.0
5320.	Books/Education Material	-	100	100	100	-	0.0
<b>Total Commodities</b>		<b>5,137</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>212,511</b>	<b>208,558</b>	<b>207,883</b>	<b>186,819</b>	<b>(21,739)</b>	<b>-10.4</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>212,511</b>	<b>208,558</b>	<b>207,883</b>	<b>186,819</b>	<b>(21,739)</b>	<b>-10.4</b>

## Legal - Activity No. 843 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	223,603	226,802	226,685	231,453	4,651	2.1
5141. Social Security	16,374	17,350	16,845	17,706	356	2.1
5150. Retirement	34,972	35,678	35,678	36,394	716	2.0
5160. Medical & Workers Comp	33,880	32,920	32,920	32,920	-	0.0
<b>Total Personal Services</b>	<b>308,829</b>	<b>312,750</b>	<b>312,128</b>	<b>318,473</b>	<b>5,723</b>	<b>1.8</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	3,401	4,500	4,500	4,500	-	0.0
5210. Prof. & Contractual Ser.	1,495	1,710	1,710	1,710	-	0.0
5211. Advertising & Publicity	755	750	750	750	-	0.0
5212. Utility Services	3,083	4,000	4,000	3,400	(600)	-15.0
5220. Training & Travel	1,495	2,293	2,293	2,293	-	0.0
5236.13 Other Equipment Maint.	2,158	2,129	2,129	2,129	-	0.0
5289. Vehicle/Equip Use Charge	497	-	-	-	-	0.0
<b>Total Contractual Services</b>	<b>12,884</b>	<b>15,382</b>	<b>15,382</b>	<b>14,782</b>	<b>(600)</b>	<b>-3.9</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,539	1,000	1,000	1,000	-	0.0
5320. Books/Education Material	18,605	12,380	12,380	12,380	-	0.0
<b>Total Commodities</b>	<b>21,144</b>	<b>13,380</b>	<b>13,380</b>	<b>13,380</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Insurance	67	-	-	-	-	0.0
5420. Litigation/Judicial Costs	1,392	100	100	100	-	0.0
<b>Total Other Charges</b>	<b>1,459</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>344,316</b>	<b>341,612</b>	<b>340,990</b>	<b>346,735</b>	<b>5,123</b>	<b>1.5</b>
<b>Reduction of Costs</b>						
5600. Recovered from Users	(3,500)	-	-	-	-	0.0
5670. Recovered from Funds	(98,837)	(99,067)	(98,885)	(100,552)	(1,485)	1.5
<b>Total Reduction of Costs</b>	<b>(102,337)</b>	<b>(99,067)</b>	<b>(98,885)</b>	<b>(100,552)</b>	<b>(1,485)</b>	<b>1.5</b>
<b>TOTAL NET EXPENDITURES</b>	<b>241,979</b>	<b>242,545</b>	<b>242,105</b>	<b>246,183</b>	<b>3,638</b>	<b>1.5</b>

## Information Services – Activity No. 845 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	542,938	559,168	554,640	570,928	11,760	2.1
5131. Regular Overtime Pay	740	3,350	125	3,350	-	0.0
5141. Social Security	40,307	43,033	42,525	43,932	899	2.1
5150. Retirement	89,085	89,455	89,455	91,251	1,796	2.0
5160. Medical & Workers Comp	108,618	108,834	108,834	108,834	-	0.0
<b>Total Personal Services</b>	<b>781,688</b>	<b>803,840</b>	<b>795,579</b>	<b>818,295</b>	<b>14,455</b>	<b>1.8</b>
<b>Contractual Services</b>						
5201. Rents	2,661	2,700	2,700	3,000	300	11.1
5207. Dues, Memberships & Sub.	1,794	1,175	1,175	1,175	-	0.0
5210. Prof. & Contractual Ser.	65,720	94,500	47,300	82,000	(12,500)	-13.2
5211. Advertising & Publicity	444	-	5,500	5,500	5,500	100.0
5212. Utility Services	84,038	84,250	91,258	92,175	7,925	9.4
5220. Training & Travel	2,837	14,425	14,425	14,425	-	0.0
5235. Repair & Maintenance	448	3,500	3,500	3,500	-	0.0
5236.13 Other Equipment Maint.	133,703	133,916	133,916	133,916	-	0.0
5289. Vehicle/Equip Use Charge	7,414	7,200	7,200	7,200	-	0.0
<b>Total Contractual Services</b>	<b>299,059</b>	<b>341,666</b>	<b>306,974</b>	<b>342,891</b>	<b>1,225</b>	<b>0.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	13,102	12,520	12,520	12,520	-	0.0
5320. Books/Education Material	1,066	-	-	-	-	0.0
5325. Uniforms/Safety Equip.	378	-	-	-	-	0.0
<b>Total Commodities</b>	<b>14,546</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>1,095,293</b>	<b>1,158,026</b>	<b>1,115,073</b>	<b>1,173,706</b>	<b>15,680</b>	<b>1.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(25,264)	-	-	-	-	0.0
5670. Recovered from Funds	(687,637)	(741,136)	(713,646)	(751,171)	(10,035)	1.4
<b>Total Reduction of Costs</b>	<b>(712,901)</b>	<b>(741,136)</b>	<b>(713,646)</b>	<b>(751,171)</b>	<b>(10,035)</b>	<b>1.4</b>
<b>TOTAL NET EXPENDITURES</b>	<b>382,392</b>	<b>416,890</b>	<b>401,427</b>	<b>422,535</b>	<b>5,645</b>	<b>1.4</b>

## Personnel - Activity No. 846 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	262,331	270,625	269,650	276,228	5,603	2.1
5131.	Regular Overtime Pay	549	1,015	675	1,015	-	0.0
5141.	Social Security	18,893	20,780	19,850	21,209	429	2.1
5150.	Retirement	40,985	42,510	42,510	43,364	854	2.0
5160.	Medical & Workers Comp	43,886	43,738	43,738	43,738	-	0.0
<b>Total Personal Services</b>		<b>366,644</b>	<b>378,668</b>	<b>376,423</b>	<b>385,554</b>	<b>6,886</b>	<b>1.8</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	4,875	3,590	3,590	3,590	-	0.0
5210.	Prof. & Contractual Ser.	57,683	52,975	52,975	52,975	-	0.0
5211.	Advertising & Publicity	3,299	4,000	4,000	4,000	-	0.0
5212.	Utility Services	2,274	2,900	2,908	2,925	25	0.9
5220.	Training & Travel	279	1,500	1,500	1,500	-	0.0
5235.	Repair & Maintenance	5	-	-	-	-	0.0
5236.13	Other Equipment Maint.	2,344	2,789	2,789	2,789	-	0.0
<b>Total Contractual Services</b>		<b>70,759</b>	<b>67,754</b>	<b>67,762</b>	<b>67,779</b>	<b>25</b>	<b>0.0</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	5,979	6,890	6,890	6,890	-	0.0
5320.	Books/Education Material	-	850	850	850	-	0.0
<b>Total Commodities</b>		<b>5,979</b>	<b>7,740</b>	<b>7,740</b>	<b>7,740</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>443,382</b>	<b>454,162</b>	<b>451,925</b>	<b>461,073</b>	<b>6,911</b>	<b>1.5</b>
<b>Reduction of Costs</b>							
5670.	Recovered from Funds	(203,956)	(208,914)	(207,886)	(212,093)	(3,179)	1.5
<b>Total Reduction of Costs</b>		<b>(203,956)</b>	<b>(208,914)</b>	<b>(207,886)</b>	<b>(212,093)</b>	<b>(3,179)</b>	<b>1.5</b>
<b>TOTAL NET EXPENDITURES</b>		<b>239,426</b>	<b>245,248</b>	<b>244,039</b>	<b>248,980</b>	<b>3,732</b>	<b>1.5</b>

## Stationary Stores - Activity No. 854 Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	49,127	49,585	49,280	50,526	941	1.9
5131.	Regular Overtime Pay	7,789	7,700	7,875	7,854	154	2.0
5141.	Social Security	4,239	4,356	4,400	4,466	110	2.5
5150.	Retirement	8,612	8,761	8,761	8,997	236	2.7
5160.	Medical & Workers Comp	10,998	10,888	10,888	10,888	-	0.0
<b>Total Personal Services</b>		<b>80,765</b>	<b>81,290</b>	<b>81,204</b>	<b>82,731</b>	<b>1,441</b>	<b>1.8</b>
<b>Contractual Services</b>							
5201.	Rents	25,570	30,000	7,000	10,500	(19,500)	-65.0
5206.	Mailing & Delivery	90,730	112,000	100,000	115,000	3,000	2.7
5212.	Utility Services	791	1,000	1,000	1,000	-	0.0
5236.13	Other Equipment Maint.	2,438	2,922	2,922	2,922	-	0.0
5289.	Vehicle/Equip Use Charge	4,458	4,250	4,250	4,250	-	0.0
<b>Total Contractual Services</b>		<b>123,987</b>	<b>150,172</b>	<b>115,172</b>	<b>133,672</b>	<b>(16,500)</b>	<b>-11.0</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	22,927	38,000	48,000	58,000	20,000	52.6
<b>Total Commodities</b>		<b>22,927</b>	<b>38,000</b>	<b>48,000</b>	<b>58,000</b>	<b>20,000</b>	<b>52.6</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>227,679</b>	<b>269,462</b>	<b>244,376</b>	<b>274,403</b>	<b>4,941</b>	<b>1.8</b>
<b>Reduction</b>							
5670.	Recovered from Funds	(150,266)	(177,844)	(161,288)	(181,107)	(3,263)	1.8
<b>Total Reduction of Costs</b>		<b>(150,266)</b>	<b>(177,844)</b>	<b>(161,288)</b>	<b>(181,107)</b>	<b>(3,263)</b>	<b>1.8</b>
<b>TOTAL NET EXPENDITURES</b>		<b>77,413</b>	<b>91,618</b>	<b>83,088</b>	<b>93,296</b>	<b>1,678</b>	<b>1.8</b>

## Finance - Activity No. 862 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	572,454	596,982	567,415	595,914	(1,068)	-0.2
5131.	Regular Overtime Pay	2,816	3,553	3,790	3,553	-	0.0
5141.	Social Security	42,083	45,941	42,750	45,859	(82)	-0.2
5150.	Retirement	92,062	93,804	93,804	93,520	(284)	-0.3
5160.	Medical & Workers Comp	120,345	119,357	119,357	119,357	-	0.0
<b>Total Personal Services</b>		<b>829,760</b>	<b>859,637</b>	<b>827,116</b>	<b>858,203</b>	<b>(1,434)</b>	<b>-0.2</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	1,705	1,635	1,635	1,635	-	0.0
5210.	Prof. & Contractual Ser.	11,641	6,000	24,435	40,000	34,000	566.7
5212.	Utility Services	4,478	5,200	5,216	5,820	620	11.9
5220.	Training & Travel	5,694	9,142	9,142	9,142	-	0.0
5235.	Repair & Maintenance	-	500	500	500	-	0.0
5236.13	Other Equipment Maint.	10,718	36,726	36,726	36,726	-	0.0
5289.	Vehicle/Equip Use Charge	10,360	-	-	-	-	0.0
<b>Total Contractual Services</b>		<b>44,596</b>	<b>59,203</b>	<b>77,654</b>	<b>93,823</b>	<b>34,620</b>	<b>58.5</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	6,903	10,500	10,500	10,500	-	0.0
5320.	Books/Education Material	-	700	700	700	-	0.0
5325.	Uniforms/Safety Equip.	1,263	1,950	1,950	1,950	-	0.0
<b>Total Commodities</b>		<b>8,166</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>882,522</b>	<b>931,990</b>	<b>917,920</b>	<b>965,176</b>	<b>33,186</b>	<b>3.6</b>
<b>Reduction of Costs</b>							
5610.	Recovered from Users	(1,647)	-	-	-	-	-
5670.	Recovered from Funds	(696,979)	(736,272)	(725,157)	(762,489)	(26,217)	3.6
<b>Total Reduction of Costs</b>		<b>(698,626)</b>	<b>(736,272)</b>	<b>(725,157)</b>	<b>(762,489)</b>	<b>(26,217)</b>	<b>3.6</b>
<b>TOTAL NET EXPENDITURES</b>		<b>183,896</b>	<b>195,718</b>	<b>192,763</b>	<b>202,687</b>	<b>6,969</b>	<b>3.6</b>

## Business Office - Activity No. 864 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	447,843	454,745	440,555	456,127	1,382	0.3
5131.	Regular Overtime Pay	13,607	15,417	15,190	15,725	308	2.0
5141.	Social Security	32,978	35,967	33,450	36,097	130	0.4
5150.	Retirement	71,552	73,684	73,684	74,004	320	0.4
5160.	Medical & Workers Comp	119,918	120,199	120,199	120,199	-	0.0
<b>Total Personal Services</b>		<b>685,898</b>	<b>700,012</b>	<b>683,078</b>	<b>702,152</b>	<b>2,140</b>	<b>0.3</b>
<b>Contractual Services</b>							
5201.	Rents	1,517	2,600	2,600	2,600	-	0.0
5205.	Printing & Dup. Charges	1,933	-	-	-	-	0.0
5207.	Dues, Memberships & Sub.	9,920	8,500	8,500	8,500	-	0.0
5210.	Prof. & Contractual Ser.	229,662	99,000	108,056	99,000	-	0.0
5212.	Utility Services	6,562	7,250	7,205	7,850	600	8.3
5220.	Training & Travel	1,799	6,500	6,500	6,500	-	0.0
5235.	Repair & Maintenance	2,228	3,000	3,000	3,000	-	0.0
5236.13	Other Equipment Maint.	16,271	14,598	14,598	14,598	-	0.0
5289.	Vehicle/Equip Use Charge	29,735	25,699	25,699	25,699	-	0.0
<b>Total Contractual Services</b>		<b>299,627</b>	<b>167,147</b>	<b>176,158</b>	<b>167,747</b>	<b>600</b>	<b>0.4</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	11,729	14,215	14,215	14,215	-	0.0
5320.	Books/Education Material	-	100	100	100	-	0.0
5325.	Uniforms/Safety Equip.	2,138	2,850	2,850	2,850	-	0.0
<b>Total Commodities</b>		<b>13,867</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>1,003,055</b>	<b>887,987</b>	<b>880,064</b>	<b>890,727</b>	<b>2,740</b>	<b>0.3</b>
<b>Reduction Costs</b>							
5670.	Recovered from Funds	(932,840)	(825,827)	(818,460)	(828,376)	(2,549)	0.3
<b>Total Reduction of Costs</b>		<b>(932,840)</b>	<b>(825,827)</b>	<b>(818,460)</b>	<b>(828,376)</b>	<b>(2,549)</b>	<b>0.3</b>
<b>TOTAL NET EXPENDITURES</b>		<b>70,215</b>	<b>62,160</b>	<b>61,604</b>	<b>62,351</b>	<b>191</b>	<b>0.3</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 65 uniformed officers (includes Animal Control), 16 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.

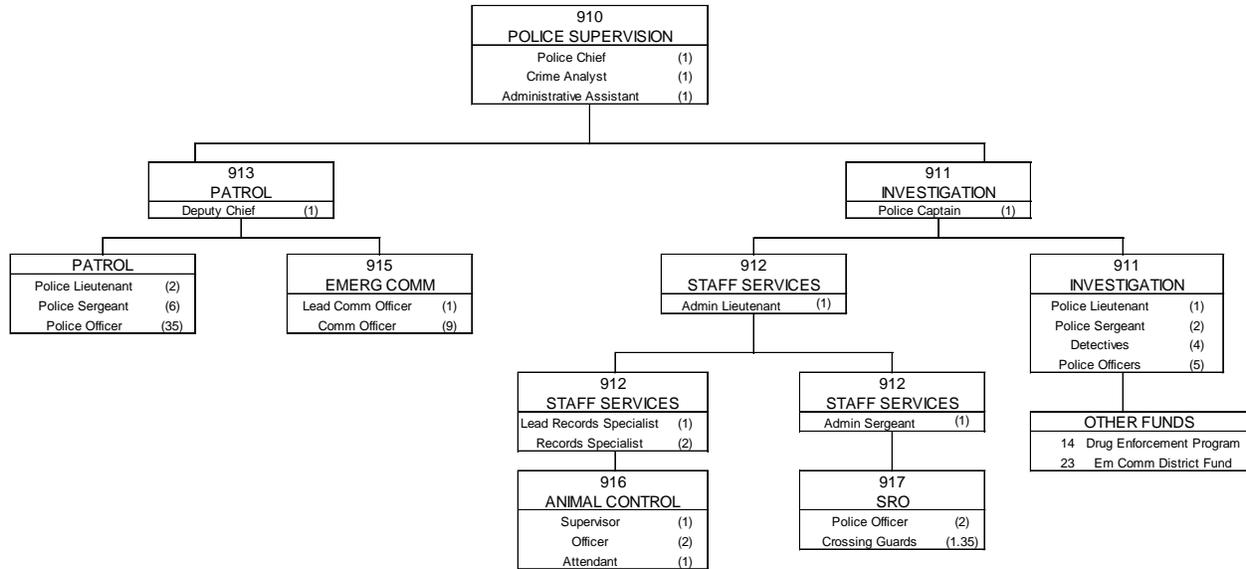


The Investigations and Patrol activities work jointly to prevent and investigate crimes, which include crimes against persons and property, as well as traffic-related accidents and violations.

The Animal Control activity, in cooperation with public and private entities, operates a model animal control program, which provides service to Anderson County and the City of Clinton, which utilize the animal shelter facility on a fee basis.

The School Resource Officer Program utilizes two police officers who are dedicated solely to working within the Oak Ridge Schools. The objectives of this program are to prevent and decrease the number of crimes committed on or near school property, to provide educational programs for students, faculty and parents, to establish positive interaction between the police and youth of the community.

# ORGANIZATIONAL CHART



## 2014-2015 ACCOMPLISHMENTS

- Completed renovation of Emergency Communications Center with State of TN grant funding.
- Completed first and second benchmarks of TN State Law Enforcement Accreditation.
- Initiated Records Management System (RMS) upgrade with Spillman Technologies, Inc. software.
- Increased Analysis functions for enhancement of intelligence-led police practices.
- Expanded Volunteers in Police Service (VIPS) Program to include VIPS assigned to Animal Shelter.
- Initiated e-citation program with Brazos Technology, Inc.

## 2015-2016 GOALS

- Complete third and final benchmarks of TN State Law Enforcement Accreditation.
- Fully implement and maximize application of enterprise-wide Spillman Technologies software upgrades
- Fully implement and integrate electronic citation program with municipal court
- Establish “Spillman Share” and “InSight” communications software interoperability with outside agencies for information sharing
- Continue increased tactical analysis functions targeting crime and traffic issues utilizing predictive crime analysis methodology

# EXPENDITURES OVERALL

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

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
910 Police Supervision	3	3	3	3.00	3.00	3.00
911 Investigations	13	13	13	13.00	13.00	13.00
912 Staff Services	5	5	5	5.00	5.00	5.00
913 Patrol	44	44	44	43.75	44.00	44.00
915 Emergency Communications	8	9	10	8.00	8.75	10.00
916 Animal Control	4	4	4	4.00	4.00	4.00
917 School Resource Officer Program	9	9	9	3.35	3.35	3.35
026 Special Programs Fund	-	-	-	0.25	-	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>86</b>	<b>87</b>	<b>88</b>	<b>80.35</b>	<b>81.10</b>	<b>82.35</b>

## Police Department Summary of Net Expenditures by Activity:

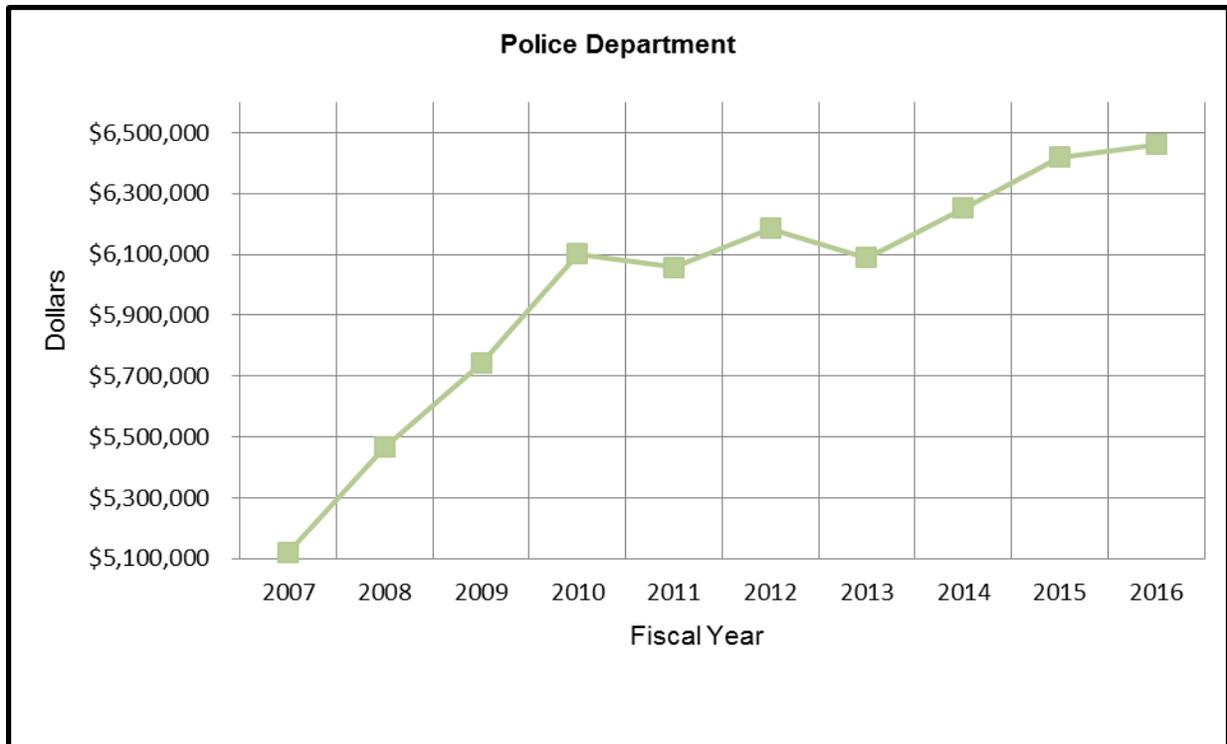
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>Police Department:</u>						
910 Supervision	308,029	304,483	307,216	310,841	6,358	2.1
911 Investigations	1,012,802	1,044,075	1,029,648	1,048,375	4,300	0.4
912 Staff Services	393,006	406,052	416,374	408,452	2,400	0.6
913 Patrol	3,782,202	3,877,258	3,848,333	3,912,788	35,530	0.9
915 Emergency Communications	306,546	311,284	272,066	293,668	(17,616)	-5.7
916 Animal Control	325,701	304,187	298,832	310,143	5,956	2.0
917 School Resource Officer Program	124,764	172,637	166,809	177,452	4,815	2.8
Total Police Department	<u>6,253,050</u>	<u>6,419,976</u>	<u>6,339,278</u>	<u>6,461,719</u>	<u>41,743</u>	<u>0.7</u>

## FY2016 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	310,841	-	-	-	-	-	-	100%	310,841		
911 Investigations	1,048,375	-	-	-	-	-	-	100%	1,048,375		
912 Staff Services	408,452	-	-	-	-	-	-	100%	408,452		
913 Patrol	3,912,788	-	-	-	-	-	-	100%	3,912,788		
915 Emergency Communications	617,085	12%	74,050	6%	37,025	2%	12,342	32%	200,000	48%	293,668
916 Animal Control	355,143	-	-	-	-	-	13%	45,000	88%	310,143	
917 School Resource Officer	177,452	-	-	-	-	-	-	100%	177,452		
<b>TOTAL POLICE DEPARTMENT</b>	<b>6,830,136</b>	<b>1%</b>	<b>74,050</b>	<b>1%</b>	<b>37,025</b>	<b>0%</b>	<b>12,342</b>	<b>4%</b>	<b>245,000</b>	<b>98%</b>	<b>6,461,719</b>

### Chart of Police Department Net General Fund Expenditures – Actual 2007 to Budget 2016:

Increases in FY08 included the addition of 1 Police Officer position. 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; and (6) 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:**

There are no significant expenditure changes for this activity in fiscal 2016.

## 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 investigators and drug enforcement investigators who also conduct covert operations. The division has responsibility for major crime scene processing, evidence collection, preservation and lab analysis.

**Performance Objectives:**

1. Maintain a 50% serious crime clearance rate.
2. Maintain a 60% clearance rate of violent serious crimes.
3. Continue to reduce number of reported burglaries while continuing to increase clearance rate, with the goal of achieving 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.
6. Implementation of new hardware and software for case investigation and management.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Group A Crimes Against Persons	434	475	456	479
Crimes Against Persons Clearance Rate	59%	50%	50%	50%
Group A Crimes Against Property	1,402	1,800	1,472	1,545
Crimes Against Property Clearance Rate	38%	40%	40%	40%
Group A Crimes Against Society	132	300	145	160
Crimes Against Society Clearance Rate	91%	90%	90%	90%

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

There are no significant expenditure changes for this activity in fiscal 2016.

## Staff Services – Activity No. 912

The Staff Services section supervises Police Records, 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. Maintenance and quality control of submitted records and the records management system.
2. Monitor the property control system and conduct random internal audits.
3. Maintain compliance with F.B.I. and T.B.I. requirements for records and crime reporting.
4. Provide information to the public without unreasonable delay and in accordance with legal requirements.
5. Continue training records personnel in use of reporting software.
6. Complete implementation and manage upgrade of records management software system.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Projected minimum training to meet:				
POST requirements	2,160	2,500	2,480	2,480
Projected non-POST training	1,480	1,500	6528	6528

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

There are no significant expenditure changes for this activity in fiscal 2016.

## 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 offenses reported during the previous year in all categories.
2. Increase the ratio of arrests to reported serious offenses during the previous year.
3. Increase the level of criminal traffic enforcement.
4. Increase personnel certified in CIT training.
5. Increase cooperation and patrols with DOE and NNSA components and their properties.

**Performance Measures:**

	Actual FY 2014	Budget FY 2014	Projected FY 2015	Budget FY 2016
Group A Crimes (Against Persons, Property, Society)	2,308	2,400	2,423	2,544
Assaults- All	391	525	410	430
Assault Arrests- All	223	350	234	246
Shoplifting	329	220	345	362
Shoplifting Arrests	293	185	307	322
DUI	115	80	120	127
Narcotics Violations	127	270	133	140

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

Total Commodities increased by \$3,500 for ammunition costs. Funding for all areas was reviewed and reallocated based on current expenditure 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Total calls for service	34,633	36,000	36,396	36,396

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

The \$55,850 or 10.4% increase in funding for Salaries & Benefits reflects the addition of a new Dispatcher position and a part-time Dispatcher becoming full-time. These costs will be funded by an increased reduction of costs from other City Funds, particular the Emergency Communications District Fund whose primary function is to support the personnel and technical infrastructure of the City's 911 dispatch center and emergency communications to responding public safety personnel.

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Animal bites reported	5	30	10	10
Animal bites attributable to at-large animals	4	10	10	10
Animal apprehensions	2,504	2,500	2,500	2,500
Registered animals	5,423	6,500	6,500	6,500

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

Funding for Contractual Service increased \$1,667. Utility Services increased by \$1,395 to reflect current rates and usage. Funding for contracted mowing services increased by \$272.

## 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, two police officers are 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 positive interaction between the police, school officials, and youth in the community.
3. To improve educational efforts in the schools concerning law, justice, and safety.
4. To help initiate and maintain police/school relations and to aid in the referral of juveniles to appropriate helping persons and agencies.
5. To provide early identification of youth who have potential behavior problems.
6. To provide support to Youth Advisory Board activities, as requested.
7. To continue the successful Armed Intruder Training Program at ORS facilities, as well as private business facilities.

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

There are no significant expenditure changes for this activity in fiscal 2016.

## BUDGET DETAIL

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	197,157	198,408	198,110	203,158	4,750	2.4
5131. Regular Overtime Pay	104	863	565	863	-	0.0
5141. Social Security	14,641	15,244	15,285	15,608	364	2.4
5150. Retirement	31,450	32,083	32,083	32,847	764	2.4
5160. Medical & Workers Comp	32,585	32,562	32,562	32,562	-	0.0
<b>Total Personal Services</b>	<b>275,937</b>	<b>279,160</b>	<b>278,605</b>	<b>285,038</b>	<b>5,878</b>	<b>2.1</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	1,200	1,000	1,000	1,000	-	0.0
5210. Prof. & Contractual Ser.	-	-	-	-	-	0.0
5212. Utility Services	1,662	1,675	1,675	2,155	480	28.7
5220. Training & Travel	9,676	2,250	3,520	2,250	-	0.0
5235. Repair & Maintenance	80	-	-	-	-	0.0
5236.13 Other Equipment Maint.	4,033	5,593	5,593	5,593	-	0.0
5289. Vehicle/Equip Use Charge	12,805	12,805	12,805	12,805	-	0.0
<b>Total Contractual Services</b>	<b>29,456</b>	<b>23,323</b>	<b>24,593</b>	<b>23,803</b>	<b>480</b>	<b>2.1</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,704	1,885	3,903	1,885	-	0.0
5325. Uniforms/Safety Equip.	332	115	115	115	-	0.0
<b>Total Commodities</b>	<b>3,036</b>	<b>2,000</b>	<b>4,018</b>	<b>2,000</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>308,429</b>	<b>304,483</b>	<b>307,216</b>	<b>310,841</b>	<b>6,358</b>	<b>2.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(400)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>	<b>(400)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>308,029</b>	<b>304,483</b>	<b>307,216</b>	<b>310,841</b>	<b>6,358</b>	<b>2.1</b>

## Investigations – Activity No. 911 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	584,334	603,144	571,445	604,821	1,677	0.3
5131.	Regular Overtime Pay	37,339	48,316	61,865	49,282	966	2.0
5141.	Social Security	46,550	49,837	49,915	50,039	202	0.4
5150.	Retirement	104,270	103,031	103,031	103,646	615	0.6
5160.	Medical & Workers Comp	140,048	140,112	140,112	140,112	-	0.0
<b>Total Personal Services</b>		<b>912,541</b>	<b>944,440</b>	<b>926,368</b>	<b>947,900</b>	<b>3,460</b>	<b>0.4</b>
<b>Contractual Services</b>							
5207.	Dues, Memberships & Sub.	401	400	400	400	-	0.0
5210.	Prof. & Contractual Ser.	4,162	5,000	5,000	5,000	-	0.0
5212.	Utility Services	8,195	8,050	8,050	8,890	840	10.4
5220.	Training & Travel	2,263	3,283	3,283	3,283	-	0.0
5236.13	Other Equipment Maint.	4,712	11,096	11,096	11,096	-	0.0
5289.	Vehicle/Equip Use Charge	49,101	47,000	47,000	47,000	-	0.0
<b>Total Contractual Services</b>		<b>68,834</b>	<b>74,829</b>	<b>74,829</b>	<b>75,669</b>	<b>840</b>	<b>1.1</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	11,356	5,000	7,500	5,000	-	0.0
5325.	Uniforms/Safety Equip.	3,707	2,100	3,245	2,100	-	0.0
<b>Total Commodities</b>		<b>15,063</b>	<b>7,100</b>	<b>10,745</b>	<b>7,100</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>							
5410.	Liability Insurance	17,706	17,706	17,706	17,706	-	0.0
<b>Total Other Charges</b>		<b>17,706</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>1,014,144</b>	<b>1,044,075</b>	<b>1,029,648</b>	<b>1,048,375</b>	<b>4,300</b>	<b>0.4</b>
<b>Reduction of Costs</b>							
5610.	Recovered from Users	(1,342)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>		<b>(1,342)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>		<b>1,012,802</b>	<b>1,044,075</b>	<b>1,029,648</b>	<b>1,048,375</b>	<b>4,300</b>	<b>0.4</b>

## Staff Services – Activity No. 912 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	226,456	244,152	246,995	243,334	(818)	-0.3
5131.	Regular Overtime Pay	4,760	5,075	7,835	5,177	102	2.0
5141.	Social Security	16,550	19,066	19,120	19,776	710	3.7
5150.	Retirement	37,551	38,902	38,902	40,348	1,446	3.7
5160.	Medical & Workers Comp	54,713	54,771	54,771	54,771	-	0.0
<b>Total Personal Services</b>		<b>340,030</b>	<b>361,966</b>	<b>367,623</b>	<b>363,406</b>	<b>1,440</b>	<b>0.4</b>
<b>Contractual Services</b>							
5201.	Rents	2,881	3,250	3,250	3,250	-	0.0
5207.	Dues, Memberships & Sub.	6,455	110	110	110	-	0.0
5212.	Utility Services	2,794	3,150	3,150	4,110	960	30.5
5220.	Training & Travel	1,585	1,530	1,530	1,530	-	0.0
5235.	Repair & Maint.	725	-	-	-	-	0.0
5236.13	Other Equipment Maint.	31,381	31,346	31,346	31,346	-	0.0
<b>Total Contractual Services</b>		<b>45,821</b>	<b>39,386</b>	<b>39,386</b>	<b>40,346</b>	<b>960</b>	<b>2.4</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	6,601	3,565	8,230	3,565	-	0.0
5325.	Uniforms/Safety Equip.	1,261	1,135	1,135	1,135	-	0.0
<b>Total Commodities</b>		<b>7,862</b>	<b>4,700</b>	<b>9,365</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>393,713</b>	<b>406,052</b>	<b>416,374</b>	<b>408,452</b>	<b>2,400</b>	<b>0.6</b>
<b>Reduction of Costs</b>							
5610.	Recovered from Users	(707)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>		<b>(707)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>		<b>393,006</b>	<b>406,052</b>	<b>416,374</b>	<b>408,452</b>	<b>2,400</b>	<b>0.6</b>

## Patrol – Activity No. 913 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	1,787,738	1,889,802	1,820,490	1,907,214	17,412	0.9
5120. Salaries-Temp. Employees	(6,839)	-	-	-	-	0.0
5131. Regular Overtime Pay	194,442	179,520	221,145	183,110	3,590	2.0
5141. Social Security	144,348	158,303	154,275	162,205	3,902	2.5
5150. Retirement	320,686	327,654	327,654	335,590	7,936	2.4
5160. Medical & Workers Comp	474,948	476,366	476,366	476,366	-	0.0
<b>Total Personal Services</b>	<b>2,915,323</b>	<b>3,031,645</b>	<b>2,999,930</b>	<b>3,064,485</b>	<b>32,840</b>	<b>1.1</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	-	3,500	3,500	-	(3,500)	-100.0
5206. Mailing & Delivery	434	-	-	-	-	0.0
5207. Dues, Memberships & Sub.	390	400	400	400	-	0.0
5210. Prof. & Contractual Ser.	242	1,300	1,300	1,300	-	0.0
5212. Utility Services	25,105	26,150	25,440	28,840	2,690	10.3
5220. Training & Travel	12,894	11,165	11,165	11,165	-	0.0
5235. Repair & Maintenance	1,087	6,908	3,800	6,908	-	0.0
5236.13 Other Equipment Maint.	82,122	91,469	91,469	91,469	-	0.0
5289. Vehicle/Equip Use Charge	566,224	576,250	576,250	576,250	-	0.0
<b>Total Contractual Services</b>	<b>688,498</b>	<b>717,142</b>	<b>713,324</b>	<b>716,332</b>	<b>(810)</b>	<b>-0.1</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	86,654	25,000	31,608	28,500	3,500	14.0
5320. Books/Education Material	1,110	1,280	1,280	1,280	-	0.0
5325. Uniforms/Safety Equip.	46,245	16,450	16,450	16,450	-	0.0
<b>Total Commodities</b>	<b>134,009</b>	<b>42,730</b>	<b>49,338</b>	<b>46,230</b>	<b>3,500</b>	<b>8.2</b>
<b>Other Charges</b>						
5410. Liability Insurance	85,741	85,741	85,741	85,741	-	0.0
<b>Total Other Charges</b>	<b>85,741</b>	<b>85,741</b>	<b>85,741</b>	<b>85,741</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>3,823,571</b>	<b>3,877,258</b>	<b>3,848,333</b>	<b>3,912,788</b>	<b>35,530</b>	<b>0.9</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(41,369)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>	<b>(41,369)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>3,782,202</b>	<b>3,877,258</b>	<b>3,848,333</b>	<b>3,912,788</b>	<b>35,530</b>	<b>0.9</b>

## Emergency Communications – Activity No. 915 Budget Detail

		ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	%
		FY 2014	FY 2015	FY 2015	FY 2016	16 vs. 15	CHG
<b>Personal Services</b>							
5111.	Salaries-Reg. Employees	293,616	321,686	278,450	351,238	29,552	9.2
5131.	Regular Overtime Pay	39,230	36,236	34,065	36,961	725	2.0
5141.	Social Security	24,631	27,381	23,765	30,462	3,081	11.3
5150.	Retirement	54,418	56,241	56,241	62,919	6,678	11.9
5160.	Medical & Workers Comp	86,752	93,066	93,066	108,880	15,814	17.0
<b>Total Personal Services</b>		<b>498,647</b>	<b>534,610</b>	<b>485,587</b>	<b>590,460</b>	<b>55,850</b>	<b>10.4</b>
<b>Contractual Services</b>							
5201.	Rents	2,000	8,000	8,000	8,000	-	0.0
5207.	Dues, Memberships & Sub.	249	150	150	150	-	0.0
5210.08	Prof. & Contractual Ser.	9	-	-	-	-	0.0
5212.	Utility Services	150	150	150	155	5	3.3
5220.	Training & Travel	933	1,200	1,200	1,200	-	0.0
5235.	Repair & Maintenance	117	1,800	1,800	1,800	-	0.0
5236.13	Other Equipment Maint.	2,930	5,277	5,277	5,277	-	0.0
<b>Total Contractual Services</b>		<b>6,388</b>	<b>16,577</b>	<b>16,577</b>	<b>16,582</b>	<b>5</b>	<b>0.0</b>
<b>Commodities</b>							
5310.	Commodities/Tools/Supplies	7,194	1,330	1,330	1,330	-	0.0
5320.	Books/Education Material	390	-	-	-	-	0.0
5325.	Uniforms/Safety Equip.	1,901	2,550	2,550	2,550	-	0.0
<b>Total Commodities</b>		<b>9,485</b>	<b>3,880</b>	<b>3,880</b>	<b>3,880</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>520,683</b>	<b>561,230</b>	<b>512,207</b>	<b>617,085</b>	<b>55,855</b>	<b>10.0</b>
<b>Reduction of Costs</b>							
5670.	Recovered from Funds	(214,137)	(249,946)	(240,141)	(323,417)	(73,471)	29.4
<b>Total Reduction of Costs</b>		<b>(214,137)</b>	<b>(249,946)</b>	<b>(240,141)</b>	<b>(323,417)</b>	<b>(73,471)</b>	<b>29.4</b>
<b>TOTAL NET EXPENDITURES</b>		<b>306,546</b>	<b>311,284</b>	<b>272,066</b>	<b>293,668</b>	<b>(17,616)</b>	<b>-5.7</b>

## Animal Control – Activity No. 916 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	125,916	131,251	130,515	133,920	2,669	2.0
5131. Regular Overtime Pay	12,480	13,000	15,460	13,260	260	2.0
5141. Social Security	10,184	10,821	11,050	11,259	438	4.0
5150. Retirement	22,374	22,774	22,774	23,696	922	4.0
5160. Medical & Workers Comp	43,033	43,148	43,148	43,148	-	0.0
<b>Total Personal Services</b>	<b>213,987</b>	<b>220,994</b>	<b>222,947</b>	<b>225,283</b>	<b>4,289</b>	<b>1.9</b>
<b>Contractual Services</b>						
5201. Rents	504	600	600	600	-	0.0
5207. Dues, Memberships & Sub.	-	140	140	140	-	0.0
5210. Prof. & Contractual Ser.	29,216	30,000	30,000	30,000	-	0.0
5210.202 Custodial Contract	674	700	700	700	-	0.0
5210.203 Mowing Contract	1,696	1,750	1,542	2,022	272	15.5
5212. Utility Services	26,834	33,695	26,595	35,090	1,395	4.1
5220. Training & Travel	2,501	965	965	965	-	0.0
5235. Repair & Maintenance	21,059	10,300	10,300	10,300	-	0.0
5236.13 Other Equipment Maint.	1,534	3,654	3,654	3,654	-	0.0
5289. Vehicle/Equip Use Charge	20,500	20,500	20,500	20,500	-	0.0
<b>Total Contractual Services</b>	<b>104,518</b>	<b>102,304</b>	<b>94,996</b>	<b>103,971</b>	<b>1,667</b>	<b>1.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	36,180	21,000	49,000	21,000	-	0.0
5320. Books/Education Material	139	-	-	-	-	0.0
5325. Uniforms/Safety Equip.	173	930	930	930	-	0.0
<b>Total Commodities</b>	<b>36,492</b>	<b>21,930</b>	<b>49,930</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>358,956</b>	<b>349,187</b>	<b>371,832</b>	<b>355,143</b>	<b>5,956</b>	<b>1.7</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(33,255)	(45,000)	(73,000)	(45,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(33,255)</b>	<b>(45,000)</b>	<b>(73,000)</b>	<b>(45,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>325,701</b>	<b>304,187</b>	<b>298,832</b>	<b>310,143</b>	<b>5,956</b>	<b>2.0</b>

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	54,493	75,458	73,265	77,170	1,712	2.3
5120. Salaries-PT/Seasonal Employ	20,223	29,239	24,830	31,693	2,454	8.4
5131. Regular Overtime Pay	766	3,453	4,210	3,522	69	2.0
5141. Social Security	5,599	8,273	8,290	8,598	325	3.9
5150. Retirement	6,453	12,495	12,495	12,750	255	2.0
5160. Medical & Workers Comp	10,923	22,274	22,274	22,274	-	0.0
<b>Total Personal Services</b>	<b>98,457</b>	<b>151,192</b>	<b>145,364</b>	<b>156,007</b>	<b>4,815</b>	<b>3.2</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	40	-	-	-	-	0.0
5210.08 Prof. & Contractual Ser.	15,000	-	-	-	-	0.0
5220. Training & Travel	35	2,000	2,000	2,000	-	0.0
5236.13 Other Equipment Maint.	1,085	1,072	1,072	1,072	-	0.0
5289. Vehicle/Equip Use Charge	9,300	12,250	12,250	12,250	-	0.0
<b>Total Contractual Services</b>	<b>25,460</b>	<b>15,322</b>	<b>15,322</b>	<b>15,322</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	(125)	2,140	2,140	2,140	-	0.0
5325. Uniforms/Safety Equip.	538	680	680	680	-	0.0
<b>Total Commodities</b>	<b>413</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>127,633</b>	<b>172,637</b>	<b>166,809</b>	<b>177,452</b>	<b>4,815</b>	<b>2.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(2,869)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>	<b>(2,869)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>124,764</b>	<b>172,637</b>	<b>166,809</b>	<b>177,452</b>	<b>4,815</b>	<b>2.8</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 Prevention Office also assists with the infant car seat installation and inspection program and bicycle helmet safety program.



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

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.

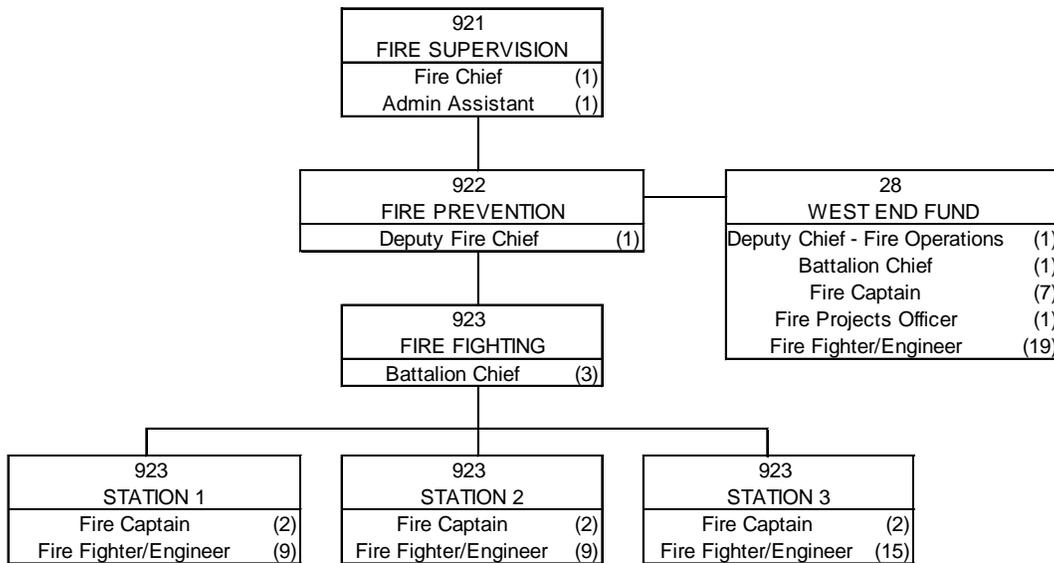
The Operation Office is under the supervision of a Deputy Chief and is responsible for internal affairs, safety, succession planning and accreditation of the ambulance service licensure. Training is provided in the areas of fire suppression, operational strategy and tactics, emergency medical certifications, 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 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 is an accredited Chief Fire Officer (CFO) through the Center for Public Safety Excellence, Commission for Professional Credentialing.

## ORGANIZATIONAL CHART

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### FIRE DEPARTMENT



## 2014-2015 ACCOMPLISHMENTS

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- Received Honors for lives saved totaling 9 in 14 months, including the State Star of Life Award for Engine Company 3-C
- Four (4) additional Officers received their Fire Officer (FO) designation (national credential) from the Center for Public Safety Excellence.
- Donated two surplus fire engines to Anderson County fire departments in-order to improve the county wide fire protection system.
- Received a Federal Assistance to Firefighter Grant to purchase and install, free of charge, 1800 additional smoke alarms in Oak Ridge homes.
- With TEMA\DOE grant funds, up dated and installed emergency communication equipment at fire department headquarters to improve communications during a natural or manmade disaster.
- Actively participated in planning and conducting the Annual Secret City Festival.
- Inspected 89% of the commercial buildings in Oak Ridge.
- Conducted a variety of simulation training drills with our DOE partners at various DOE locations.
- Provided classroom instruction and fire education to nearly 7000 citizens ranging from pre-school students to senior citizens, on topics including fire safety, emergency preparedness, CPR and fire extinguisher training and exit drill in the home.
- Hired four new employees.
- Continued Implementation of the 2011 – 2015 Strategic Plan.

## 2015-2016 GOALS

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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:

- Place in service one new fire suppression apparatus (Engines 4 at Station 4 DOE – ETTP Site).
- Implement the Dispatching and radio software to comply with new police dispatch hardware and software Spillman.
- Review and update the fire department Strategic Plan.
- Reviewing and updating our Procedure Guideline Manual with goal to have cloud based.
- Revise the Job descriptions for fire suppression personnel.
- Revise the firefighter recruiting and hiring process.
- 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 iPad for conducting Commercial Building Inspections.
- Execute a full scale table top exercise to test the City's Emergency Operations Center (EOC) and train city staff in the EOC process of managing large scale extended events.
- 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.
- Execute the Assistance to Firefighter Grant awarded to ORFD to place exercise equipment in all four fire stations and purchase the national standardized applicant testing equipment (Candidate Physical Ability Test (CPAT)).
- Reduce the number of daily EMS response through priority dispatch implemented by Anderson County 911 Center.

## 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
	2014	2015	2016	2014	2015	2016
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 5,000 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 12	Actual 13	Actual 14	Projected 15	Budget 16
Totals	4,744	4,800	5,120	5,275	5,275
Fires\Alarms	1,158	1,200	1,101	1,250	1,250
Rescues	227	200	310	275	275
EMS	2,990	3,000	3,312	3,350	3,350
Other Service Calls	369	400	397	400	400

The Oak Ridge Fire Department also assists our neighbor fire departments responding out of the city on mutual aid calls for assistance 65 times last year. The Department responded with a multitude of other agencies to structure fires, transportation accidents and hazardous materials events. 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 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, 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 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>Fire Department:</u>						
921 Supervision	197,592	209,341	211,257	213,143	3,802	1.8
922 Fire Prevention	118,036	128,865	131,709	130,265	1,400	1.1
923 Fire Fighting	3,697,088	3,737,646	3,804,482	3,739,208	1,562	0.0
924 Fire Stations	242,778	123,822	163,852	128,482	4,660	3.8
925 Fire Specialists	58,679	40,000	31,364	42,700	2,700	6.8
Total Fire Department	4,314,173	4,239,674	4,342,664	4,253,798	14,124	0.3

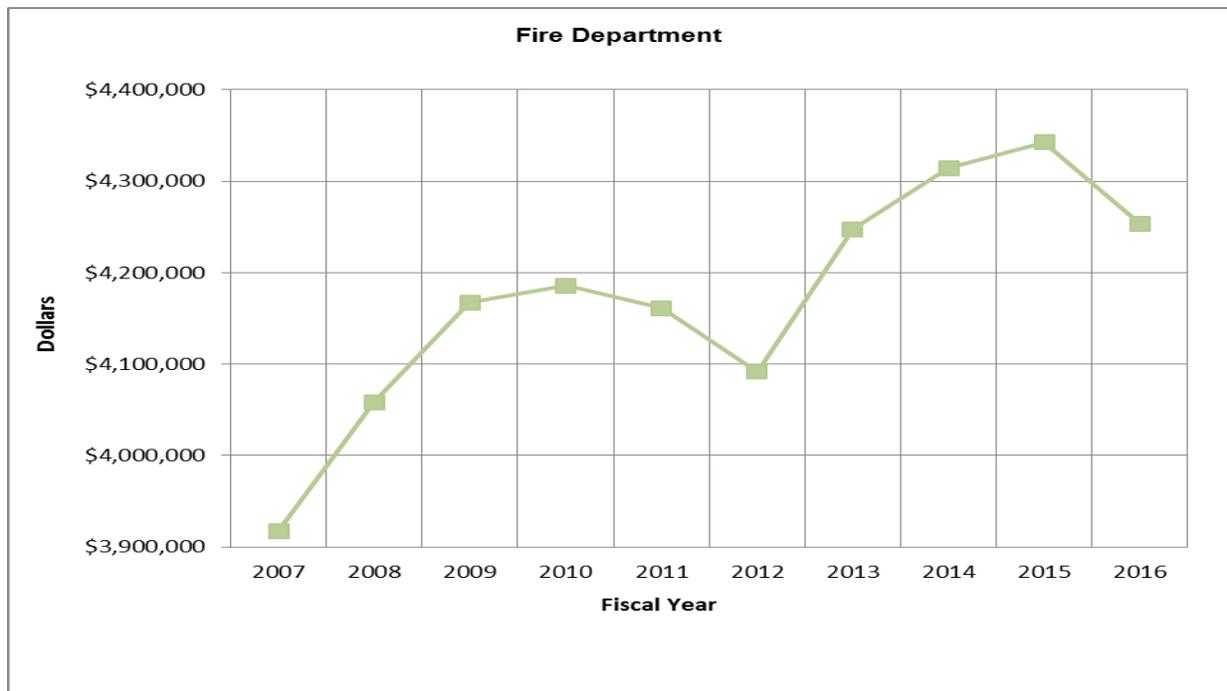
**FY2016 General Fund Budget – Fire Department Activities - Costs Allocated to Other Funds and Costs Recovered:**

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND		
			WATER	WASTEWATER					
<u>FIRE DEPARTMENT:</u>									
921 Supervision	213,143	-	-	-	-	-	100%	213,143	
922 Fire Prevention	130,265	-	-	-	-	-	100%	130,265	
923 Fire Fighting	3,760,208	-	-	-	-	1%	21,000	99%	3,739,208
924 Fire Stations	128,482	-	-	-	-	-	100%	128,482	
925 Fire Specialists	57,700	-	-	-	-	26%	15,000	0%	42,700
TOTAL FIRE DEPARTMENT	4,289,798	-	-	-	-	36,000	100%	4,253,798	

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 2007 to Budget 2016:**

The chart below shows the ten year trend of Fire Expenditure funded through the General Fund including projected 2015 and budget 2016. 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. In 2015, the fire budget was reduced for a lower level of funding for the fire specialist program to cover costs for only one fire specialist to be on call for each shift.



# Departmental Activities

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## Fire Supervision – Activity No. 921

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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
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%	95%	95%	95%

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

There are no significant expenditure changes for this activity in fiscal 2016.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Commercial fire prevention surveys conducted annually	1,237	1,250	1,872	1,250
Violations reported by department inspection	1,755	1,000	2,536	1,000
Construction plans reviewed within 7 days	100%	100%	100%	100%
Attendance at presentations	9,500	9,000	9,000	9,000
Residential fires from "electrical causes"	8	5	5	5

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

There are no significant expenditure changes for this activity in fiscal 2016. 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 Deputy 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Average Response Time	5.12/ 7.46 mins	5 min/ 8 min	5.17/ 6.49	5 min/ 8 min
Average Control Time (after arrival)	16.09	14 min	15.58	14 min
Employees certified at NFPA Fire Fighter II	70	70	64	70
Fire hydrants maintained annually	2,500	2,540	2,540	2,540

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

There are no significant expenditure changes for this activity in fiscal 2016. Funding for all areas was reviewed and reallocated based on current funding requirements.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Energy Consumption: KWH of electricity used	268,853	300,000	262,792	300,000

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

Total Contractual Services increased by \$4,660. Repair & Maintenance for costs related to maintaining the Fire Stations increased \$1,960 while Utility Services increased \$2,700.

## 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 one 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 much more than \$57,700 budgeted annually for this program.

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

The fiscal 2016 budget for utility services increased by \$2,700 for communication services.

## BUDGET DETAIL

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	130,665	132,064	131,560	134,884	2,820	2.1
5131. Regular Overtime Pay	3,519	822	3,620	838	16	1.9
5141. Social Security	9,585	10,166	9,780	10,383	217	2.1
5150. Retirement	20,660	21,073	21,073	21,497	424	2.0
5160. Medical & Workers Comp	22,142	21,995	21,995	21,995	-	0.0
<b>Total Personal Services</b>	<b>186,571</b>	<b>186,120</b>	<b>188,028</b>	<b>189,597</b>	<b>3,477</b>	<b>1.9</b>
<b>Contractual Services</b>						
5201. Rents	1,381	1,300	1,300	1,400	100	7.7
5207. Dues, Memberships & Sub.	334	500	500	500	-	0.0
5210. Prof. & Contractual Ser.	-	500	500	500	-	0.0
5212. Utility Services	8,704	6,300	6,308	6,525	225	3.6
5220. Training & Travel	900	1,640	1,640	1,640	-	0.0
5236.13 Other Equipment Maint.	2,158	2,714	2,714	2,714	-	0.0
5289. Vehicle/Equip Use Charge	6,867	6,867	6,867	6,867	-	0.0
<b>Total Contractual Services</b>	<b>20,344</b>	<b>19,821</b>	<b>19,829</b>	<b>20,146</b>	<b>325</b>	<b>1.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,503	3,000	3,000	3,000	-	0.0
5320. Books/Education Material	94	400	400	400	-	0.0
5325. Uniforms/Safety Equip.	392	-	-	-	-	0.0
<b>Total Commodities</b>	<b>2,989</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</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>209,904</b>	<b>209,341</b>	<b>211,257</b>	<b>213,143</b>	<b>3,802</b>	<b>1.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(12,312)	-	-	-	-	0.0
<b>Total Reduction of Costs</b>	<b>(12,312)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>197,592</b>	<b>209,341</b>	<b>211,257</b>	<b>213,143</b>	<b>3,802</b>	<b>1.8</b>

## Fire Prevention – Activity No. 922 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	66,179	72,075	71,835	73,623	1,548	2.1
5141. Social Security	4,558	5,514	5,005	5,632	118	2.1
5150. Retirement	9,992	11,507	11,507	11,741	234	2.0
5160. Medical & Workers Comp	10,949	11,015	11,015	11,015	-	0.0
<b>Total Personal Services</b>	<b>91,678</b>	<b>100,111</b>	<b>99,362</b>	<b>102,011</b>	<b>1,900</b>	<b>1.9</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	-	775	-	-	(775)	-100.0
5207. Dues, Memberships & Sub.	1,472	2,000	1,500	2,000	-	0.0
5210.08 Prof. & Contractual Ser.	2,153	-	5,198	775	775	100.0
5212. Utility Services	629	1,300	1,300	800	(500)	-38.5
5220. Training & Travel	3,589	4,025	4,025	4,025	-	0.0
5236.13 Other Equipment Maint.	2,394	2,204	2,204	2,204	-	0.0
5289. Vehicle/Equip Use Charge	8,700	8,700	8,700	8,700	-	0.0
<b>Total Contractual Services</b>	<b>18,937</b>	<b>19,004</b>	<b>22,927</b>	<b>18,504</b>	<b>(500)</b>	<b>-2.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	6,795	9,500	8,300	9,500	-	0.0
5320. Books/Education Material	176	-	620	-	-	0.0
5325. Uniforms/Safety Equip.	450	250	500	250	-	0.0
<b>Total Commodities</b>	<b>7,421</b>	<b>9,750</b>	<b>9,420</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>118,036</b>	<b>128,865</b>	<b>131,709</b>	<b>130,265</b>	<b>1,400</b>	<b>1.1</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>118,036</b>	<b>128,865</b>	<b>131,709</b>	<b>130,265</b>	<b>1,400</b>	<b>1.1</b>

## Fire Fighting - Activity No. 923 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	1,577,959	1,732,850	1,658,450	1,723,816	(9,034)	-0.5
5131. Regular Overtime Pay	503,007	413,100	533,625	421,362	8,262	2.0
5141. Social Security	152,500	164,548	161,150	165,254	706	0.4
5150. Retirement	332,301	340,278	340,278	342,006	1,728	0.5
5160. Medical & Workers Comp	454,702	456,597	456,597	456,597	-	0.0
<b>Total Personal Services</b>	<b>3,020,469</b>	<b>3,107,373</b>	<b>3,150,100</b>	<b>3,109,035</b>	<b>1,662</b>	<b>0.1</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	244	-	-	-	-	0.0
5207. Dues, Memberships & Sub.	4,613	460	460	460	-	0.0
5210. Prof. & Contractual Ser.	30,679	17,420	17,420	17,420	-	0.0
5212. Utility Services	77,863	82,175	82,175	82,075	(100)	-0.1
5220. Training & Travel	37,477	35,000	35,000	35,000	-	0.0
5235. Repair & Maintenance	10,047	5,000	5,000	5,000	-	0.0
5236.13 Other Equipment Maint.	11,862	8,625	8,625	8,625	-	0.0
5289. Vehicle/Equip Use Charge	350,000	355,000	355,000	355,000	-	0.0
<b>Total Contractual Services</b>	<b>522,785</b>	<b>503,680</b>	<b>503,680</b>	<b>503,580</b>	<b>(100)</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	97,667	60,000	60,000	60,000	-	0.0
5320. Books/Education Material	2,366	4,500	4,500	4,500	-	0.0
5325. Uniforms/Safety Equip.	41,393	32,920	57,029	32,920	-	0.0
<b>Total Commodities</b>	<b>141,426</b>	<b>97,420</b>	<b>121,529</b>	<b>97,420</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	46,510	50,173	50,173	50,173	-	0.0
<b>Total Other Charges</b>	<b>46,510</b>	<b>50,173</b>	<b>50,173</b>	<b>50,173</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>3,731,190</b>	<b>3,758,646</b>	<b>3,825,482</b>	<b>3,760,208</b>	<b>1,562</b>	<b>0.0</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(34,102)	(21,000)	(21,000)	(21,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(34,102)</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>3,697,088</b>	<b>3,737,646</b>	<b>3,804,482</b>	<b>3,739,208</b>	<b>1,562</b>	<b>0.0</b>

## Fire Stations - Activity No. 924 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	4,766	5,000	-	5,000	-	0.0
5212. Utility Services	59,602	65,975	61,660	68,675	2,700	4.1
5235. Repair & Maintenance	47,078	22,742	68,117	24,702	1,960	8.6
5236.13 Other Equipment Maint.	7,371	4,865	4,865	4,865	-	0.0
5289. Vehicle/Equip Use Charge	2,753	2,200	2,200	2,200	-	0.0
Total Contractual Services	121,570	100,782	136,842	105,442	4,660	4.6
Commodities						
5310. Commodities/Tools/Supplies	25,991	21,090	25,060	21,090	-	0.0
Total Commodities	25,991	21,090	25,060	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						
5500. Capital Expenditures	93,267	-	-	-	-	0.0
Total Capital Expenditures	93,267	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>242,778</b>	<b>123,822</b>	<b>163,852</b>	<b>128,482</b>	<b>4,660</b>	<b>3.8</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>242,778</b>	<b>123,822</b>	<b>163,852</b>	<b>128,482</b>	<b>4,660</b>	<b>3.8</b>

## Fire Specialists - Activity No. 925 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	10,073	12,230	7,190	12,230	-	0.0
5131. Regular Overtime Pay	9,730	12,230	7,530	12,230	-	0.0
5141. Social Security	1,502	1,871	1,175	1,871	-	0.0
5150. Retirement	3,796	3,669	3,669	3,669	-	0.0
<b>Total Personal Services</b>	<b>25,101</b>	<b>30,000</b>	<b>19,564</b>	<b>30,000</b>	<b>-</b>	<b>0.0</b>
<b>Contractual Services</b>						
5212. Utility Services	2,471	-	1,800	2,700	2,700	100.0
5289. Vehicle/Equip Use Charge	27,411	25,000	25,000	25,000	-	0.0
<b>Total Contractual Services</b>	<b>29,882</b>	<b>25,000</b>	<b>26,800</b>	<b>27,700</b>	<b>2,700</b>	<b>10.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	33	-	-	-	-	0.0
<b>Total Commodities</b>	<b>33</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	3,663	-	-	-	-	0.0
<b>Total Other Charges</b>	<b>3,663</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>58,679</b>	<b>55,000</b>	<b>46,364</b>	<b>57,700</b>	<b>2,700</b>	<b>4.9</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	-	(15,000)	(15,000)	(15,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>-</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>58,679</b>	<b>40,000</b>	<b>31,364</b>	<b>42,700</b>	<b>2,700</b>	<b>6.8</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, stormwater, water and wastewater treatment plants, water distribution system, wastewater collection system, city vehicles and equipment, city-owned facilities and Solid Waste contractual services for residential refuse collection.**

The Department consists of 99 employees and four (4) divisions including Administration, Engineering, Utilities and Operations. The activities and functions performed by the Department are included in the General Fund, Waterworks Fund and State Street Aid 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.



Work Pool employees are responsible for the Water Distribution System Maintenance; Wastewater Collection System Maintenance including the Management Operation Maintenance (MOM) program; street and sidewalk maintenance; stormwater; equipment maintenance; and facility maintenance.

Maintenance of the water distribution system performed by the Waterworks Division involves maintaining approximately 249.05 miles of water main piping, 2,541 fire hydrants, 5,559 main valves, 8,982 service laterals, 12,926 water meters, 8 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 7,268 manholes and 272.17 miles of wastewater collection mains. 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.

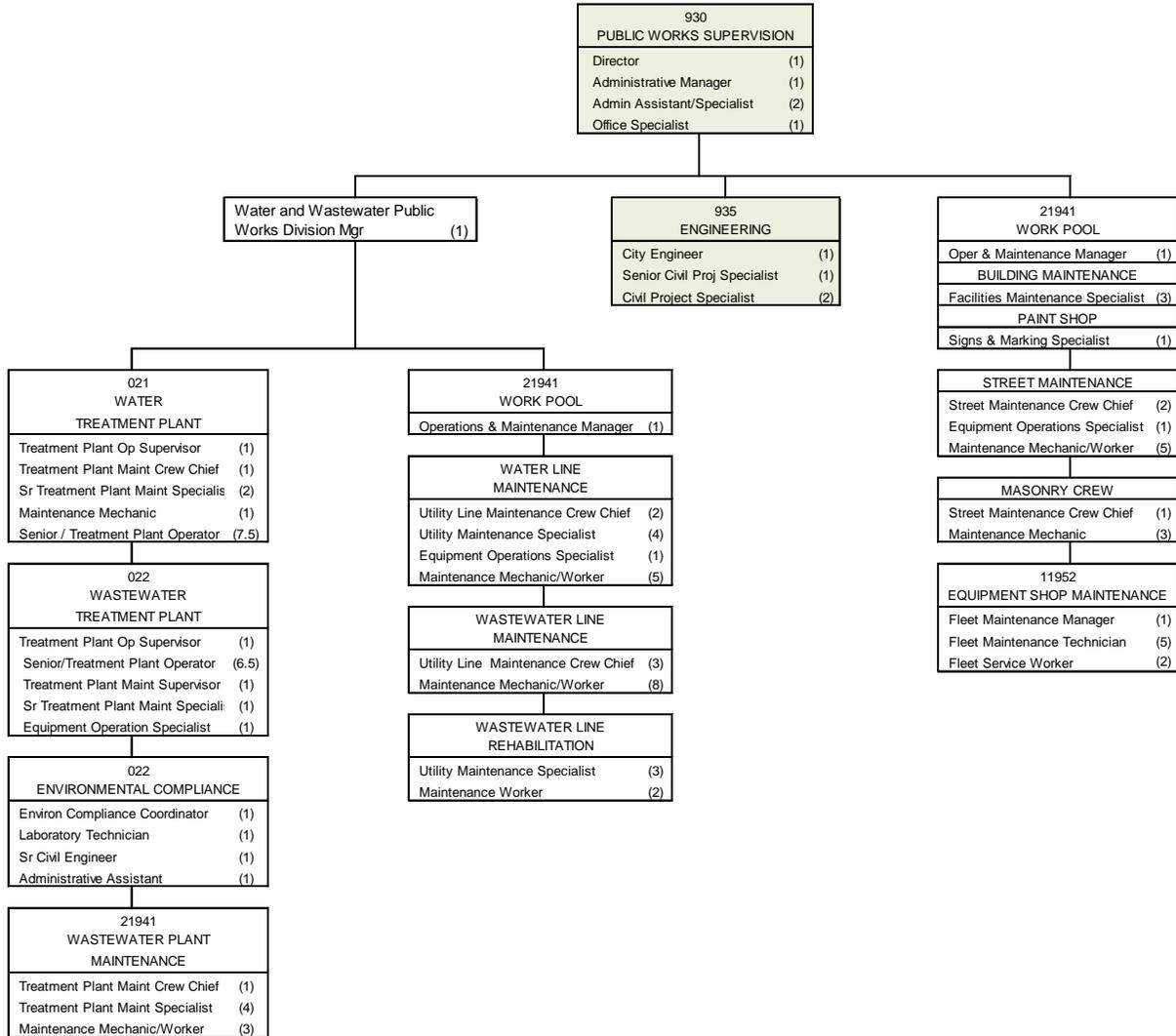
The Public Works Department operates the water and wastewater treatment facilities. The main 10 million gallon per day (MGD) capacity wastewater treatment plant serves most of the city and current daily flow averages 4-5 MGD from City and Federal customers. A 0.6 MGD wastewater treatment plant serves 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 Plants maintenance staff maintains 54 wastewater-pumping stations, two raw water intake pump stations and a raw water booster pumping station. Beginning in October 2014, all water is treated at the plant near Y-12 for distribution.

The Operations, Facilities, Stormwater, and Streets and Fleet Maintenance 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 facilities and the entire fleet of approximately 335 vehicles and equipment. This Division is also responsible for coordinating the "Not In Our City" Cleanup Container program along with the Adopt-A-Street program, the annual leaf pick-up and brush and rubbish pick-up programs. Management of the MS4 Stormwater program and the Winter Weather Plan for snow and ice removal is also the responsibility of this division.

# ORGANIZATIONAL CHART

Areas highlighted in green are funded through the General Fund.

## PUBLIC WORKS DEPARTMENT



## 2014-2015 ACCOMPLISHMENTS

---

### Administration

- Director provided oversight and management for all department activities.
- Provided excellent customer service, utilizing the Infor Call Center process.
- Furnished support services for the department and other City activities and events.
- Began implementation of City facilities with the Infor asset management system.

### Engineering

- Provided engineering guidance for water, sewer, stormwater, streets and traffic activities.
- Served as staff liaison for the Traffic Safety Advisory Board.
- Performed comprehensive design, review and utility inspection services for subdivision and business developments.
- Administered project management for the following:
  - TDOT grant for the Jackson Square Revitalization Project
  - EPA grant for west end water extension
  - Blankenship Field Parking Lot
  - CMAQ grant for traffic signalization study

### Operations

- Maintained a safe work environment and provided safety training for all work crews.
- Maintained the streets, sidewalk, facilities, stormwater and fleet assets.
- Reorganized the streets and fleet activities by combining the two and supervision provided by the Streets and Fleet Maintenance Manager.
- Continued to meet MS4 Stormwater milestones as required by TDEC.
- Capital projects included:
  - LED lighting replacement at the Recreation Center, Library and Municipal Building utilizing the Clean Tennessee Energy Grant which is expected to be extended to June 30, 2016. Funds spent to date are approximately \$419,350, leaving \$205,650 to spend.
  - Carpet replaced in the Personnel Department - \$6,780
  - Replaced compressor in the HVAC unit at Fire Station #4 due to failure - \$14,685
  - Purchased 3 GPS units for Stormwater inventory activities - \$23,113

## 2015-2016 GOALS

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### **Director**

- Oversee EPA Remediation Plan to ensure projects are completed timely and within budget.
- Continue to negotiate, discuss and recommend options for the provision of water to the DOE facilities.
- Contribute oversight and management for all department activities.

### **Administration**

- Provide excellent customer service while utilizing the Infor Call Center process.
- Furnish support services for the department with correspondence, payroll, accounting, budget, contract administration, website and social media.
- Responsible for technical services and training for the Infor work order management and asset management program.
- Implementation of City facilities, stormwater and fleet management with the Infor and/or GIS systems.
- Continue to encourage training opportunities for employees.

### **Engineering**

- Provide engineering guidance for water, sewer, stormwater, streets and traffic activities.
- Administer project management for City street resurfacing and TDOT projects.
- Implement technical services for the Paver system for pavement management.
- Serve as staff liaison for the Traffic Safety Advisory Board.
- Perform comprehensive design review and utility inspection services for subdivision and business developments.

### **Operations**

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of street, sidewalk, facilities, stormwater and fleet assets.
- Manage fleet physical inventory and make recommendations to the City Manager.
- Continue to meet MS4 Stormwater milestones as required by TDEC.
- Complete work associated with the TDEC Clean Energy Grant by 6/30/2016.
- Perform capital sidewalk, stormwater and facilities projects as funding is allocated.

# EXPENDITURES OVERALL

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

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
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	46	46	46	43.00	46.00	46.00
021 Water Plant	12	12	13	12.00	12.00	12.50
022 Wastewater Treatment	22	22	23	22.00	22.00	23.50
025 West End Waterworks	7	7	-	7.00	7.00	-
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>104</b>	<b>104</b>	<b>99</b>	<b>101.00</b>	<b>104.00</b>	<b>99.00</b>

## Public Works Summary of Net Expenditures by Activity:

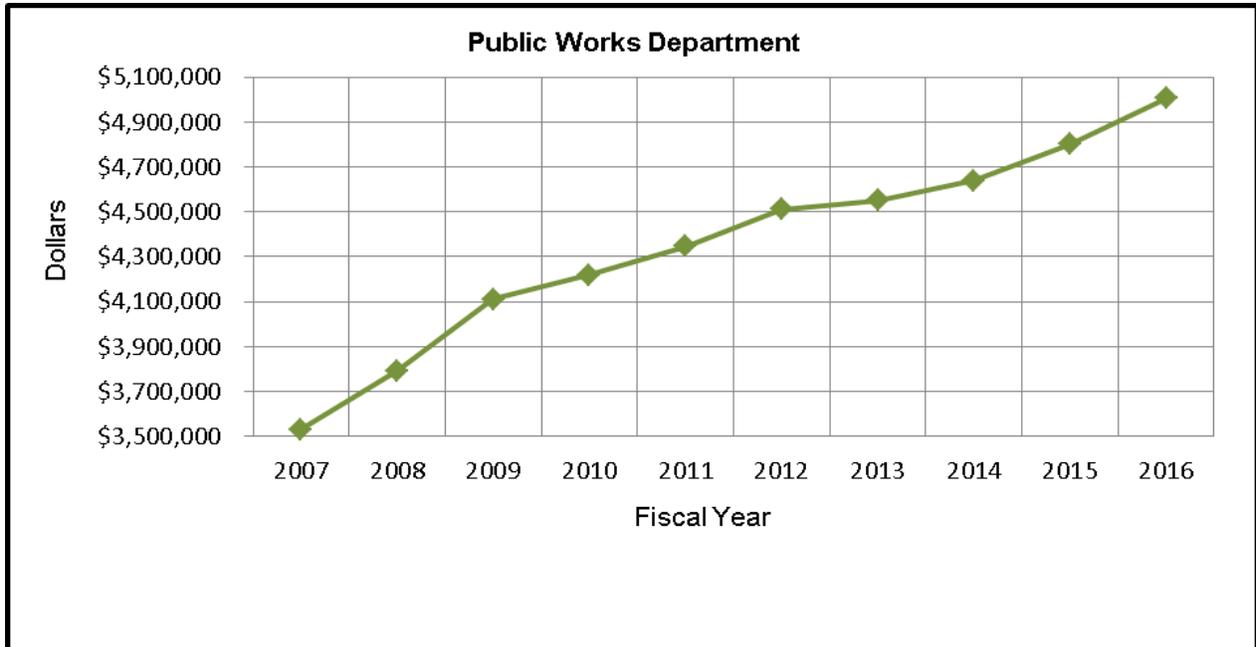
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>Public Works:</u>						
930 Supervision	22,867	23,292	23,078	22,779	(513)	-2.2
935 Engineering	131,115	130,915	117,412	130,359	(556)	-0.4
942 State Highway Maintenance	132,042	86,952	94,825	98,158	11,206	12.9
943 General Maintenance	443,813	276,333	279,402	323,304	46,971	17.0
946 Central Service Center	115,394	128,355	124,658	128,196	(159)	-0.1
948 Municipal Building	143,340	161,361	167,127	158,215	(3,146)	-1.9
951 Stormwater	-	200,000	193,500	200,000	-	100.0
953 Traffic Control and Lights	1,020,449	1,080,300	1,086,463	1,132,297	51,997	4.8
955 Solid Waste Collection	2,631,059	2,849,000	2,715,270	2,812,565	(36,435)	-1.3
<b>Total Public Works Department</b>	<b>4,640,079</b>	<b>4,936,508</b>	<b>4,801,735</b>	<b>5,005,873</b>	<b>69,365</b>	<b>1.4</b>

## FY2016 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									
<b>PUBLIC WORKS DEPARTMENT:</b>													
930 Supervision	455,568	-	27%	123,003	53%	241,451	15%	68,335	-	5%	22,779		
935 Engineering	372,458	10%	37,246	20%	74,492	20%	74,492	15%	55,869	-	35%	130,359	
942 State Highway Maintenance	239,334	-	-	-	-	-	-	59%	141,176	41%	98,158		
943 General Maintenance	323,304	-	-	-	-	-	-	-	-	100%	323,304		
946 Central Services Complex	534,150	42%	224,343	18%	96,147	10%	53,415	6%	32,049	-	24%	128,196	
948 Municipal Building	232,670	15%	34,901	9%	20,940	8%	18,614	-	-	-	68%	158,215	
951 Storm Water	200,000	-	-	-	-	-	-	-	-	100%	200,000		
953 Traffic Control & Lighting	1,132,297	-	-	-	-	-	-	-	-	-	1,132,297		
955 Solid Waste Collection	2,812,565	-	-	-	-	-	-	-	-	100%	2,812,565		
<b>TOTAL PUBLIC WORKS</b>	<b>6,302,346</b>	<b>5%</b>	<b>296,490</b>	<b>5%</b>	<b>314,582</b>	<b>6%</b>	<b>387,972</b>	<b>2%</b>	<b>156,253</b>	<b>2%</b>	<b>141,176</b>	<b>79%</b>	<b>5,005,873</b>

### Chart of Public Works Net General Fund Expenditures – Actual 2007 to Budget 2016:

\$115,000 in annual funding was added to maintain streets in FY08. Other drivers were routine items such as utility costs and regular maintenance. \$200,000 was added in fiscal 2015 to fund ongoing stormwater functions in a new activity 951.



## 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 street systems, 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.
7. Begin oversight of departmental efforts to ensure compliance with the new MS4 Stormwater Program.

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

Funding for Personal Services decrease \$9,936 due to the retirement of the Public Works Director. 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. Provide current information obtained from new plats and as-built infrastructure drawings onto City permanent record drawings.
5. Complete roadway and intersection analysis and respond within eight weeks.
6. Design and implement several projects per year on street, sidewalks, and pedestrian/bike improvements.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
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%
Traffic analysis within eight weeks	80%	80%	80%	80%

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

There are no significant expenditure changes for this activity in fiscal 2016. Budgeted costs were reviewed and reallocated based on current requirement levels.

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 Southwood Subdivision.

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 six (6) 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 866,849 square yards of pavement at a cost of fifteen cents per square yard.
2. Mow 124 acres six (6) times between March 15 and November 15.
3. Perform mechanical sweeping of state highways.
4. Litter pick-up on 9.28 miles of roadway twelve (12) times per year.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
State Highways 62, 95 and 170:				
Square yards	867,005	867,500	866,849	867,500
Maintenance (hours)	519.75	500	878.75	500
Mowing R-O-W's (acres)	19.58	20.58	20.58	20.58

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

Contractual Services increased \$11,206 based on current service contractual levels for mowing services (\$5,662), litter pick-up (\$5,568) and street sweeping (\$4,034). Street repairs and maintenance decreased by \$4,058 to offset some of the contractual funding increases.

## 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 miscellaneous City owned facilities including buildings at the Marina and on Badger Road, Incubator building and the old Fire Alarm Building, which houses the Anderson County Ambulance Service.

**Performance Objectives:**

1. Maintain 16.5 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Storm drains – miles	17.27	17.27	17.58	17.27
Maintenance – hours	3,136.50	2,500	3,617.50	2,500

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

Total Funding for Contractual Services increased \$46,971. The budget for professional & contractual services increased \$50,000 for upgrades at city facilities including the recently acquired Badger Road building. Contracted mowing services decreased by \$15,273 based on current contractual service levels, repair & maintenance increased \$7,590, and utility services increased \$4,675.

## 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, Fleet Maintenance, Work Pool, Parks activities, Electrical Department, Finance and maintenance shop and bus dispatching office for Oak Ridge Schools.



**Performance Objectives:**

Maintain and operate 177,000 square feet of building space at a cost of \$3.02 per square-foot.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Square feet maintained	177,000	177,000	177,000	177,000
Cost per square foot	\$2.70	\$3.02	\$3.93	\$3.02

**Significant Expenditures:**

Funding for all areas was reviewed and reallocated based on current funding requirements. The budget for contracted custodial services decreased by \$5,315 and the budget for repair & maintenance was reduced by \$4,586 based on the current contractual pricing. Funding for utility services increased \$8,920 and street sweeping (parking lot and site access) was added at a budget of \$1,000.

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 below \$6.65 per square-foot.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Building maintenance, cost per square-foot	\$5.88	\$6.65	\$6.89	\$6.53

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

Funding for all areas was reviewed and reallocated based on current funding requirements. The total budget for Contractual Services was decreased by \$4,627. Custodial services were reduced by \$6,500 and mowing by \$1,270 based on the current contractual service delivery and pricing. Funding for utility services decreased \$2,550 to reflect a reduction in natural gas usage based on current expenditure patterns. Funding was reallocated to increase the Repair and Maintenance budget by \$6,200 for the 57 year old facility.

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

## Stormwater – Activity No. 951

**Activity Description:**

In fiscal year 2015, Stormwater was created as a new activity to capture the City's effort to better manage stormwater discharge. This activity provides funding to comply with the EPA Phase II Municipal Separate Project: Storm Sewer System Program (MS4) program. The City was required by the Tennessee Department of Environment and Conservation (TDEC), Division of Water Resources to complete a comprehensive 5-year management plan by March 1, 2014. Upon approval, TDEC issued a General Permit to the City for stormwater discharge into all identified "waters of the state" streams.

**Performance Objectives:**

1. Creation of a comprehensive stormwater infrastructure inventory and mapping system.
2. Development of a compliance strategy and recommend improvements using Best Management Practices (BMP).
3. Develop cost implications to the City.
4. Develop financing to fund implementation of the plan including required improvements and staffing.
5. Annual reports on the program progress.
6. Hire a Civil Project Specialist for inspections and administration of the program.

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

There are no significant expenditure changes for this activity in fiscal 2016. Total budgeted funding for this activity remains at \$200,000 for fiscal 2016. Budgeted funding was reallocated based on anticipated spending for fiscal 2016.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Street Name Signs: Hours for maintenance and installation	381.50	455	455	455
Traffic control and School Flashing Signals: Inventory- each	400	400	400	400
Hours for maintenance and installation	3,328.25	3,600	2,576	3,600
Street Lights, Public Inventory- each	5,894	5,900	5,900	5,900
Hours for maintenance and installation	1,008.75	2,500	2,186	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 2015, the plant value of the street lighting system is \$3,519,287 and the plant value of the traffic control system is \$2,234,343.

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

The budget for Contracted Utility Service increased \$51,997 for electric and investment charges.

## Solid Waste Collection – Activity No. 955

### **Activity Description:**

This activity 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.

### **Programs Comments:**

The City contracts with Waste Connections for the collection and disposal of residential solid waste at an estimated cost of \$2,698,075, 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. 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.

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

The majority of the services are provided under a long-term contract with an inflationary escalation clause. Overall, budgeted funding decreased by \$36,435 due a \$50,000 reduction in the budget for contracted fuel surcharges based on lower fuel costs.

## BUDGET DETAIL

### Supervision – Activity No. 930 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	305,218	308,593	305,000	300,564	(8,029)	-2.6
5131. Regular Overtime Pay	439	880	680	880	-	0.0
5141. Social Security	22,055	23,675	23,205	23,060	(615)	-2.6
5150. Retirement	47,425	48,376	48,376	47,084	(1,292)	-2.7
5160. Medical & Workers Comp	55,024	55,943	55,943	55,943	-	0.0
<b>Total Personal Services</b>	<b>430,161</b>	<b>437,467</b>	<b>433,204</b>	<b>427,531</b>	<b>(9,936)</b>	<b>-2.3</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	1,362	750	750	750	-	0.0
5212. Utility Services	4,447	4,075	4,075	3,750	(325)	-8.0
5220. Training & Travel	1,656	4,000	4,000	4,000	-	0.0
5236.13 Other Equipment Maint.	6,310	6,065	6,065	6,065	-	0.0
5289. Vehicle/Equip Use Charge	11,115	11,022	11,022	11,022	-	0.0
<b>Total Contractual Services</b>	<b>24,890</b>	<b>25,912</b>	<b>25,912</b>	<b>25,587</b>	<b>(325)</b>	<b>-1.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,979	2,200	2,200	2,200	-	0.0
5320. Books/Education Material	-	250	250	250	-	0.0
5325. Uniforms/Safety Equip	306	-	-	-	-	0.0
<b>Total Commodities</b>	<b>2,285</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>457,336</b>	<b>465,829</b>	<b>461,566</b>	<b>455,568</b>	<b>(10,261)</b>	<b>-2.2</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(2)	-	-	-	-	0.0
5670. Recovered from Funds	(434,467)	(442,537)	(438,488)	(432,789)	9,748	-2.2
<b>Total Reduction of Costs</b>	<b>(434,469)</b>	<b>(442,537)</b>	<b>(438,488)</b>	<b>(432,789)</b>	<b>9,748</b>	<b>-2.2</b>
<b>TOTAL NET EXPENDITURES</b>	<b>22,867</b>	<b>23,292</b>	<b>23,078</b>	<b>22,779</b>	<b>(513)</b>	<b>-2.2</b>

## Engineering - Activity No. 935 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	225,320	227,466	191,145	226,794	(672)	-0.3
5120. Salaries-Temp. Employees	-	-	2,790	-	-	0.0
5131. Regular Overtime Pay	-	1,015	-	1,015	-	0.0
5141. Social Security	16,336	17,479	14,695	17,427	(52)	-0.3
5150. Retirement	35,305	36,013	36,013	35,904	(109)	-0.3
5160. Medical & Workers Comp	44,146	43,755	43,755	43,755	-	0.0
<b>Total Personal Services</b>	<b>321,107</b>	<b>325,728</b>	<b>288,398</b>	<b>324,895</b>	<b>(833)</b>	<b>-0.3</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	1,585	1,305	1,305	1,305	-	0.0
5210. Prof. & Contractual Ser.	1,500	6,500	4,500	4,500	(2,000)	-30.8
5211. Advertising & Publicity	0	250	1,000	1,000	750	300.0
5212. Utility Services	3,031	3,300	3,300	3,800	500	15.2
5220. Training & Travel	792	2,500	2,500	2,500	-	0.0
5235. Repair & Maintenance	13,757	-	-	-	-	0.0
5236.13 Other Equipment Maint.	2,830	4,353	4,353	4,353	-	0.0
5289. Vehicle/Equip Use Charge	22,519	22,612	22,612	22,612	-	0.0
<b>Total Contractual Services</b>	<b>46,014</b>	<b>40,820</b>	<b>39,570</b>	<b>40,070</b>	<b>(750)</b>	<b>-1.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,873	3,380	3,380	3,380	-	0.0
5325. Uniforms/Safety Equip.	957	450	450	450	-	0.0
<b>Total Commodities</b>	<b>3,830</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>374,614</b>	<b>374,041</b>	<b>335,461</b>	<b>372,458</b>	<b>(1,583)</b>	<b>-0.4</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(243,499)	(243,126)	(218,049)	(242,099)	1,027	-0.4
<b>Total Reduction of Costs</b>	<b>(243,499)</b>	<b>(243,126)</b>	<b>(218,049)</b>	<b>(242,099)</b>	<b>1,027</b>	<b>-0.4</b>
<b>TOTAL NET EXPENDITURES</b>	<b>131,115</b>	<b>130,915</b>	<b>117,412</b>	<b>130,359</b>	<b>(556)</b>	<b>-0.4</b>

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual						
5210. Prof. & Contractual Ser.	50,923	12,000	12,000	12,000	-	0.0
5210.203 Mowing Contract	91,015	98,077	100,409	103,739	5,662	5.8
5210.205 Litter Contract	-	-	5,565	5,568	5,568	0.0
5236.15 Street Sweeping	19,545	25,085	28,548	29,119	4,034	16.1
5235. Repair & Maintenance	46,644	92,966	89,479	88,908	(4,058)	-4.4
Total Contractual Services	208,127	228,128	236,001	239,334	11,206	4.9
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>208,127</b>	<b>228,128</b>	<b>236,001</b>	<b>239,334</b>	<b>11,206</b>	<b>4.9</b>
Reduction of Costs						
5610. Recovered from Users	(76,085)	(141,176)	(141,176)	(141,176)	-	0.0
Total Reduction of Costs	(76,085)	(141,176)	(141,176)	(141,176)	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>132,042</b>	<b>86,952</b>	<b>94,825</b>	<b>98,158</b>	<b>11,206</b>	<b>12.9</b>

## General Maintenance - Activity No. 943 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	146,876	-	10,000	50,000	50,000	100.0
5210.203 Mowing Contract	134,006	141,723	127,171	126,450	(15,273)	-10.8
5210.205 Litter Contract	11,220	11,557	11,601	11,833	276	2.4
5236.15 Street Sweeping	6,690	4,830	4,444	4,533	(297)	-6.1
5212. Utility Services	14,315	8,565	12,188	13,240	4,675	54.6
5235. Repair & Maintenance	133,642	109,160	113,500	116,750	7,590	7.0
Total Contractual Services	446,749	275,835	278,904	322,806	46,971	17.0
Commodities						
5310. Commodities/Tools/Supplies	416	-	-	-	-	0.0
Total Commodities	416	-	-	-	-	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>447,663</b>	<b>276,333</b>	<b>279,402</b>	<b>323,304</b>	<b>46,971</b>	<b>17.0</b>
Reduction of Costs						
5610. Recovered from Users	(3,850)	-	-	-	-	0.0
Total Reduction of Costs	(3,850)	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>443,813</b>	<b>276,333</b>	<b>279,402</b>	<b>323,304</b>	<b>46,971</b>	<b>17.0</b>

## Central Services Complex - Activity No. 946 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
Total Personal Services	-	-	-	-	-	0.0
<b>Contractual Services</b>						
5201. Rents	6,029	6,500	6,042	6,500	-	0.0
5210. Prof. & Contractual Ser.	4,084	5,000	5,000	5,000	-	0.0
5210.202 Custodial Contract	46,420	50,000	47,535	44,685	(5,315)	-10.6
5210.203 Mowing Contract	7,398	7,743	6,900	7,040	(703)	-9.1
5236.15 Street Sweeping	-	-	1,000	1,019	1,019	0.0
5212. Utility Services	245,637	266,850	260,424	275,770	8,920	3.3
5235. Repair & Maintenance	140,144	179,836	173,620	175,250	(4,586)	-2.6
5236.13 Other Equipment Maint.	524	1,750	1,750	1,750	-	0.0
5289. Vehicle/Equip Use Charge	15	-	-	-	-	0.0
Total Contractual Services	450,251	517,679	502,271	517,014	(665)	-0.1
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	4,512	2,000	2,000	2,000	-	0.0
Total Commodities	4,512	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	7,741	-	-	-	-	0.0
Total Capital Expenditures	7,741	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>477,640</b>	<b>534,815</b>	<b>519,407</b>	<b>534,150</b>	<b>(665)</b>	<b>-0.1</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(362,246)	(406,460)	(394,749)	(405,954)	506	-0.1
Total Reduction of Costs	(362,246)	(406,460)	(394,749)	(405,954)	506	-0.1
<b>TOTAL NET EXPENDITURES</b>	<b>115,394</b>	<b>128,355</b>	<b>124,658</b>	<b>128,196</b>	<b>(159)</b>	<b>-0.1</b>

## Municipal Building - Activity No. 948 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	2,468	4,055	15,310	4,055	-	0.0
5210.20 Custodial Contract	33,696	38,000	34,656	31,500	(6,500)	-17.1
5210.203 Mowing Contract	4,769	5,351	4,001	4,081	(1,270)	-23.7
5236.15 Street Sweeping	1,364	1,280	758	773	(507)	-39.6
5212. Utility Services	83,829	93,750	81,879	91,200	(2,550)	-2.7
5235. Repair & Maintenance	73,506	75,490	84,190	81,690	6,200	8.2
5289. Vehicle/Equip Use Charge	2,135	11,670	11,670	11,670	-	0.0
Total Contractual Services	201,767	229,596	232,464	224,969	(4,627)	-2.0
Commodities						
5310. Commodities/Tools/Supplies	407	200	5,900	200	-	0.0
Total Commodities	407	200	5,900	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>209,675</b>	<b>237,297</b>	<b>245,865</b>	<b>232,670</b>	<b>(4,627)</b>	<b>-1.9</b>
Reduction of Costs						
5670. Recovered from Funds	(66,335)	(75,936)	(78,648)	(74,455)	1,481	-2.0
Total Reduction of Costs	(66,335)	(75,936)	(78,648)	(74,455)	1,481	-2.0
<b>TOTAL NET EXPENDITURES</b>	<b>143,340</b>	<b>161,361</b>	<b>167,217</b>	<b>158,215</b>	<b>(3,146)</b>	<b>-1.9</b>

## Stormwater - Activity No. 951 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5207. Dues, Memberships & Sub.	-	-	3,500	3,500	3,500	0.0
5210.08 Prof. & Contractual Ser.	-	100,000	20,000	126,500	26,500	0.0
5235. Repair & Maint.	-	-	70,000	70,000	70,000	0.0
Total Contractual Services	-	100,000	93,500	200,000	100,000	0.0
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
5500 Capital Expenditures	-	100,000	100,000	-	-	0.0
Total Capital Expenditures	-	100,000	100,000	-	(100,000)	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>-</b>	<b>200,000</b>	<b>193,500</b>	<b>200,000</b>	<b>-</b>	<b>0.0</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>-</b>	<b>200,000</b>	<b>193,500</b>	<b>200,000</b>	<b>-</b>	<b>0.0</b>

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

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5212. Utility Services	1,008,692	1,060,000	1,098,648	1,111,997	51,997	4.9
5235. Repair & Maintenance	11,412	20,300	20,300	20,300	-	0.0
Total Contractual Services	1,020,104	1,080,300	1,118,948	1,132,297	51,997	4.8
Commodities						
5310. Commodities/Tools/Supplies	345	-	-	-	-	0.0
Total Commodities	345	-	-	-	-	0.0
Other Charges						
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>1,020,449</b>	<b>1,080,300</b>	<b>1,118,948</b>	<b>1,132,297</b>	<b>51,997</b>	<b>4.8</b>
Reduction of Costs						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>1,020,449</b>	<b>1,080,300</b>	<b>1,118,948</b>	<b>1,132,297</b>	<b>51,997</b>	<b>4.8</b>

## Solid Waste Collection - Activity No. 955 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
Total Personal Services	-	-	-	-	-	0.0
<b>Contractual Services</b>						
5210.10 Prof. & Contractual Ser.	2,799	10,000	3,780	10,000	-	0.0
5210.21 Refuse Removal Ser.						
5210.210 Contract Fuel Surcharge	173,574	200,000	93,295	150,000	(50,000)	-25.0
5210.211 Residential Pickup	1,988,010	2,017,000	2,012,940	2,028,840	11,840	0.6
5210.212 Brush Collection	51,102	52,000	51,600	51,865	(135)	-0.3
5210.213 Household Large Item	13,745	14,000	14,010	14,020	20	0.1
5210.214 Leaf Pickup **	-	145,000	143,395	144,330	(670)	100.0
5210.215 Convenience Center	342,309	348,000	346,935	349,300	1,300	0.4
5210.218 Wood Waste Contract	56,408	60,000	49,085	61,200	1,200	2.0
5235. Repair & Maintenance	3,112	3,000	230	3,010	10	0.0
Total Contractual Services	2,631,059	2,849,000	2,715,270	2,812,565	(36,435)	0.0
<b>Commodities</b>						
Total Commodities	-	-	-	-	-	0.0
<b>Other Charges</b>						
Total Other Charges	-	-	-	-	-	0.0
<b>Capital Expenditures</b>						
5500 Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>2,631,059</b>	<b>2,849,000</b>	<b>2,715,270</b>	<b>2,812,565</b>	<b>(36,435)</b>	<b>-1.3</b>
<b>Reduction of Costs</b>						
Total Reduction of Costs	-	-	-	-	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>2,631,059</b>	<b>2,849,000</b>	<b>2,715,270</b>	<b>2,812,565</b>	<b>(36,435)</b>	<b>-1.3</b>

\*\* Leaf Pickup was accounted for in Activity 943 in FY14.

# 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, advisory boards, and the building and development professions to create a community that is attractive, safe, and sustainable.**

The Department staff consists of 10 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, Trade Licensing Board, and the Oak Ridge Land Bank Corporation, in addition to providing staff support to the Oak Ridge Administrative Hearing Officer court.

Housing has been identified by City Council as one of the top priorities of the City. The Community Development Department is the identified lead in addressing this complicated issue. The department continues its work on housing and redevelopment initiatives with emphasis on the Manhattan District Overlay area using the Rental Registration Program, as well as the Board of Building and Housing Code Appeals to improve the City's housing stock values. We also provide direct support to the Administrative Hearing Officer (AHO), who addresses environmental and code violation cases. This effective and meaningful effort is an essential part in the evaluation of residential and commercial properties that pose health and safety risks to the general public and residential occupants. The department also participated in launching a pilot Land Bank Corporation authorized by the State of Tennessee. The stated goal of the Land Bank is reducing blighted properties, redevelopment of viable housing, and returning distressed neighborhoods into vibrant places. Community Development provided staff support to the Land Bank and worked diligently with neighborhood leaders, community professionals, and non-profit organizations interested in neighborhood redevelopment and preservation efforts. The principal tool for purchase and removal of blighted properties has been the Community Development Block Grant (CDBG) program. Community Development staff plays a key role in the administration of these efforts.

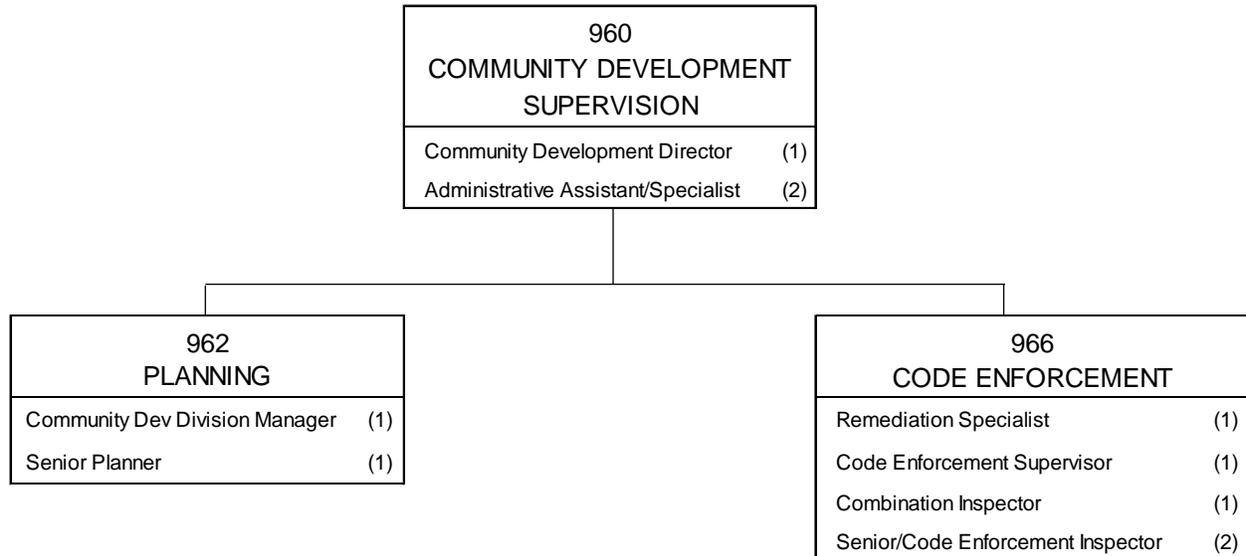
The Code Enforcement Division has adopted and is implementing the newest (2012) version of the I.C.C. construction codes. It is also in the process of establishing a Mechanical Licensing, Permitting and Inspection Program. In addition to construction code enforcement, the division works closely with the Public Works Department in the Fats, Oils and Grease (FOG) program to ensure food service establishments are properly maintaining their grease interceptors and traps. By using a comprehensive plan review and progressive inspection process, the Codes Division, in conjunction with the Oak Ridge Fire Department, continue to ensure buildings in Oak Ridge are 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.

The division is frequently involved in special projects such as the Melton Lake Waterfront Plan, South Illinois Avenue Development Plan or Bicycle Pedestrian Plan. However, in Fiscal Year 2014-15 the Planning and Codes staff was largely occupied with large commercial development projects including construction of the Kroger Westcott Center, South Illinois Avenue Retail, Oak Ridge Shopping Center, and rezoning of the Main Street Oak Ridge Development.

## ORGANIZATIONAL CHART

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## 2014-2015 ACCOMPLISHMENTS

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- Community Development Block Grant (CDBG) – Administration of 3-Year Consolidated Plan FY14 – FY17.
- Construction of Woodland Town Center Phase II.
- Construction of the Westcott Center Development.
- Continued Administration of Fats, Oils and Grease (FOG) Program.
- Participated in Knoxville Regional Transportation Planning Organization (TPO).
- Updated Analysis of Impediments to Fair Housing.
- Passed audit by the State Fire Marshal’s office for our Electrical Permits and Inspections section.
- 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.
- One staff member became certified and licensed by the state as Lead Inspector, Lead Risk Assessor and Asbestos Inspector.
- Coordinated the effort to certify 12 City & School employees as E.P.A. Lead Based Paint R.R.P.
- Assisted Public Works and Oak Ridge City Schools Departments with the LBP remediation project at the School Administration & Head Start saving the City approximately \$125,000.00 in costs, in addition to obtaining credentials with the E.P. A. as a certified LBP firm.
- Obtained TVA Sustainable City Certification.
- Adoption of Property Maintenance Code.
- Administered Climate Action Plan.
- Established Rental Inspection Program.
- Assisted in establishment of Administration Hearing Officer Program.
- Purchased 11 and removed 3 blighted residential structures.
- Worked with the Fire Department and Police Department to provide properties for training.
- Renovated 1 residential structure in conjunction with the Oak Ridge Land Bank (ORLBC) resale.
- Facilitated the donation of 2 ORLBC residential properties to ADFAC for owner occupied dwelling.
- Supervised maintenance and monitored the Extreme Energy Makeover pilot project house.

## 2015-2016 GOALS

- Assist in implementation of Main Street PUD Plan.
- Rewrite Article VII of the Zoning Ordinance.
- Continue administration of Not in Our City - Blighted Housing Program.
- Adoption of Form-Based Code for "Townsite District" area.
- Develop revitalization projects for Jackson Square.
- Revise housing element of the Comprehensive Plan.
- Identify and pursue funding of Rails/Trails using CSX Right-of-Way.
- Complete Rental Registration Inspection Program.
- Update Sewer Lateral Reimbursement Policy.
- Provide continued support to Land Bank and revitalization of MDO housing.
- Publish Developer's Guide to Zoning – Construction Process.
- Update the Fats, Oils and Grease Administrative Policy.

## EXPENDITURES OVERALL

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

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
960 Community Development Supervision	4	4	3	4.00	4.00	3.00
962 Planning	2	2	2	2.00	2.00	2.00
966 Code Enforcement	5	5	5	5.00	5.00	5.00
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>

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

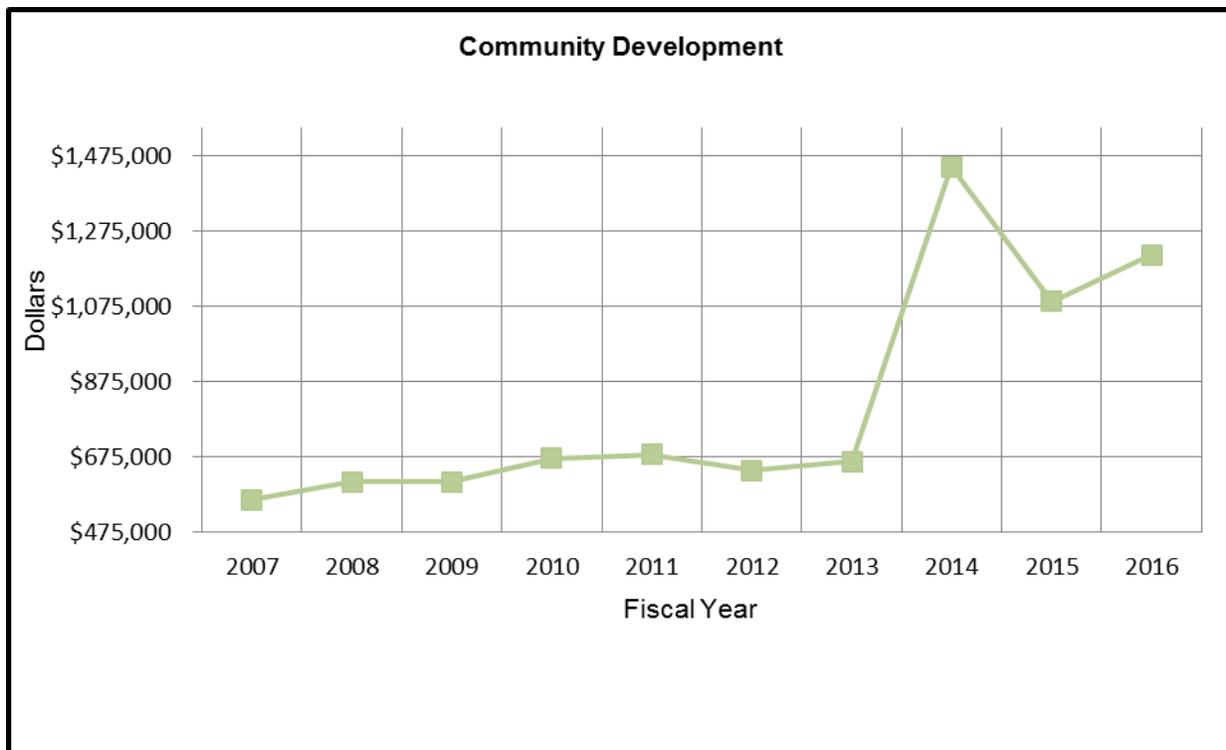
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>Community Development</u>						
960 Supervision	194,022	188,014	182,539	158,831	(29,183)	-15.5
962 Planning	123,895	117,116	114,287	118,125	1,009	0.9
963 Economic Development	34,440	35,280	35,280	59,280	24,000	68.0
964 Marketing & Tourism	627,659	360,818	367,818	391,748	30,930	8.6
966 Code Enforcement	357,111	356,049	345,111	349,224	(6,825)	-1.9
967 Housing Initiatives	108,638	145,000	43,005	135,000	(10,000)	-6.9
<b>Total Community Development</b>	<b>1,445,765</b>	<b>1,202,277</b>	<b>1,088,040</b>	<b>1,212,208</b>	<b>9,931</b>	<b>0.8</b>

**FY2016 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	273,848	13%	35,600	13%	35,600	16%	43,817	-	-	58%	158,831
962 Planning	181,730	13%	23,625	11%	19,990	11%	19,990	-	-	65%	118,125
963 Economic Development	108,000	39%	42,000	3%	3,360	3%	3,360	-	-	55%	59,280
964 Marketing and Tourism	562,500	24%	135,250	3%	17,751	3%	17,751	-	-	70%	391,748
966 Code Enforcement	425,881	-	9%	38,329	9%	38,328	-	-	-	82%	349,224
967 Housing Initiatives	145,000	-	-	-	-	-	-	7%	10,000	93%	135,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>1,696,959</b>	<b>14%</b>	<b>236,475</b>	<b>7%</b>	<b>115,030</b>	<b>7%</b>	<b>123,246</b>	<b>-</b>	<b>10,000</b>	<b>71%</b>	<b>1,212,208</b>

**Chart of Community Development Net General Fund Expenditures – Actual 2006 to Budget 2016:**

The dramatic increase in 2014 reflects the closure of the Economic Diversification (ED) Fund at the end of fiscal 2013 and the transfer of many of the programs previously account for in the ED Fund to the General Fund Community Development functions. This included adding three new activities: 963 Economic Development, 964 Marketing and Tourism and 967 Housing Initiatives. The reduction in funding for fiscal 2015 reflects a lower spending level for Marketing and Tourism and the transfer of a position from Community Development Supervision to the City Managers Activity 820.



## 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 combines the planning and building code portions of development in an effort to improve service delivery. 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 are to effectively coordinate several individual departments and cultivate a warm environment to attract quality development in a competitive environment. The effort 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 affected department heads and their staff, Community Development staff and the development/building community. 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 regard to special projects and developing solutions to issues raised by City Council.
3. Ensure 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 that incorporate interdepartmental coordination to improve sustainability, economic stability, and the Oak Ridge quality of life.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Hold weekly site plan review meetings with four departments on pending applications	24	26	26	26
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:**

The \$58,615 reduction in salaries and benefits is related to the transfer of the Community Development Specialist position to the City Manager’s budget. This position was retitled as Assistant to the City Manager. The budget for Rents increased by \$8,300 for the rental of small office equipment.

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

## Planning – Activity No. 962

**Activity Description:**

The Planning Division is responsible for reviewing subdivision plats, rezoning requests, site development plans, and Planned Unit Development (PUD) Master Plans 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 Comprehensive Plan itself. The division also analyzes and makes recommendations regarding site design, 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 including but not limited to; Variances, Special Exceptions, and administrative review 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 ensure 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 that 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Plats of Corrections	4	6	7	6
Subdivision plats reviewed	13	16	16	16
Zoning changes reviewed	1	5	3	5
TND & PUDs (preliminary & final reviewed)	4	6	5	6
Site plans reviewed- Non-Residential	12	15	14	15
Board of Zoning Appeals	5	9	7	9

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

There are no significant expenditure changes for this activity in fiscal 2016.

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:**

This activity was established in fiscal 2014 to account for City economic development activities. The mission of Economic Development is: To enhance the economic well-being and prosperity of 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 fund activities whose functions are to grow the local Oak Ridge economic base, create and protect jobs and provide for the common well-being of current and future Oak Ridge residents.

### **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:**

This activity funds two economic development consultants for which budgeted funding increased by \$24,000 for fiscal 2016.

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

## Marketing and Tourism – Activity No. 964

### **Activity Description:**

The marketing and tourism activity was established in fiscal 2014 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 in various economic coalitions including Anderson County Economic Development Association (ACEDA), Roane Alliance, and Innovation Valley.

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

Fiscal 2016 funding for Oak Ridge Chamber of Commerce services remains at \$175,000. Funding for the Oak Ridge Convention and Visitors Bureau (CVB) activities was increased by \$50,000. Funding for the Summer Sounds concert series and Innovation Valley was decreased by \$7,000 and \$10,000, respectively. Funding for the 4<sup>th</sup> of July Fireworks was restored back to the \$25,000 fiscal 2015 level.

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 determines compliance with building and zoning codes. The City also inspects properties for Environmental Code compliance including abandoned vehicles, litter, weeds, and blight. The goal of this division is to ensure the health and safety of the citizens 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. Obtain inspector certifications and promote 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 Oak Ridge Land Bank and the Administrative Hearing Officer.
7. Provide staff support to the “Not in Our City” campaign in cooperation with the Planning Division and Police Department.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Mechanical Permits	0	0	90	200
Mechanical Inspections	0	0	120	250
Building Permits	426	400	500	600
Building Inspections	452	450	525	625
Plumbing Permits	345	450	420	520
Plumbing Inspections	390	325	465	565
Electrical Permits	346	600	420	600
Electrical Inspections	436	700	510	700
Zoning Investigations and Nuisance Complaints:				
Nuisance Abatement	606	900	700	900
Abandoned Vehicles	159	150	175	200
Housing Inspections	194	500	250	500

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

Salaries & benefits decreased \$8,752 due to the retirement of the Code Enforcement Supervisor in fiscal 2015.

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:**

The Housing Initiatives activity was established in fiscal 2014 to account for functions related to the “Not in Our City” (NOIC) campaign. In fiscal 2012, the City embarked on the NIOC program to deal with ageing residential structures and associated blight and social issues. The goal is to make Oak Ridge a better place to live and invest through elimination of blighted residential structures, improved housing conditions, and environmental violations. The anticipated revitalization, in particular in the legacy WWII neighborhoods, will result in safer neighborhoods and stabilized and/or increased property values. As part of the NIOC campaign, the City utilized Community Development Block Grant (CDBG) monies funded by Housing and Urban Development (HUD) to purchase and demolish dilapidated residential structures, which is accounted for in the General Fund under this activity. Once the buildings have been demolished, the vacant land is turned over to the Land Bank to administer redevelopment.

Fiscal 2014 NOIC activities included further development of the rental housing inspection program, establishment of the Oak Ridge Land Bank, and an Administrative Hearing Officer (AHO) to hear building and property maintenance code violations. By state law, the AHO is appointed by City Council for a 4-year term and requires the AHO to be a licensed building, plumbing or electrical inspector, attorney, architect or engineer. Additionally, the individual must meet training requirements established by state law within six months of appointment as AHO and maintain continuing education every calendar year.

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

Funding for housing acquisition and demolition was set at \$100,000, a \$25,000 reduction from the prior fiscal year. Reductions of costs, estimated at \$10,000 for fiscal 2016, are from fines charged by the Administrative Hearing Officer (AHO) for building and property maintenance code violations.

## BUDGET DETAIL

### Supervision – Activity No. 960 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	210,300	208,915	184,335	161,550	(47,365)	-22.7
5131. Regular Overtime Pay	-	508	-	508	-	0.0
5141. Social Security	15,149	16,021	13,275	12,397	(3,624)	-22.6
5150. Retirement	34,218	33,524	33,524	25,898	(7,626)	-22.7
5160. Medical & Workers Comp	43,440	43,283	43,283	43,283	-	0.0
<b>Total Personal Services</b>	<b>303,107</b>	<b>302,251</b>	<b>274,417</b>	<b>243,636</b>	<b>(58,615)</b>	<b>-19.4</b>
<b>Contractual Services</b>						
5201. Rents	3,998	4,450	4,450	12,750	8,300	186.5
5207. Dues, Memberships & Sub.	2,391	650	815	650	-	0.0
5210. Prof. & Contractual Ser.	3,750	1,500	15,000	1,500	-	0.0
5211. Advertising & Publicity	36	-	770	-	-	0.0
5212. Utility Services	3,440	3,325	3,325	3,325	-	0.0
5220. Training & Travel	5,903	3,630	4,100	3,630	-	0.0
5236.13 Other Equipment Maint.	2,432	2,242	2,242	2,242	-	0.0
5289. Vehicle/Equip Use Charge	5,471	4,005	4,005	4,005	-	0.0
<b>Total Contractual Services</b>	<b>27,421</b>	<b>19,802</b>	<b>34,707</b>	<b>28,102</b>	<b>8,300</b>	<b>41.9</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	6,521	2,110	5,600	2,110	-	0.0
5320. Books/Education Material	287	-	-	-	-	0.0
<b>Total Commodities</b>	<b>6,808</b>	<b>2,110</b>	<b>5,600</b>	<b>2,110</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>337,336</b>	<b>324,163</b>	<b>314,724</b>	<b>273,848</b>	<b>(50,315)</b>	<b>-15.5</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(2,816)	-	-	-	-	0.0
5670. Recovered from Funds	(140,498)	(136,149)	(132,185)	(115,017)	21,132	-15.5
<b>Total Reduction of Costs</b>	<b>(143,314)</b>	<b>(136,149)</b>	<b>(132,185)</b>	<b>(115,017)</b>	<b>21,132</b>	<b>-15.5</b>
<b>TOTAL NET EXPENDITURES</b>	<b>194,022</b>	<b>188,014</b>	<b>182,539</b>	<b>158,831</b>	<b>(29,183)</b>	<b>-15.5</b>

## Planning - Activity No. 962 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	125,840	116,784	112,725	118,019	1,235	1.1
5141. Social Security	9,546	8,934	8,635	9,028	94	1.1
5150. Retirement	20,888	18,561	18,561	18,760	199	1.1
5160. Medical & Workers Comp	21,975	21,864	21,864	21,864	-	0.0
<b>Total Personal Services</b>	<b>178,249</b>	<b>166,143</b>	<b>161,785</b>	<b>167,671</b>	<b>1,528</b>	<b>0.9</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	1,855	1,500	1,500	1,500	-	0.0
5210. Prof. & Contractual Ser.	609	500	500	500	-	0.0
5211. Advertising & Publicity	1,787	730	730	730	-	0.0
5212. Utility Services	1,214	1,500	1,508	1,525	25	1.7
5220. Training & Travel	1,889	1,800	1,800	1,800	-	0.0
5236.13 Other Equipment Maint.	1,048	1,244	1,244	1,244	-	0.0
5289. Vehicle/Equip Use Charge	1,650	2,310	2,310	2,310	-	0.0
<b>Total Contractual Services</b>	<b>10,052</b>	<b>9,584</b>	<b>9,592</b>	<b>9,609</b>	<b>25</b>	<b>0.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,293	4,000	4,000	4,000	-	0.0
5320. Books/Education Material	14	450	450	450	-	0.0
<b>Total Commodities</b>	<b>2,307</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>190,608</b>	<b>180,177</b>	<b>175,827</b>	<b>181,730</b>	<b>1,553</b>	<b>0.9</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	(66,713)	(63,061)	(61,540)	(63,605)	(544)	0.9
<b>Total Reduction of Costs</b>	<b>(66,713)</b>	<b>(63,061)</b>	<b>(61,540)</b>	<b>(63,605)</b>	<b>(544)</b>	<b>0.9</b>
<b>TOTAL NET EXPENDITURES</b>	<b>123,895</b>	<b>117,116</b>	<b>114,287</b>	<b>118,125</b>	<b>1,009</b>	<b>0.9</b>

## Economic Development - Activity No. 963 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. 131 Economic Development	84,000	84,000	84,000	108,000	24,000	28.6
Total Contractual Services	84,000	84,000	84,000	108,000	24,000	28.6
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
Total Other Charges	-	-	-	-	-	0.0
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>	<b>108,000</b>	<b>24,000</b>	<b>28.6</b>
Reduction of Costs						
5670. Recovered from Funds	(49,560)	(48,720)	(48,720)	(48,720)	-	0.0
Total Reduction of Costs	(49,560)	(48,720)	(48,720)	(48,720)	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>34,440</b>	<b>35,280</b>	<b>35,280</b>	<b>59,280</b>	<b>24,000</b>	<b>68.0</b>

## Marketing and Tourism - Activity No. 964 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210. Prof. & Contractual Ser.	50,487	-	-	-	-	0.0
5235. Repair & Maint.	230,185	-	-	-	-	0.0
Total Contractual Services	280,672	-	-	-	-	0.0
Commodities						
5310. Commodities/Tools/Supplies	463	-	-	-	-	0.0
Total Commodities	463	-	-	-	-	0.0
Other Charges						
5430.11 Grants/ Subsidies/ Contr.	28,500	72,500	79,500	62,500	(10,000)	-13.8
Total Other Charges	28,500	72,500	79,500	62,500	(10,000)	-13.8
Other Economic Development Activities						
5432.11 OR Chamber of Commerce	125,000	175,000	125,000	175,000	-	0.0
5432.12 Conv & Visitors Bureau	314,100	275,000	325,000	325,000	50,000	18.2
	439,100	450,000	450,000	500,000	50,000	11.1
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>748,735</b>	<b>522,500</b>	<b>529,500</b>	<b>562,500</b>	<b>40,000</b>	<b>7.7</b>
Reduction of Costs						
5610. Recovered from Users	(24,000)	-	-	-	-	0.0
5670. Recovered from Funds	(97,076)	(161,682)	(161,682)	(170,752)	(9,070)	5.6
Total Reduction of Costs	(121,076)	(161,682)	(161,682)	(170,752)	(9,070)	5.6
<b>TOTAL NET EXPENDITURES</b>	<b>627,659</b>	<b>360,818</b>	<b>367,818</b>	<b>391,748</b>	<b>30,930</b>	<b>8.6</b>

## Codes Enforcement - Activity No. 966 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	233,584	236,714	228,048	229,516	(7,198)	-3.0
5120. Salaries-PT/Seasonal Employ	808	8,433	6,120	8,602	169	2.0
5131. Regular Overtime Pay	269	1,015	375	1,015	-	0.0
5141. Social Security	16,584	18,831	17,110	18,294	(537)	-2.9
5150. Retirement	45,674	37,936	37,936	36,777	(1,159)	-3.1
5160. Medical & Workers Comp	54,740	54,641	54,641	54,641	-	0.0
<b>Total Personal Services</b>	<b>351,659</b>	<b>357,570</b>	<b>344,230</b>	<b>348,845</b>	<b>(8,725)</b>	<b>-2.4</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	-	600	600	600	-	0.0
5207. Dues, Memberships & Sub.	1,567	680	680	680	-	0.0
5210. Prof. & Contractual Ser.	9,755	15,500	15,500	15,500	-	0.0
5211. Advertising & Publicity	451	1,300	1,300	1,300	-	0.0
5212. Utility Services	8,981	9,325	9,325	9,725	400	4.3
5220. Training & Travel	5,147	4,725	4,725	4,725	-	0.0
5235. Repair & Maintenance	8,701	335	335	335	-	0.0
5236.13 Other Equipment Maint.	3,665	3,186	3,186	3,186	-	0.0
5289. Vehicle/Equip Use Charge	32,336	29,122	29,122	29,122	-	0.0
<b>Total Contractual Services</b>	<b>70,603</b>	<b>64,773</b>	<b>64,773</b>	<b>65,173</b>	<b>400</b>	<b>0.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	9,115	5,740	5,740	5,740	-	0.0
5320. Books/Education Material	-	1,500	1,500	1,500	-	0.0
5325. Uniforms/Safety Equip.	437	960	960	960	-	0.0
<b>Total Commodities</b>	<b>9,552</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
5499. Elections/Contingency/Other	24	-	-	-	-	0.0
<b>Total Other Charges</b>	<b>3,687</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>435,501</b>	<b>434,206</b>	<b>420,866</b>	<b>425,881</b>	<b>(8,325)</b>	<b>-1.9</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	-78,390	-78,157	-75,755	-76,657	1,500	-1.9
<b>Total Reduction of Costs</b>	<b>(78,390)</b>	<b>(78,157)</b>	<b>(75,755)</b>	<b>(76,657)</b>	<b>1,500</b>	<b>-1.9</b>
<b>TOTAL NET EXPENDITURES</b>	<b>357,111</b>	<b>356,049</b>	<b>345,111</b>	<b>349,224</b>	<b>(6,825)</b>	<b>-1.9</b>

## Housing Initiatives - Activity No. 967 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5210.08 Prof. & Contractual Ser.	120	24,000	-	-	(24,000)	-100.0
5210.07 Demolition	79,184	125,000	-	100,000	(25,000)	-20.0
5212. Utility Services	334	-	-	-	-	0.0
Total Contractual Services	79,638	149,000	-	100,000	(49,000)	-32.9
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
5430. Board/Agency/Event Funding	29,000	20,000	48,005	45,000	25,000	125.0
Total Other Charges	29,000	20,000	48,005	45,000	25,000	125.0
	-					
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>108,638</b>	<b>169,000</b>	<b>48,005</b>	<b>145,000</b>	<b>(24,000)</b>	<b>-14.2</b>
Reduction of Costs						
5610. Recovered from Users	-	(24,000)	(5,000)	(10,000)	14,000	0.0
Total Reduction of Costs	-	(24,000)	(5,000)	(10,000)	14,000	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>108,638</b>	<b>145,000</b>	<b>43,005</b>	<b>135,000</b>	<b>(10,000)</b>	<b>-6.9</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 61 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 a Family Day at the Civic Center, an annual Egg Hunt and a Halloween Carnival for children ages 10 and under. The Memory Magic Scrapbook event is held each Fall with over 150 scrap bookers in attendance. The one-day event includes a large crop area, vendors and over 30 classes. The Scarboro Community Center staff hosts "Community Share Day" in April that includes free food, games and music for area families. Scarboro Center staff also partnered with community Churches to bring a play to the community for Black History Month in February.



The department once again hosted the award-winning Secret City Festival June 13-14. 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.

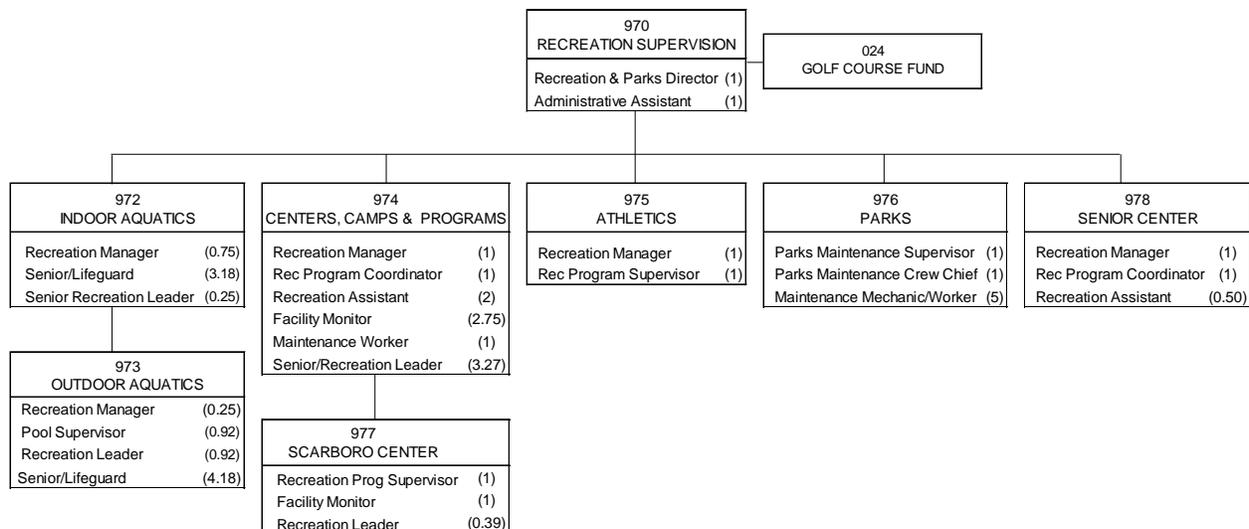
The Senior Center is open six days a week with services directed toward citizens 50 and older. In addition to the recreation facilities available to seniors, the city sponsors meals-on-wheels, blood pressure screenings, a tax assistance program; flu shot clinics, an AARP Smart Driver education course 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. City staff negotiated a new lease for building space for the senior center location at the Anderson County Government owned Daniel Arthur Rehabilitation Center. The lease allows for the Senior Center to stay at its current location for two more years to allow for permanent location options to be considered.

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 2015, the Youth Advisory Board hosted a variety of community events including a Turkey Bowl Disc Golf Tournament, a Holiday Trip for Teens, two Dodgeball Tournaments, a Water Awareness Program, and Battle of the Teen Bands. The 18<sup>th</sup> Annual Graduation Celebration was hosted on May 28, 2015, 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 City received Tree City USA designation for the 27<sup>th</sup> consecutive year and observed Arbor Day at Woodland Elementary School. During fiscal 2015, the Parks Division collaborated with the Electric Department to replace and upgrade the underground wiring and control panel for the field lights at Bobby Hopkins baseball field. They also worked with the Arrissa Garden Club to renovate the entrance garden at the Oak Ridge Library. Division staff also installed split rail fencing at LaSalle Park. 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.

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 2015. 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 the city limits. The department hosted a Play Day on June 13, 2015, at the Secret City Festival and hosted the following “Playful Events” throughout the year in FY 2015: Teen Dodgeball Tournament, Battle of the Teen Bands, City Halloween Party, Turkey Bowl Disc Golf, Family Day and the Egg Hunt.

## ORGANIZATIONAL CHART



## 2014-2015 ACCOMPLISHMENTS

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### Aquatics

- Hosted the Award Winning Secret City Festival on June 13 and 14 and raised \$148,415 in sponsorships.
- Opened the Outdoor Pool on Memorial Day weekend.
- Updated the operations manuals for the Civic Center, Municipal, and Wading pools.
- Attracted 36,708 swimmers to the outdoor pool.
- Collected \$108,438 in revenues from the outdoor pool.
- Conducted a Water Awareness program with YAB to encourage and educate children who do not have access to lessons to become more water safety oriented.
- Conducted 3 lifeguarding classes – training 26 students.
- Secret City Festival revised and improved the security check for concerts.
- Updated the Pool Supervisor's Manual for the outdoor pool.

### Centers, Camps and Programs

- Offered five special events: Memory Magic Scrapbook Event September 2014 with 150 participants; City Halloween Party on October 30, 2014 with over 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 March 28, 2015 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.
- Conducted the Recreation Leader in Training (RecLiT) Program for teens.
- Registered 1,106 children on-line for the 2015 summer camp season.
- Civic Center Front Desk staff was certified in Professional CPR and First Aid.

### Athletics

- Completed and documented monthly facility inspections and reported findings immediately to Parks, Public Works and/or Electric so that corrective action could take place in a timely fashion.
- Sent facility request forms for athletics in December and June.
- 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.
- Enacted Concussion Policy and Procedures for City Sponsored Youth Leagues as required by the new Tennessee Concussion Law / With City Legal Staff addressed and noted in the Athletic Facility Use Agreement the Tennessee Concussion Law as an area of compliance required of all Youth programs requesting use of City facilities.
- Updated and presented a comprehensive department presentation to civic groups in Oak Ridge.
- Coordinated 11 independent special events using City athletic facilities.
- Coordinated 26 human-powered sporting events (5Ks, walks, regattas, etc.).
- 2014 Playful City USA Winner: Oak Ridge, TN was selected as Playful City USA community for the third time. Successfully completed the application process to enter to win this designation again in 2015.
- Updated the Online Guide to include special event postings and update the online guide quarterly.
- Completed an ADA inventory and an ADA transition plan for CIP direction.
- Updated the Soccer Field Maintenance Agreement with AYSO and SCOR acknowledging Soccer's annual support and financial commitment to the cost of field maintenance which will be contracted out by the City

### **Youth Advisory Board**

- Sponsored the 19<sup>th</sup> Annual Graduation Celebration on May 28, 2015.
- Partnered with the Aquatics Manager to continue the Water Awareness Course. Over 20 students from the Scarboro Community Center and Girls Inc. completed the course.
- Provided furnishings for the new Teen Room at Girls Incorporated and hosted a party to upgrade the room.
- Sponsored Mission of Hope children with clothing, toys and gifts valued at \$1,638.00 on November 26, 2014.
- Hosted the Turkey Bowl Disc Golf Tournament, two Teen Dodge ball Tournaments, Holiday Shopping Trip, 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 April 8, 2015.
- Partnered with the Oak Ridge Youth Leadership group at the Chamber of Commerce on the Nashville Trip and with the ORHS PTSO to sponsor a Brown Bag Lunch for parents.
- Supported the City Halloween Party with student-led activities and the City Egg Hunt with YAB volunteers.
- Donated a new ping pong table to the Scarboro Community Center.
- Sponsored three Graduation Celebration scholarships valued at \$500 each.
- Co-sponsored the Robertsville Middle School Pool Party on May 29, 2015.

### **Parks Division**

- Completed the replacement of all underground wiring for the field lights at Bobby Hopkins baseball field in collaboration with the Oak Ridge Electric Department. In addition to replacing all underground conduit and wiring, the lighting system was converted from a single-phase to three phase system and a new contactor panel was installed. This project will significantly reduce the cost of upgrading light poles and fixtures when funding becomes available.
- Continued to collaborate with the University of Tennessee Urban Forestry on the third phase of an inventory of City trees and the development of an Urban Forestry Management Plan for the City of Oak Ridge.
- Installed replacement diamond rail fencing was at LaSalle Park.
- Collaborated with the Arrissa Garden Club to renovate the Entrance Garden at the Oak Ridge Library. Following utility repairs to a water line under the garden, staff removed the invasive and difficult to manage English Ivy and replaced it with a decorative tree and perennials donated by the garden club. The flower bed is more attractive and will be easier to maintain in the future.
- An Arbor Day celebration was held at Woodland Elementary School on March 6, 2015 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.
- Worked with the Aquatics Manager to help clean and ready the outdoor pool for its Memorial Day opening, due to limited availability of the prison work crew to assist with that work.
- Pressure washed the entire west section of the Oak Ridge High School tennis courts to improve safety and prepare the surface for crack repairs.

### **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.
- Hosted a free chili luncheon in February for the Scarboro community residents.
- Assisted Neighborhood Watch with a Community Cleanup Day in October.
- Partnered with the NAACP and offered a free help session for people signing up for Obama Care Insurance in the computer lab.
- Received a grant from Walmart to host a backpack give way for children 1<sup>st</sup> grade thru 8<sup>th</sup> grade.
- Partnered with Oak Valley to offer trial exercise classes open to the public for the months of October - November.
- Hosted a corn hole tournament in April with eight teams participating and gave out gift card for 1<sup>st</sup> and 2<sup>nd</sup> places

### **Senior Center**

- Scheduled and completed 36 senior educational programs.
- Continued 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 Halloween party, a Valentine's Day party, Senior Christmas party, a Memorial Day Weekend Dinner, an arthritis foundation walking program and a Secret City Festival Card Party.
- Created a formalized volunteer program for the Senior Center.
- Added new monthly Lunch and Learn Programs. Some of which include Down-sizing Your Home, Personal Safety, Ways to Volunteer in the Community, etc.
- Started free computer classes for seniors by using community volunteers.

## 2015-2016 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, 2016.
- Conduct at least 50 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 the swimming lessons program to include year round lessons, adults, youth, infant and special groups.
- Sponsor at least five different special events at the Outdoor Pool.
- Offer an in-house WSI class.
- Work with personnel in order to have lifeguards selected by mid- April.
- Train at least 20 students in Lifeguard Training Classes.
- Continue to evaluate how the year round school calendar extended spring and fall breaks will affect the indoor swimming pool.
- Conduct a Water Safety/Awareness program for children who do not have access to swimming lessons.
- Continue to evaluate changing the chemical fed system at the indoor pool.
- Evaluate the impact on City participation in the Secret City Festival based upon any changes adopted by City Council in the upcoming year.
- Include concussion training in Pool staff and swim coach training.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

### 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.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

## **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.
- Offer athletic league play for softball, basketball, kickball, dodgeball and volleyball.
- Regularly update the Online Guide to include special event postings and update the online guide quarterly.
- Complete an ADA inventory and an ADA transition plan for CIP direction.
- Oversee Soccer Field Maintenance Agreement with AYSO and SCOR acknowledging Soccer's annual support and financial commitment to the cost of field maintenance which will be contracted out by the City.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

## **Youth Advisory Board**

- Complete the recertification application for Playful City USA in 2016.
- 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.
- Work with students to create a comprehensive list of goals and submit them to City Council by September.
- Promote and sponsor at least two YAB planned athletic events for students during the year.
- Partner with local organizations and school clubs to encourage teen volunteerism and student-led programming.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

## **Parks Division**

- Oversee construction of the eighth lane at the Oak Ridge Rowing Course.
- 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.
- Install a concrete pad for the bleachers at Katie Hunter soccer field.
- Install a shade structure and gravel path at the Big Turtle Dog Park.
- Continue development of a City Master Planting Plan by developing an urban forestry management plan in collaboration with the University of Tennessee.
- Oversee the replacement of the scoreboard at Carl Yearwood softball field.
- Replace the kiosk at Cedar Hill greenway that was destroyed by a falling tree.
- Collaborate with the Lower Clinch Watershed Association, the UT TN Water Resources Research Center and Belgard Pavers to install a permeable concrete paver walkway at the Melton Lake Park demonstration rain garden.

### **Scarboro Center**

- Involve 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 activities for senior citizens at the Scarboro Center as well as Oak Valley Church.
- Increase and keep daily attendance at the Scarboro Community Center.
- Continue working with the CNC to sponsor programs and activities.
- Work with the CNC group to offer a fall event at the Scarboro Center.
- Partner with community Churches to bring a play to the community annually for Black History Month in February.
- Increase number of volunteers for the Scarboro Center.
- Partner with the Senior Center staff to do a senior activity together.
- Offer free computer classes at a higher level than beginners.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

### **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.
- Continue to update the participant data base at the Senior Center to include age and activity information.
- Start a new program at the Senior Center; social in nature, that meets at least once a month.
- Start a new exercise/wellness program at the Senior Center that meets at least once a month.
- Partner with the Scarboro Center to do a senior activity together.
- Provide computer classes at the Senior Center on a regular basis.
- Offer at least five seasonal special events at the Senior Center.
- Offer at least four quarterly day trips for seniors.
- Work with the Senior Advisory Board to create and implement a plan regarding a permanent location for the Oak Ridge Senior Center.
- Provide free Wi-Fi access at our current location for the senior citizens we serve.
- Work with other Recreation Managers to complete a thorough evaluation of Recreation Management software to determine the best and most cost-effective product available to complement or replace the current software system, enhancing our ability to manage online registration, reservations and facility usage.

# EXPENDITURES OVERALL

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

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
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	26	26	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>84</b>	<b>84</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:

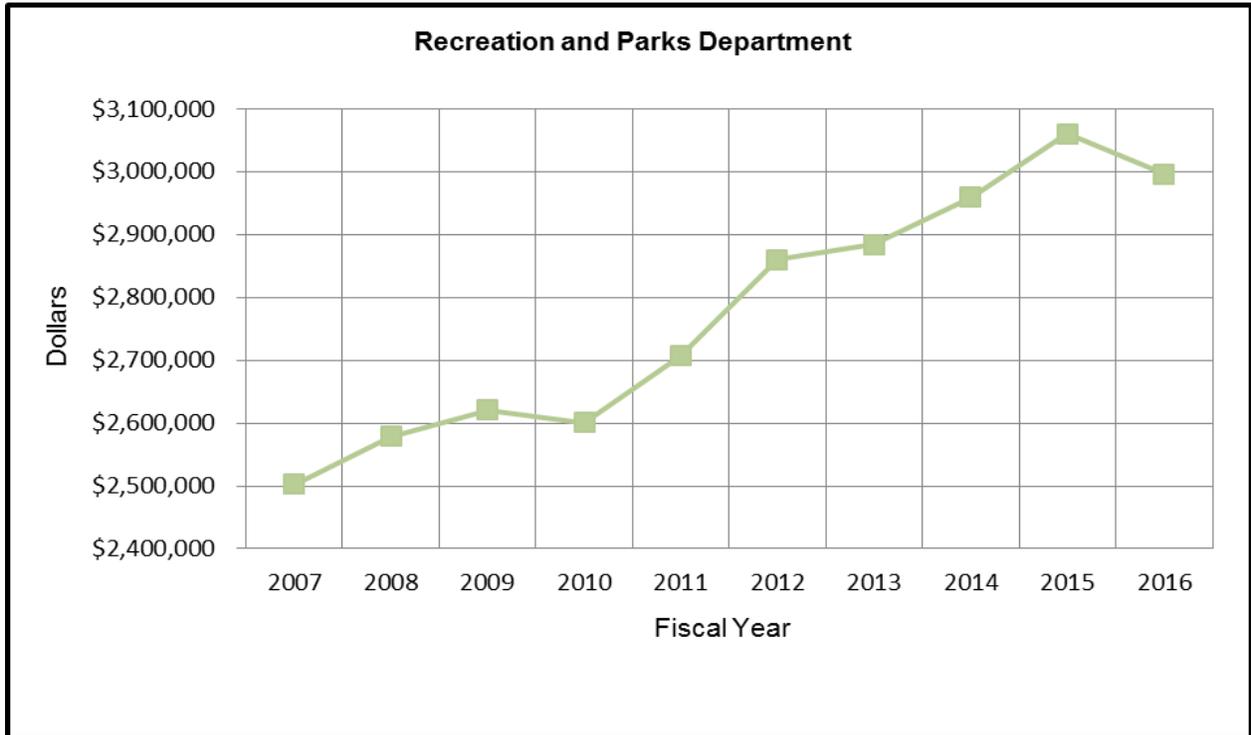
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>Recreation and Parks Department:</b>						
970 Supervision	247,139	258,580	217,847	209,852	(48,728)	-18.8
971 Special Events	112,718	122,500	135,500	62,500	(60,000)	-49.0
972 Indoor Aquatics	180,989	219,406	192,255	222,407	3,001	1.4
973 Outdoor Aquatics	281,407	288,645	273,723	266,657	(21,988)	-7.6
974 Centers, Camps & Programs	741,050	751,934	775,759	765,997	14,063	1.9
975 Athletics	146,539	150,808	130,978	131,281	(19,527)	-12.9
976 Parks	783,080	863,986	847,634	858,195	(5,791)	-0.7
977 Scarboro Center	183,859	189,822	193,672	193,476	3,654	1.9
978 Senior Center	282,368	287,519	292,746	286,233	(1,286)	-0.4
<b>Total Recreation and Parks Department</b>	<b>2,959,149</b>	<b>3,133,200</b>	<b>3,060,114</b>	<b>2,996,598</b>	<b>(136,602)</b>	<b>-4.4</b>

## FY2016 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	209,852	-	-	-	-	-	100%	209,852
971 Special Events	65,000	-	-	-	-	4%	96%	62,500
972 Indoor Aquatics	275,407	-	-	-	-	19%	87%	222,407
973 Outdoor Aquatics	267,657	-	-	-	-	0%	100%	266,657
974 Centers, Camps & Programs	867,657	-	-	-	-	12%	88%	765,997
975 Athletics	143,281	-	-	-	-	8%	92%	131,281
976 Parks	873,195	-	-	-	-	2%	96%	858,195
977 Scarboro Center	201,551	-	-	-	-	4%	97%	193,476
978 Senior Center	288,233	-	-	-	-	1%	99%	286,233
<b>TOTAL RECREATION &amp; PARKS</b>	<b>3,191,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6%</b>	<b>94%</b>	<b>2,996,598</b>

**Chart of Recreation and Parks Net General Fund Expenditures – Actual 2007 to Budget 2016:**

The increases in fiscals 2010 and 2011 were primarily in routine operating costs such as utilities and contractual services. The increase in fiscal 2014 was related to the transfer of special event funding from the Economic Diversification Fund that was closed at the end of fiscal 2013 to the new Recreation activity 971 Special Events. The reduction in fiscal 2016 is due to the elimination of \$60,000 in funding for Special Events and lower personal service costs resulting from the retirement of long-term departmental employees.



**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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Documented monthly inspections	12	12	12	12
City wide special events	7	7	7	7
Cold Fact Program participants	2,452	2,390	2,450	2,390

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

Funding for Salaries and Benefits decreased \$35,853 due to the retirement of the long-term departmental director and \$13,000 in funding for the Arts Council is now being accounted for in Activity 971, Special Events.

## 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, including the Secret City Festival.

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

\$2,000 in funding was added for the rental of items for special events. Funding for special events charges was reduced by \$62,000. A Secret City Festival Board is to be established with a goal toward reducing the City's financial support for the Festival.

The \$2,500 in Reduction of Costs is for collections from event charges.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Pool staff certified in first aid and pool operation	100%	100%	100%	100%
Revenues as percentage of cost	20%	25%	23%	25%
Revenue Generated	\$36,822	\$46,000	\$45,000	\$46,000
Staff certified in Red Cross Lifeguard Training Course	94%	100%	94%	100%
Number of Participants	27,366	30,000	28,000	30,000
Pool staff trained in O2	100%	100%	100%	100%
Attendance % increase	5%	7%	3%	7%

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

There were no significant expenditures changes budgeted for fiscal 2016 for this activity.

## 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 early-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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Guard Staff certified in Red Cross Lifeguard Training	100%	100%	100%	100%
Revenues as percentage of cost	34%	30%	30%	30%
Revenues	\$108,438	\$120,000	\$110,000	\$120,000
Attendance	36,708	56,000	50,000	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	-22%	11%	27%	11%

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

Personal Services for Seasonal Employees decreased \$21,658 to more accurately reflect actual hours worked. Funding for utility services increased \$970 and Mowing Contract charges decreased \$1,300 based on current contractual levels.

## 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 program operates 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 1,000.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
<b>Employees Certified:</b>				
CPR	100%	95%	95%	95%
Multimedia First Aid	95%	95%	100%	95%
Instructors (Multimedia)	1	1	1	1
Instruction hours per employee	8	2	2	2
Summer Camp enrollment	1,120	1,000	1,025	1,000

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

Funding for Salaries and Benefits increased \$14,294 based on salaries of current staff. Funding for all areas was reviewed and reallocated based on current funding requirements. Funding for the Custodial Contract decreased \$3,218 based on current contractual levels and Repair & Maintenance funding increased \$3,190.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Youth participants	270	230	256	230
Adult participants	1,570	1,350	1,355	1,350
Youth teams	24	20	24	20
Adult teams	117	95	97	95

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

Funding for Salaries and Benefits decreased \$19,177 due to the retirement of long-term employees in fiscal 2015.

## 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 (7.3 miles), Haw Ridge Park trails (25 miles) and 1,336 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. Maintain budget hours of 12,650.
2. Continue to inspect all facilities on a monthly basis.
3. Projected FY2015 hours for athletic field maintenance increased due to major non-routine field lighting project at Bobby Hopkins baseball field.
4. Increase actual hours for Parks maintenance to budgeted amount.

**Performance Measures:**

	Actual FY 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Athletic field maintenance (hours)	1,171	1,400	1,574	1,400
Flower garden maintenance (hours)	461	500	339	500
Building/grounds maintenance (hours)	1,990	2,100	2,172	2,100
Parks maintenance (hours)	6,005	6,200	5,771	6,200
Facilities (hours)	535	800	604	700
Administrative (hours)	1,764	1,650	1,879	1,750

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

Funding for Salaries and Benefits decreased \$16,842 based on the promotion of employees to other departmental activities. Total Contractual Services increased \$11,051. The budgets for Rents increased \$5,000 and Repair & Maintenance to Park facilities increased \$8,000. This was offset in part by a reduction of \$2,149 for the Mowing Contract based on current contractual levels.

## 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Employees Certified in CPR	4	4	4	4
Summer Camp enrollment	20	25	25	25
Educational sessions for seniors	10	10	10	10
2 new programs at Scarboro	2	2	2	2
Scarboro Community Center attendance	11,804	12,000	11,274	13,000
Computer classes	4	4	4	4

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

There are no significant expenditure changes for this activity in fiscal 2016. Funding for all areas was reviewed and reallocated based on current funding requirements.

## 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 2014 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Senior Center users (non-duplicated)	1,580	2,100	1,700	2,100
Senior Center users (duplicated)	44,365	46,000	45,000	46,000
Physical fitness participants	239	340	330	340
Cost per participant (non-duplicated)	\$161	\$136	\$166	\$136
Taxi system users	200	500	500	500
Volunteer hours	1,598	3,500	2,000	3,500
Cold Facts participants	2,452	2,390	2,450	2,390

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

Funding for the Custodial Contract decreased \$3,818 based on the current contractual levels. Funding for all areas was reviewed and reallocated based on current funding requirements.

## BUDGET DETAIL

### Supervision – Activity No. 970 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	137,466	139,515	114,365	110,529	(28,986)	-20.8
5131. Regular Overtime Pay	940	711	980	725	14	2.0
5141. Social Security	9,535	10,727	7,875	8,511	(2,216)	-20.7
5150. Retirement	21,546	21,981	21,981	17,316	(4,665)	-21.2
5160. Medical & Workers Comp	22,112	21,946	21,946	21,946	-	0.0
<b>Total Personal Services</b>	<b>191,599</b>	<b>194,880</b>	<b>167,147</b>	<b>159,027</b>	<b>(35,853)</b>	<b>-18.4</b>
<b>Contractual Services</b>						
5201. Rents	1,137	1,200	1,200	1,500	300	25.0
5207. Dues, Memberships & Sub.	931	760	760	760	-	0.0
5208. Prof. & Contractual Ser.	50	-	-	-	-	0.0
5212. Utility Services	1,838	2,600	2,600	2,425	(175)	-6.7
5220. Training & Travel	2,354	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	3,921	3,921	3,921	-	0.0
5289. Vehicle/Equip Use Charge	22,782	22,539	22,539	22,539	-	0.0
<b>Total Contractual Services</b>	<b>32,746</b>	<b>40,560</b>	<b>40,560</b>	<b>40,685</b>	<b>125</b>	<b>0.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	794	1,140	1,140	1,140	-	0.0
<b>Total Commodities</b>	<b>794</b>	<b>1,140</b>	<b>1,140</b>	<b>1,140</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5430. Grants/Subsidies/Contr.	22,000	22,000	9,000	9,000	(13,000)	-59.1
<b>Total Other Charges</b>	<b>22,000</b>	<b>22,000</b>	<b>9,000</b>	<b>9,000</b>	<b>(13,000)</b>	<b>-59.1</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>247,139</b>	<b>258,580</b>	<b>217,847</b>	<b>209,852</b>	<b>(48,728)</b>	<b>-18.8</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>247,139</b>	<b>258,580</b>	<b>217,847</b>	<b>209,852</b>	<b>(48,728)</b>	<b>-18.8</b>

## Special Events - Activity No. 971 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
Personal Services						
Total Personal Services	-	-	-	-	-	0.0
Contractual Services						
5201. Rents	1,669	-	-	2,000	2,000	0.0
5220. Training & Travel	1,015	-	-	-	-	0.0
5235. Repair & Maintenance	59,734	-	-	-	-	0.0
Total Contractual Services	62,418	-	-	2,000	2,000	0.0
Commodities						
Total Commodities	-	-	-	-	-	0.0
Other Charges						
5430. Special Event Charges	54,165	125,000	138,000	63,000	(62,000)	-49.6
Total Other Charges	54,165	125,000	138,000	63,000	(62,000)	-49.6
Capital Expenditures						
Total Capital Expenditures	-	-	-	-	-	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>116,583</b>	<b>125,000</b>	<b>138,000</b>	<b>65,000</b>	<b>(60,000)</b>	<b>-48.0</b>
Reduction of Costs						
5670. Recovered from Funds	(3,865)	(2,500)	(2,500)	(2,500)	-	0.0
Total Reduction of Costs	(3,865)	(2,500)	(2,500)	(2,500)	-	0.0
<b>TOTAL NET EXPENDITURES</b>	<b>112,718</b>	<b>122,500</b>	<b>135,500</b>	<b>62,500</b>	<b>(60,000)</b>	<b>-49.0</b>

## Indoor Aquatics - Activity No. 972 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	64,085	65,421	67,585	65,644	223	0.3
5120. Salaries-PT/Seasonal Employ	67,240	70,568	57,835	73,248	2,680	3.8
5131. Regular Overtime Pay	4,607	4,365	3,670	4,452	87	2.0
5141. Social Security	10,234	10,737	10,150	10,698	(39)	-0.4
5150. Retirement	10,654	10,833	10,833	10,883	50	0.5
5160. Medical & Workers Comp	8,274	8,164	8,164	8,164	-	0.0
<b>Total Personal Services</b>	<b>165,094</b>	<b>170,088</b>	<b>158,237</b>	<b>173,089</b>	<b>3,001</b>	<b>1.8</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	583	480	480	480	-	0.0
5210. Prof. & Contractual Ser.	25,677	18,000	18,000	18,000	-	0.0
5212. Utility Services	54,213	65,650	50,350	65,650	-	0.0
5220. Training & Travel	726	495	495	495	-	0.0
5235. Repair & Maintenance	5,034	9,580	9,580	9,580	-	0.0
5236.13 Other Equipment Maint.	2,752	585	585	585	-	0.0
<b>Total Contractual Services</b>	<b>88,985</b>	<b>94,790</b>	<b>79,490</b>	<b>94,790</b>	<b>-</b>	<b>0.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	5,034	3,710	3,710	3,710	-	0.0
5325. Uniforms/Safety Equip.	138	155	155	155	-	0.0
<b>Total Commodities</b>	<b>5,172</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>262,914</b>	<b>272,406</b>	<b>245,255</b>	<b>275,407</b>	<b>3,001</b>	<b>1.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(81,925)	(53,000)	(53,000)	(53,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(81,925)</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>180,989</b>	<b>219,406</b>	<b>192,255</b>	<b>222,407</b>	<b>3,001</b>	<b>1.4</b>

## Outdoor Aquatics - Activity No. 973 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	17,464	17,211	17,500	17,211	-	0.0
5120. Salaries-PT/Seasonal Employ	100,254	127,069	121,060	106,204	(20,865)	-16.4
5131. Regular Overtime Pay	11,662	15,225	12,330	15,225	-	0.0
5141. Social Security	9,768	12,202	11,455	11,409	(793)	-6.5
5150. Retirement	5,175	5,222	5,222	5,222	-	0.0
5160. Medical & Workers Comp	2,722	2,722	2,722	2,722	-	0.0
<b>Total Personal Services</b>	<b>147,045</b>	<b>179,651</b>	<b>170,289</b>	<b>157,993</b>	<b>(21,658)</b>	<b>-12.1</b>
<b>Contractual Services</b>						
6206. Mailing & Delivery	-	-	620	-	-	0.0
5207. Dues, Memberships & Sub.	680	100	680	100	-	0.0
5210. Prof. & Contractual Ser.	4,685	600	2,000	600	-	0.0
5210.203 Mowing Contract	4,660	6,000	4,700	4,700	(1,300)	-21.7
5212. Utility Services	47,590	53,950	47,090	54,920	970	1.8
5235. Repair & Maintenance	38,453	17,035	17,035	17,035	-	0.0
5236.13 Other Equipment Maint.	524	2,622	2,622	2,622	-	0.0
<b>Total Contractual Services</b>	<b>96,592</b>	<b>80,307</b>	<b>74,747</b>	<b>79,977</b>	<b>(330)</b>	<b>-0.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	34,631	20,635	20,635	20,635	-	0.0
5320. Books/Education Material	-	50	50	50	-	0.0
5325. Uniforms/Safety Equip.	307	1,880	1,880	1,880	-	0.0
<b>Total Commodities</b>	<b>34,938</b>	<b>22,565</b>	<b>22,565</b>	<b>22,565</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>						
<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>285,697</b>	<b>289,645</b>	<b>274,723</b>	<b>267,657</b>	<b>(21,988)</b>	<b>-7.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	-4,290	-1,000	-1,000	-1,000	-	0.0
<b>Total Reduction of Costs</b>	<b>(4,290)</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>281,407</b>	<b>288,645</b>	<b>273,723</b>	<b>266,657</b>	<b>(21,988)</b>	<b>-7.6</b>

## Centers, Camps & Programs - Activity No. 974 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	272,564	275,731	273,745	280,800	5,069	1.8
5120. Salaries-PT/Seasonal Employ	69,144	65,220	71,765	72,586	7,366	11.3
5131. Regular Overtime Pay	26,097	25,347	22,380	25,854	507	2.0
5141. Social Security	25,938	28,022	26,190	28,476	454	1.6
5150. Retirement	46,483	47,314	47,314	48,212	898	1.9
5160. Medical & Workers Comp	81,550	81,109	81,109	81,109	-	0.0
<b>Total Personal Services</b>	<b>521,776</b>	<b>522,743</b>	<b>522,503</b>	<b>537,037</b>	<b>14,294</b>	<b>2.7</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	150	130	130	130	-	0.0
5210. Prof. & Contractual Ser.	38,346	35,700	35,700	35,700	-	0.0
5210.202 Custodial Contract	45,242	50,000	50,000	46,782	(3,218)	-6.4
5236.15 Street Sweeping	743	700	310	422	(278)	-39.7
5212. Utility Services	119,120	143,475	114,015	143,550	75	0.1
5220. Training & Travel	964	3,283	3,283	3,283	-	0.0
5235. Repair & Maintenance	63,898	56,375	110,040	59,565	3,190	5.7
5236.13 Other Equipment Maint.	8,996	3,435	3,685	3,435	-	0.0
<b>Total Contractual Services</b>	<b>277,459</b>	<b>293,098</b>	<b>317,163</b>	<b>292,867</b>	<b>(231)</b>	<b>-0.1</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	43,864	28,100	28,100	28,100	-	0.0
5320. Books/Education Material	-	300	300	300	-	0.0
5325. Uniforms/Safety Equip.	1,425	1,150	1,150	1,150	-	0.0
<b>Total Commodities</b>	<b>45,289</b>	<b>29,550</b>	<b>29,550</b>	<b>29,550</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>852,727</b>	<b>853,594</b>	<b>877,419</b>	<b>867,657</b>	<b>14,063</b>	<b>1.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(111,677)	(101,660)	(101,660)	(101,660)	-	0.0
<b>Total Reduction of Costs</b>	<b>(111,677)</b>	<b>(101,660)</b>	<b>(101,660)</b>	<b>(101,660)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>741,050</b>	<b>751,934</b>	<b>775,759</b>	<b>765,997</b>	<b>14,063</b>	<b>1.9</b>

## Athletics - Activity No. 975 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	101,221	102,689	84,670	87,141	(15,548)	-15.1
5131. Regular Overtime Pay	3,947	2,615	2,730	2,667	52	2.0
5141. Social Security	7,286	8,056	6,130	6,870	(1,186)	-14.7
5150. Retirement	16,294	16,616	16,616	14,121	(2,495)	-15.0
5160. Medical & Workers Comp	21,919	21,780	21,780	21,780	-	0.0
<b>Total Personal Services</b>	<b>150,667</b>	<b>151,756</b>	<b>131,926</b>	<b>132,579</b>	<b>(19,177)</b>	<b>-12.6</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	80	80	80	80	-	0.0
5212. Utility Services	1,176	1,300	1,300	950	(350)	-26.9
5220. Training & Travel	679	800	800	800	-	0.0
5236.13 Other Equipment Maint.	524	622	622	622	-	0.0
<b>Total Contractual Services</b>	<b>2,459</b>	<b>2,802</b>	<b>2,802</b>	<b>2,452</b>	<b>(350)</b>	<b>-12.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	353	2,970	2,970	2,970	-	0.0
<b>Total Commodities</b>	<b>353</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>158,759</b>	<b>162,808</b>	<b>142,978</b>	<b>143,281</b>	<b>(19,527)</b>	<b>-12.0</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(12,220)	(12,000)	(12,000)	(12,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(12,220)</b>	<b>(12,000)</b>	<b>(12,000)</b>	<b>(12,000)</b>	<b>-</b>	<b>0.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>146,539</b>	<b>150,808</b>	<b>130,978</b>	<b>131,281</b>	<b>(19,527)</b>	<b>-12.9</b>

## Parks - Activity No. 976 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	258,621	271,612	247,195	258,002	(13,610)	-5.0
5131. Regular Overtime Pay	6,563	4,141	6,480	4,141	-	0.0
5141. Social Security	19,260	21,095	19,140	20,054	(1,041)	-4.9
5150. Retirement	40,887	43,189	43,189	40,998	(2,191)	-5.1
5160. Medical & Workers Comp	75,723	76,008	76,008	76,008	-	0.0
<b>Total Personal Services</b>	<b>401,054</b>	<b>416,045</b>	<b>392,012</b>	<b>399,203</b>	<b>(16,842)</b>	<b>-4.0</b>
<b>Contractual Services</b>						
5201. Rents	14,527	10,485	13,585	15,485	5,000	47.7
5210. Prof. & Contractual Ser.	35,534	18,625	36,450	18,625	-	0.0
5210.203 Mowing Contract	137,300	142,195	137,300	140,046	(2,149)	-1.5
5210.205 Litter Contract	45,902	47,510	46,825	47,760	250	0.5
5212. Utility Services	43,736	65,950	57,300	65,900	(50)	-0.1
5220. Training & Travel	405	364	1,350	364	-	0.0
5235. Repair & Maintenance	64,787	59,710	59,710	67,710	8,000	13.4
5236.13 Other Equipment Maint.	1,735	2,992	2,992	2,992	-	0.0
5289. Vehicle/Equip Use Charge	63,001	62,480	62,480	62,480	-	0.0
<b>Total Contractual Services</b>	<b>406,927</b>	<b>410,311</b>	<b>417,992</b>	<b>421,362</b>	<b>11,051</b>	<b>2.7</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	41,481	44,580	44,580	44,580	-	0.0
5320. Books/Education Material	-	150	150	150	-	0.0
5325. Uniforms/Safety Equip.	4,297	3,550	3,550	3,550	-	0.0
<b>Total Commodities</b>	<b>45,778</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	3,753	4,350	4,350	4,350	-	0.0
<b>Total Other Charges</b>	<b>3,753</b>	<b>4,350</b>	<b>4,350</b>	<b>4,350</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>857,512</b>	<b>878,986</b>	<b>862,634</b>	<b>873,195</b>	<b>(5,791)</b>	<b>-0.7</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(74,432)	(15,000)	(15,000)	(15,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(74,432)</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>783,080</b>	<b>863,986</b>	<b>847,634</b>	<b>858,195</b>	<b>(5,791)</b>	<b>-0.7</b>

## Scarboro Center - Activity No. 977 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	68,549	69,202	68,810	70,565	1,363	2.0
5120. Salaries-PT/Seasonal Employ	6,040	6,818	6,260	6,960	142	2.1
5131. Regular Overtime Pay	6,944	4,183	9,305	4,267	84	2.0
5141. Social Security	6,085	6,136	6,575	6,257	121	2.0
5150. Retirement	11,246	11,461	11,461	11,694	233	2.0
5160. Medical & Workers Comp	21,702	21,776	21,776	21,776	-	0.0
<b>Total Personal Services</b>	<b>120,566</b>	<b>119,576</b>	<b>124,187</b>	<b>121,519</b>	<b>1,943</b>	<b>1.6</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub	-	-	156	-	-	0.0
5210. Prof. & Contractual Ser.	4,383	1,360	1,800	1,360	-	0.0
5210.202 Custodial Contract	20,268	24,000	24,000	20,690	(3,310)	-13.8
5236.15 Street Sweeping	335	320	173	176	(144)	-45.0
5212. Utility Services	25,596	33,435	30,225	38,600	5,165	15.4
5235. Repair & Maintenance	15,765	6,975	8,975	6,975	-	0.0
5236.13 Other Equipment Maint.	800	7,816	7,816	7,816	-	0.0
<b>Total Contractual Services</b>	<b>67,147</b>	<b>73,906</b>	<b>73,145</b>	<b>75,617</b>	<b>1,711</b>	<b>2.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	4,415	3,000	3,000	3,000	-	0.0
<b>Total Commodities</b>	<b>4,415</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>193,543</b>	<b>197,897</b>	<b>201,747</b>	<b>201,551</b>	<b>3,654</b>	<b>1.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(9,684)	(8,075)	(8,075)	(8,075)	-	0.0
<b>Total Reduction of Costs</b>	<b>(9,684)</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>183,859</b>	<b>189,822</b>	<b>193,672</b>	<b>193,476</b>	<b>3,654</b>	<b>1.9</b>

## Senior Center - Activity No. 978 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	%
						CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	103,609	105,950	105,060	107,654	1,704	1.6
5131. Regular Overtime Pay	6,194	4,141	7,105	4,224	83	2.0
5141. Social Security	7,563	8,422	8,265	8,559	137	1.6
5150. Retirement	16,911	17,209	17,209	17,497	288	1.7
5160. Medical & Workers Comp	27,098	27,101	27,101	27,101	-	0.0
<b>Total Personal Services</b>	<b>161,375</b>	<b>162,823</b>	<b>164,740</b>	<b>165,035</b>	<b>2,212</b>	<b>1.4</b>
<b>Contractual Services</b>						
5201. Rents	63,048	68,245	68,245	68,245	-	0.0
5207. Dues, Memberships & Sub.	95	70	80	70	-	0.0
5210. Prof. & Contractual Ser.	150	-	-	-	-	0.0
5210.202 Custodial Contract	17,149	20,000	20,000	16,182	(3,818)	-19.1
5212. Utility Services	16,303	18,655	18,655	18,975	320	1.7
5220. Training & Travel	823	-	800	-	-	0.0
5235. Repair & Maintenance	8,103	3,385	5,885	3,385	-	0.0
5236.13 Other Equipment Maint.	5,224	5,120	5,120	5,120	-	0.0
<b>Total Contractual Services</b>	<b>110,895</b>	<b>115,475</b>	<b>118,785</b>	<b>111,977</b>	<b>(3,498)</b>	<b>-3.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	9,763	7,433	7,433	7,433	-	0.0
5320. Books/Education Material	-	25	25	25	-	0.0
5325. Uniforms/Safety Equip.	106	100	100	100	-	0.0
<b>Total Commodities</b>	<b>9,869</b>	<b>7,558</b>	<b>7,558</b>	<b>7,558</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>285,802</b>	<b>289,519</b>	<b>294,746</b>	<b>288,233</b>	<b>(1,286)</b>	<b>-0.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(3,434)	(2,000)	(2,000)	(2,000)	-	0.0
<b>Total Reduction of Costs</b>	<b>(3,434)</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>282,368</b>	<b>287,519</b>	<b>292,746</b>	<b>286,233</b>	<b>(1,286)</b>	<b>-0.4</b>

# PUBLIC LIBRARY

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# PUBLIC LIBRARY

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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 23 full-time and part-time employees, and also recruits and trains volunteers to support the staff and services offered. During fiscal 2014, 55 volunteers provided 2,172 hours of service and support. The Library's total collection consists of approximately 110,377 volumes and 40,256 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 2014, Library staff circulated 152,007 books and audiovisual materials. Library patrons borrowed 284 books from other libraries through the Interlibrary Loan Service, while the Library loaned 92 books to other libraries. The staff answered 35,825 reference questions.

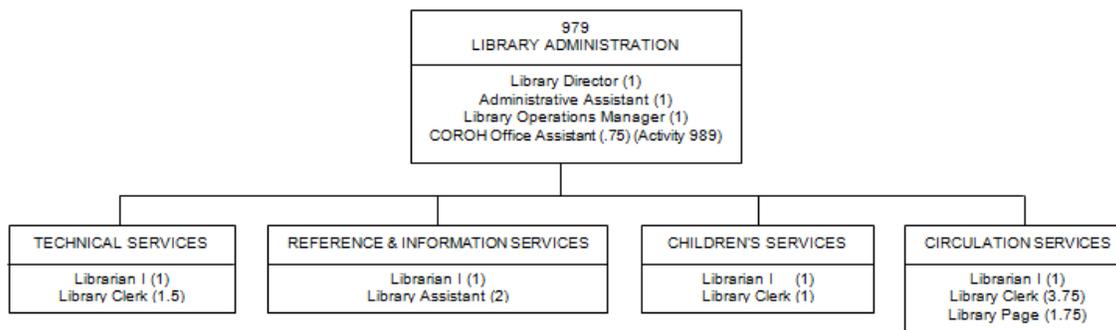
The Library also houses the Oak Ridge Room, and collects materials pertaining to the history and development of the Oak Ridge area. The Library is working on digitizing and archiving its unique collection. Some of the Oak Ridge Room's outstanding features include the DOE photograph collection of approximately 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, 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 is administered through the public library, and now has over 530 interviews in its collection.

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 2014 totaled 4,503 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 and cataloging, and provide a user-friendly system for Library patrons to find print, audio visual and digital materials. 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

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## 2014-2015 ACCOMPLISHMENTS

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- COROH year 5 granted by DOE.
- New COROH grant approved by DOE.
- Summer Reading Program in FY14 finished.
- Main Library club chairs and periodical shelving replaced.
- Approximately 6,000 new materials added.
- Streaming video added to collection.
- Digital magazines added to collection.
- Oak Ridger indexing through Newsbank added to collection.
- Study of peak times and days for library usage was conducted.
- New LED lights installed throughout Library.
- New book contract and new custodial contracts implemented.
- Children's Room staff (daytime and nighttime clerk) replaced.
- COROH activities and Library historical collections showcased at the 2-day Secret City Festival.

## 2015-2016 GOALS

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### Administrative

- To have an Open House to highlight the lighting project and streaming video.
- To have a second COROH grant.
- To increase outreach of both adult and juvenile.
- To continue to promote the coming of the new building.

### Children's Room

- To combine JF/JNF Common Core reading lists.
- To explore shelf labeling choices for JNF books.
- To explore options for a once a month Wednesday afternoon storytime for school-age children.

### Circulation

- To explore ways of streaming Circulation processes using staff collaboration and all available resources.
- To continue to increase the variety and frequency of adult programs.
- To continue to enhance the library's program marketing campaign by exploring additional advertising outlets, including sending newsletters via email.

### Reference

- To continue processing the special donated collections to the Oak Ridge Room.
- To continue adding content to CONTENTdm from the Library Reference and Oak Ridge Room collections.
- To begin evaluating and weeding the Public Review documents and retaining appropriate additions for the Oak Ridge Room.

### Technical Services

- To continue phasing in additional formats of item labels printed through Sirsi reports instead of Microsoft Word macros.
- To continue to update subject headings from "Unauthorized" status to "Authorized".
- To standardize and connect series headings for genre fiction.

# EXPENDITURE OVERALL

## Summary of Positions and Staff Years for Library:

	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<b>LIBRARY</b>						
979 Library	23	22	22	17.00	16.00	16.00
989 Library Grants	1	1	1	0.75	0.75	0.75
<b>TOTAL LIBRARY</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>17.75</b>	<b>16.75</b>	<b>16.75</b>

## Library Summary of Net Expenditures by Activity:

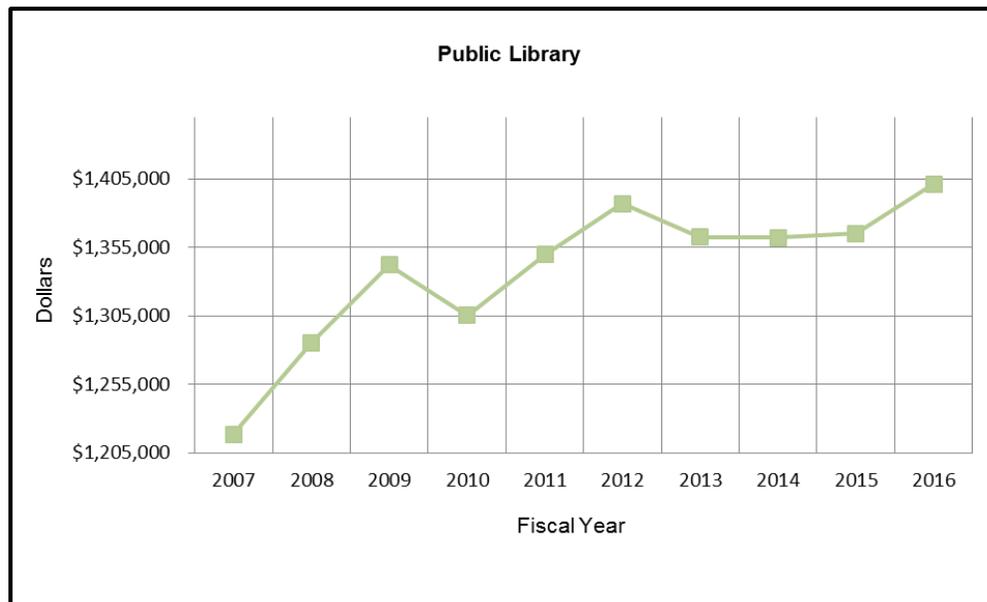
	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
979 Public Library	1,362,209	1,371,860	1,365,169	1,401,342	29,482	2.1

## FY2016 General Fund Budget – Public Library – 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	1,401,342	-	-	-	-	-	100% 1,401,342

## Chart of Library Net General Fund Expenditures – Actual 2007 to Budget 2016:

Increases are primarily due to inflationary costs. Decreases in fiscal 2010 and 2013 were due to the funding of a portion of salary and benefit costs from the Oral History Grant. A vacant Librarian position was eliminated in fiscal 2015.



## 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 programming for adults on a wide range of information and entertaining topics (gardening, stress relief, Book Doctor, jewelry making, eBook readers, etc.) and classes for the public on use of many technological devices.



#### 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 2014	Budget FY 2015	Projected FY 2015	Budget FY 2016
Total Circulation	152,007	162,000	150,000	150,000
Registered Patrons	22,943	23,500	22,500	22,500
Items Added to the Collection	7,284	9,000	9,000	9,000
Items Withdrawn from the Collection	12,649	9,000	9,000	9,000
Reference Questions and Readers Service	35,825	35,000	35,000	35,000
Story time Attendance	4,328	4,600	4,500	4,500

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

Total Contractual Services increased \$6,403, funding for the Custodial Contract increased \$4,955 and Street Sweeping (parking lot) decreased \$487 based on current contractual amounts. Repair and Maintenance funding went up \$1,910 for general building maintenance.

## BUDGET DETAIL

### Public Library – Activity No. 979 Budget Detail

	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs. 15	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	629,682	626,729	627,255	637,345	10,616	1.7
5120. Salaries-PT/Seasonal Employ	22,910	26,308	24,100	26,249	(59)	-0.2
5141. Social Security	48,238	49,957	49,210	50,765	808	1.6
5150. Retirement	102,860	97,763	97,763	99,477	1,714	1.8
5160. Medical & Workers Comp	142,256	130,347	130,347	130,347	-	0.0
<b>Total Personal Services</b>	<b>945,946</b>	<b>931,104</b>	<b>928,675</b>	<b>944,183</b>	<b>13,079</b>	<b>1.4</b>
<b>Contractual Services</b>						
5201. Rents	3,181	3,100	3,100	3,100	-	0.0
5207. Dues, Memberships & Sub.	24,769	25,000	25,000	25,000	-	0.0
5210. Prof. & Contractual Ser.	3,454	9,810	9,810	9,810	-	0.0
5210.202 Custodial Contract	24,060	27,000	27,000	31,955	4,955	18.4
5236.15 Street Sweeping	1,344	1,260	758	773	(487)	-38.7
5212. Utility Services	93,377	106,700	92,940	106,725	25	0.0
5220. Training & Travel	819	600	600	600	-	0.0
5235. Repair & Maintenance	43,102	33,177	33,177	35,087	1,910	5.8
5236.13 Other Equipment Maint.	46,509	60,870	60,870	60,870	-	0.0
<b>Total Contractual Services</b>	<b>240,615</b>	<b>267,517</b>	<b>253,255</b>	<b>273,920</b>	<b>6,403</b>	<b>2.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	43,424	27,120	27,120	27,120	-	0.0
5320. Books/Education Material	135,102	145,342	145,342	145,342	-	0.0
<b>Total Commodities</b>	<b>178,526</b>	<b>172,462</b>	<b>172,462</b>	<b>172,462</b>	<b>-</b>	<b>0.0</b>
<b>Other Charges</b>						
5410. Liability Insurance	10,777	10,777	10,777	10,777	-	0.0
<b>Total Other Charges</b>	<b>10,777</b>	<b>10,777</b>	<b>10,777</b>	<b>10,777</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>1,375,864</b>	<b>1,381,860</b>	<b>1,365,169</b>	<b>1,401,342</b>	<b>19,482</b>	<b>1.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	(13,655)	(10,000)	-	-	10,000	-100.0
<b>Total Reduction of Costs</b>	<b>(13,655)</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-100.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>1,362,209</b>	<b>1,371,860</b>	<b>1,365,169</b>	<b>1,401,342</b>	<b>29,482</b>	<b>2.1</b>

# GRANT ACTIVITIES

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# GRANT ACTIVITIES

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At the end of fiscal 2015, the Grant Fund, a Special Revenue Fund, was closed and the remaining fund balance transferred to the General Fund. Beginning in fiscal 2016, the functions that were accounted for in the Grant Fund will be accounted for in the General Fund. Grants account for the receipt and expenditure of various non-utility state and federal grant revenues. The Grant activity budgets are based on grant awards and therefore the appropriated expenditure levels will vary from year to year.

## City Social Services – Activity No. 983

### **Total Budget and Activity Description:**

\$182,950 is budgeted for City funded social services programs:

- \$151,100 – Funding for the City’s social services programs administered by Aid to Distressed Families of Appalachian Counties (ADFAC). This 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 – Budgeted funding for the Anderson County Health Council Healthy Start program that provides assistance, training and support program for young mothers.

## General Government Grants – Activity No. 868

### **Total Budget and Activity Description:**

\$168,000 is budgeted for General Government Grants:

- \$168,000 - A grant from the US Department of Energy (DOE), through the State of Tennessee, for operations of the Oak Ridge Reservation Communities Alliance (ORRCA). ORRCA members consist of the elected officials of the following jurisdictions: Anderson County, Knox County, Morgan County, Roane County and the City of Oak Ridge. ORRCA members work with representatives from the Tennessee Department Environment and Conservation, DOE, Tennessee Emergency Management Association (TEMA) and the Environmental Protection Agency to oversee environmental studies and mitigation activities. The purpose is to take an active role with DOE Reservation management and/or contractors relating to environmental management programs for both current and legacy clean-up operations, emergency preparedness and response along with risk management programs, community outreach and oversight on environmental studies and mitigation activities.

## Police Grants – Activity No. 918

### **Total Budget and Activity Description:**

\$319,000 is budgeted for Police Grants:

- \$46,000 – Governor’s Highway Safety Grant is fund by National Highway Traffic Safety Administration through Tennessee Department of Transportation (TDOT). The grant provides funds to pay for overtime for officers engaged in traffic safety enforcement and specialized equipment such as radars, sobriety checkpoint signs and cones.
- \$258,000 – DOE Training and Equipment Grant provides funding for equipment, K-9’s and approved training classes for police officers to support exterior defense of the DOE reservation.
- \$15,000 – Represents other grants for which the City has applied, but has not been awarded, that would fund additional equipment and supplies.

## Fire Grants – Activity No. 928

### **Total Budget and Activity Description:**

\$205,000 is budgeted for Fire Grants:

- \$143,000 - Federal Emergency Management Association (FEMA)'s Assistance to Firefighters Grant for protection of health and safety of public personnel against fire and fire-related hazards. The grant provides funds for critically needed equipment, protective gear, training and other resources needed to protect public and emergency personnel from fire and related hazards.
- \$46,000 - FEMA's Fire Prevention Grant supports projects that enhance the safety of the public and firefighters from fire and related hazards. The grant provides funds for smoke alarms, sprinkler awareness and general prevention/awareness.
- \$16,000 - TEMA grant for on-site and off-site emergency response planning, training and public notification/communication equipment.

## Public Works Grants – Activity No. 958

### **Total Budget and Activity Description:**

\$237,500 is budgeted for Public Works Grants:

- \$237,500 – The Signal Timing Optimization grant is funded by the Congestion Mitigation and Air Quality Improvement Program (CMAQ) which supports transportation projects that reduce air emissions from on-road sources and non-road sources, as well as projects that reduce traffic congestion. The project includes the development of a master plan coupled with a traffic signal optimization program for 24 signalized intersections. The purpose of the master plan is to develop a roadmap for the control of traffic signals and field devices needed in the future. The Plan serves as a basis for plans and specifications to provide signal communication for future control of system implementation. The 24 signalized intersections are located on the existing synchronized corridors of Illinois Avenue, Oak Ridge Turnpike, Lafayette Drive and Scarboro Road. Some significant project tasks include environmental phase, data collection, surveys, before and after operational analysis, development of signal timing/implementation plans, and recommendations for future equipment and communication needs.

## Library Grants – Activity No. 989

### **Total Budget and Activity Description:**

\$100,000 is budgeted for Library Grants:

- \$100,000 – The Center for Oak Ridge Oral History (COROH) grant from DOE is to collect, preserve and making available to the public oral histories of key individuals important to the history of Oak Ridge in accordance to the standards set by the Oral History Association of America. 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. In fiscal 2015, the grant was extended for an additional five year period through July 31, 2020 at \$100,000 per year subject to availability of DOE Funding. This extension allows for the collection of history with a new emphasis on the 1950's, 1960's and the Cold War years.

## Community Service Grants – Activity No. 968

### **Total Budget and Activity Description:**

\$35,000 is budgeted for Community Service Grants:

- \$32,000 – Funding from the U.S. Department of Housing and Urban Development's (HUD) Economic Development Initiative (EDI) Neighborhood Stabilization Program grant to acquire and redevelop foreclosed properties that might become sources of abandonment and blight within the Highland View neighborhood. Based on greatest need, the Tennessee Housing Development Agency restricted funding to 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.

- \$3,000 – The Farmer’s Market Grant is to increase income to Tennessee farmers by providing assistance for the promotion and or improvement of farmers markets in the community. The grant is provided by the Tennessee Agricultural Enhancement Program (TAEP) and will be used to promote Oak Ridge’s Farmers Market.

## **CDBG – Activity No. 982**

### **Total Budget and Activity Description:**

\$291,000 is budgeted for a Community Development Block Grant (CDBG) from HUD. The City’s fiscal 2016 entitlement award 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 2016 allocation of CDBG funds is as follows:

- \$156,000 for acquisition and demolition
- \$95,000 for Annual Debt Service payment for Scarboro Community Center Expansion Loan
- \$40,000 for grant administration

## **Social Services Grants – Activity No. 985**

### **Total Budget and Activity Description:**

\$60,000 is budgeted for social services grants:

- \$60,000 – This is for an Emergency Solutions grant funded by Tennessee Housing Development Agency (THDA) and HUD to help improve the quality of emergency shelters for homelessness, meet costs of operating and maintaining emergency shelters, provide outreach and essential services to homeless, provide emergency intervention assistance and rapid re-housing services to prevent homelessness and obtain permanent housing. These services are provided to the City by external non-profit agencies under a contractual agreement.

## **Street and Public Transportation Grants – Activity No. 987**

### **Total Budget and Activity Description:**

\$235,000 is budgeted for Street and Public Transportation Grants. TDOT operating assistance grant reimburses the City for 80% of the expenditures for the public transit and taxi cab coupon programs up to a total grant award that is adjusted annually.

- \$180,000 – East Tennessee Human Resources Agency (ETHRA). 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 4:30 p.m. for a fare of \$2.00 per one-way trip. The system is operated under contract with 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.
- \$55,000 – Taxi Cab 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.

# GRANT ACTIVITIES SUMMARY

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>983 City Social Services</u>						
Expenditures:						
ADFAC	-	-	-	151,100	151,100	100%
Healthy Start	-	-	-	31,850	31,850	100%
Total Expenditures	-	-	-	182,950	182,950	100%
<u>868 General Government Grants</u>						
Expenditures:						
ORRCA	-	-	-	168,000	168,000	100%
Total Expenditures	-	-	-	168,000	168,000	100%
<u>918 Police Grants</u>						
Expenditures:						
Governor's Highway Safety	-	-	-	46,000	46,000	100%
DOE Training & Equipment	-	-	-	258,000	258,000	100%
Other	-	-	-	15,000	15,000	100%
Total Expenditures	-	-	-	319,000	319,000	100%
<u>928 Fire Grants</u>						
Expenditures:						
Assistance to Firefighters	-	-	-	143,000	143,000	100%
Fire Prevention	-	-	-	46,000	46,000	100%
TEMA	-	-	-	16,000	16,000	100%
Total Expenditures	-	-	-	205,000	205,000	100%
<u>958 Public Works Grants</u>						
Expenditures:						
TDOT	-	-	-	237,500	237,500	100%
Total Expenditures	-	-	-	237,500	237,500	100%
<u>989 Library Grants</u>						
Expenditures:						
COROH	-	-	-	100,000	100,000	100%
Total Expenditures	-	-	-	100,000	100,000	100%
<u>968 Community Service Grants</u>						
Expenditures:						
Farmers Market	-	-	-	3,000	3,000	100%
EDI	-	-	-	32,000	32,000	100%
Total Expenditures	-	-	-	35,000	35,000	100%
<u>982 CDBG</u>						
Expenditures:						
CDBG	-	-	-	291,000	291,000	100%
Total Expenditures	-	-	-	291,000	291,000	100%
<u>985 Social Services Grants</u>						
Expenditures:						
Emergency Shelter	-	-	-	60,000	60,000	100%
Total Expenditures	-	-	-	60,000	60,000	100%
<u>987 Street &amp; Public Trans Grants</u>						
Expenditures:						
ETHRA	-	-	-	180,000	180,000	100%
Taxi Cab Coupon	-	-	-	55,000	55,000	100%
Total Expenditures	-	-	-	235,000	235,000	100%
<b>TOTAL GRANT EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,833,450</b>	<b>1,833,450</b>	<b>100%</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 \$176,096,536 in long-term debt projected as of June 30, 2015 by Fund. Also listed are the budgeted principal and interest payments for fiscal 2016. Almost all the City's debt is backed by the "full faith and credit" of the City, with the exception of \$960,000 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. On November 14, 2011 City Council adopted a Debt Management Policy as required by the State Funding Board that outlines type of debt that can be issued, the issuance process and the management of the City's debt. The Debt Management Policy does not contain a debt maximum level restriction, nor does the State law or the City Charter contain any maximum debt limits. The Debt Management Policy is available for review on the City's web site at [www.oakridgetn.gov](http://www.oakridgetn.gov).

As of June 30, 2015, the outstanding principal balance of debt issuances accounted for in the Debt Service Fund was \$86,251,563. The description of this debt begins on page [IV-17](#) of this document. Funding for annual debt service is primarily provided from operating transfers from the General Fund 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).

\$450,000 in outstanding debt used to purchase computer software and hardware 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. In fiscal 2014, the City entered into a 12-year capital lease agreement in the amount of \$964,291 for two fire pumper trucks, also accounted for in the ERRF.

As of June 30, 2015, there was \$88,499,591 in authorized and/or outstanding Enterprise Fund debt. Of this amount, \$19,394,516 is serviced by the Electric Fund, \$68,824,408 by the Waterworks Fund (water and wastewater services) and \$280,667 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.

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. The 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. \$20,600,000 of the \$68,824,408 in debt shown for the Waterworks Fund is from low interest rate loans approved through the State Revolving Loan Program for the EPA remediation plan capital projects. The entire estimated amortization amount for these loans is shown in this section since the loan amounts are being drawn rapidly to meet the September 2015 deadline. The actual loan amounts drawn were \$10,021,740 at June 30, 2015.

The debt service payments by the City's utility funds impact user fees for electric, water and wastewater service. A rate study is undated annually for electric, water and wastewater services. Projected future utility rate increases are primarily the result of debt service requirements on debt issued to finance capital improvements. More in-depth discussion about future debt requirements for Enterprise Funds is in Chapter VI.

Debt service amortization schedules begin on page [IV-3](#).

**CITY OF OAK RIDGE  
SUMMARY OF LONG-TERM DEBT  
BUDGET 2016**

Issues	Rate Type	Projected Principal* 6/30/2015	Budget FY 2016 Principal	Budget FY 2016 Interest	Budget FY 2016 Total Debt Service
<b><u>GOVERNMENTAL ACTIVITIES</u></b>					
<b><u>DEBT SERVICE FUND</u></b>					
GO Bonds 2013	Fixed	\$ 1,350,000	\$ 1,350,000	\$ 27,000	\$ 1,377,000
GO Bonds 2010 (Golf Course)	Fixed	3,155,000	460,000	104,694	564,694
GO Bonds 2009 (Refunding)	Fixed	16,210,000	1,325,000	745,550	2,070,550
Build America Bonds 2009B City	Fixed	1,453,366	-	58,526	58,526
Build America Bonds 2009B School	Fixed	1,366,640	-	52,799	52,799
TMBF 1994	Variable	568,765	-	25,594	25,594
TMBF 2001 *Debt Service Funded by CDBG Grant	Variable	124,000	87,000	5,258	92,258
TMBF 2008	Variable	1,876,636	5,000	84,430	89,430
TMBF 2008 (ORHS)	Variable	5,760,652	-	259,229	259,229
GO Bonds 2005 (ORHS Debt) B-9-A	Fixed	13,650,000	400,000	617,563	1,017,563
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	-	278,678	278,678
QZAB Series 2004 (ORHS Debt)	Fixed	2,643,510	440,585	2,115	442,700
QZAB Series 2005 (ORHS Debt)	Fixed	413,000	68,833	330	69,163
<b>TOTAL DEBT SERVICE FUND</b>		<b>\$ 86,251,563</b>	<b>\$ 4,136,418</b>	<b>\$ 3,772,410</b>	<b>\$ 7,908,828</b>
<b><u>EQUIPMENT REPLACEMENT RENTAL FUND</u></b>					
Fire Truck Lease through Leasing 2	Fixed	\$ 895,382	\$ 68,477	\$ 30,460	\$ 98,937
Build America Bonds 2009B	Fixed	450,000	-	13,427	13,427
<b>TOTAL EQUIPMENT REPLACEMENT RENTAL FUND</b>		<b>\$ 1,345,382</b>	<b>\$ 68,477</b>	<b>\$ 43,887</b>	<b>\$ 112,364</b>
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>		<b>\$ 87,596,945</b>	<b>\$ 4,204,895</b>	<b>\$ 3,816,297</b>	<b>\$ 8,021,192</b>
<b><u>ENTERPRISE FUNDS</u></b>					
<b><u>ELECTRIC FUND</u></b>					
Revenue Bonds 2003 (Refunding)	Fixed	\$ 960,000	\$ 960,000	\$ 38,400	\$ 998,400
2009 Bonds (Refunding)	Fixed	10,070,000	-	448,444	448,444
Build America Bonds 2009B	Fixed	5,000,000	-	204,540	204,540
TMBF 2005	Variable	1,936,220	143,448	86,599	230,047
TMBF 2008	Variable	1,428,296	70,000	64,015	134,015
<b>TOTAL ELECTRIC FUND</b>		<b>\$ 19,394,516</b>	<b>\$ 1,173,448</b>	<b>\$ 841,998</b>	<b>\$ 2,015,446</b>
<b><u>WATERWORKS FUND</u></b>					
TMBF 1994	Variable	\$ 2,803,735	-	\$ 126,168	\$ 126,168
TMBF 2001	Variable	1,393,000	171,000	62,053	233,053
TMBF 2005	Variable	3,867,780	286,552	172,990	459,542
TMBF 2008	Variable	1,794,416	-	80,749	80,749
TMBF 2012	Variable	4,675,000	174,000	210,375	384,375
Capital Outlay Notes (General Fund)	Fixed	1,190,477	238,096	11,905	250,001
Build America Bonds 2009B	Fixed	5,000,000	-	197,345	197,345
GO Bonds 2011 B	Fixed	9,510,000	100,000	253,550	353,550
GO Bonds 2013	Fixed	17,990,000	730,000	688,250	1,418,250
State Revolving Fund Loans 2013-324*	Fixed	3,600,000	-	33,210	33,210
State Revolving Fund Loans 2013-325*	Fixed	14,000,000	-	129,150	129,150
State Revolving Fund Loans 2014-337*	Fixed	3,000,000	126,648	53,256	179,904
<b>TOTAL WATERWORKS FUND</b>		<b>\$ 68,824,408</b>	<b>\$ 1,826,296</b>	<b>\$ 2,019,001</b>	<b>\$ 3,845,297</b>
<b><u>EMERGENCY COMM. FUND</u></b>					
Capital Lease Agreement with Motorola		\$ 280,667	\$ 136,924	\$ 13,978	\$ 150,902
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 88,499,591</b>	<b>\$ 3,136,668</b>	<b>\$ 2,874,977</b>	<b>\$ 6,011,645</b>
<b>TOTAL CITY DEBT</b>		<b>\$ 176,096,536</b>	<b>\$ 7,341,563</b>	<b>\$ 6,691,274</b>	<b>\$ 14,032,837</b>

\* State Revolving Fund Loan principal balance shown is based on draw of full available funds.

CITY OF OAK RIDGE, TENNESSEE  
GENERAL OBLIGATION BONDS PRINCIPAL AND INTEREST  
REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
FISCAL 2016 BUDGET \*\*

Fiscal Year	Refunding Bonds Series 2013		2009B Build America Bonds				Refunding Bonds Series 2009		Refunding Bonds Series 2010		Total		Total Requirements
	Principal	Interest	Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Principal	Interest	Principal	Interest	Principal	Net Interest	
2016	\$ 1,350,000	\$ 27,000	\$ -	\$ 597,188	\$ (193,757)	\$ 403,430	\$ 1,325,000	\$ 745,550	\$ 460,000	\$ 104,694	\$ 3,135,000	\$ 1,280,674	\$ 4,415,674
2017	-	-	150,000	597,188	(193,757)	403,430	2,785,000	679,300	475,000	90,894	3,410,000	1,173,624	4,583,624
2018	-	-	-	591,188	(191,811)	399,377	2,920,000	540,050	500,000	76,644	3,420,000	1,016,070	4,436,070
2019	-	-	300,000	591,188	(191,811)	399,377	2,640,000	423,250	555,000	56,644	3,495,000	879,270	4,374,270
2020	-	-	-	577,313	(187,309)	390,003	2,735,000	317,650	570,000	38,606	3,305,000	746,259	4,051,259
2021	-	-	-	577,313	(187,309)	390,003	2,870,000	180,900	595,000	20,081	3,465,000	590,984	4,055,984
2022	-	-	-	577,313	(187,309)	390,003	935,000	37,400	-	-	935,000	427,403	1,362,403
2023	-	-	-	577,313	(187,309)	390,003	-	-	-	-	-	390,003	390,003
2024	-	-	-	577,313	(187,309)	390,003	-	-	-	-	-	390,003	390,003
2025	-	-	550,000	577,313	(187,309)	390,003	-	-	-	-	550,000	390,003	940,003
2026	-	-	650,000	546,375	(177,271)	369,104	-	-	-	-	650,000	369,104	1,019,104
2027	-	-	600,000	509,000	(165,145)	343,855	-	-	-	-	600,000	343,855	943,855
2028	-	-	400,000	473,750	(153,708)	320,042	-	-	-	-	400,000	320,042	720,042
2029	-	-	300,000	449,750	(145,921)	303,829	-	-	-	-	300,000	303,829	603,829
2030	-	-	300,000	431,750	(140,081)	291,669	-	-	-	-	300,000	291,669	591,669
2031	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2032	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2033	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2034	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2035	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2036	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2037	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2038	-	-	-	413,750	(134,241)	279,509	-	-	-	-	-	279,509	279,509
2039	-	-	2,500,000	413,750	(134,241)	279,509	-	-	-	-	2,500,000	279,509	2,779,509
2040	-	-	2,500,000	260,000	(84,357)	175,643	-	-	-	-	2,500,000	175,643	2,675,643
2041	-	-	1,500,000	97,500	(31,634)	65,866	-	-	-	-	1,500,000	65,866	1,565,866
Total	\$ 1,350,000	\$ 27,000	\$ 9,750,000	\$ 12,332,500	\$ (4,001,280)	\$ 8,331,220	\$ 16,210,000	\$ 2,924,100	\$ 3,155,000	\$ 387,561	\$ 30,465,000	\$ 11,669,882	\$ 42,134,882

(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 federal sequestration, the treasury rebates on the Build America Bonds have been reduced by 7.3%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. 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 2016 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)		Public Building Authority Sevier County, TN Series VII-E-1 (3)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ -	\$ 25,594	\$ 87,000	\$ 5,258	\$ 5,000	\$ 343,659	\$ -	\$ 232,969	\$ 400,000	\$ 617,563	\$ -	\$ 1,057,000
2017	65,722	25,351	37,000	1,528	-	343,453	-	232,969	450,000	603,563	-	1,057,000
2018	70,326	22,377	-	-	-	343,453	-	232,969	500,000	587,250	-	1,057,000
2019	75,251	19,194	-	-	-	343,453	-	232,969	550,000	568,500	-	1,057,000
2020	80,512	15,788	-	-	75,000	343,176	-	232,969	500,000	547,875	-	1,057,000
2021	86,145	12,144	-	-	35,000	339,949	-	232,969	550,000	527,875	-	1,057,000
2022	92,183	8,245	-	-	470,000	336,765	-	232,969	2,600,000	505,875	-	1,057,000
2023	98,626	4,073	-	-	1,100,000	313,284	-	232,969	3,100,000	382,375	-	1,057,000
2024	-	-	-	-	775,000	264,987	-	232,969	3,300,000	235,125	-	1,057,000
2025	-	-	-	-	1,555,000	227,227	-	232,969	1,700,000	70,125	-	1,057,000
2026	-	-	-	-	1,905,000	155,957	-	232,969	-	-	-	1,057,000
2027	-	-	-	-	1,717,288	70,926	-	232,969	-	-	-	1,057,000
2028	-	-	-	-	-	-	-	232,969	-	-	-	1,057,000
2029	-	-	-	-	-	-	-	232,969	-	-	1,570,000	1,050,548
2030	-	-	-	-	-	-	-	232,969	-	-	1,745,000	971,329
2031	-	-	-	-	-	-	-	232,969	-	-	1,820,000	883,771
2032	-	-	-	-	-	-	-	232,969	-	-	4,315,000	782,517
2033	-	-	-	-	-	-	-	232,969	-	-	4,515,000	565,945
2034	-	-	-	-	-	-	-	232,969	-	-	2,295,000	349,318
2035	-	-	-	-	-	-	-	232,969	-	-	2,390,000	234,178
2036	-	-	-	-	-	-	-	232,969	-	-	2,490,000	112,050
2037	-	-	-	-	-	-	2,600,000	232,969	-	-	-	-
2038	-	-	-	-	-	-	2,725,000	119,219	-	-	-	-
<b>Total</b>	<b>\$ 568,765</b>	<b>\$ 132,768</b>	<b>\$ 124,000</b>	<b>\$ 6,786</b>	<b>\$ 7,637,288</b>	<b>\$ 3,426,288</b>	<b>\$ 5,325,000</b>	<b>\$ 5,244,531</b>	<b>\$ 13,650,000</b>	<b>\$ 4,646,125</b>	<b>\$ 21,140,000</b>	<b>\$ 18,690,656</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, 2015. 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 2016 BUDGET \*\*

Fiscal Year	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)		Fire Truck Lease Purchase Agreement Through Leasing 2		Total		Total Requirements
	Principal	Interest	Principal	Fees	Principal	Fees	Principal	Interest	Principal	Fees/ Interest	
2016	\$ -	\$ 220,675	\$ 440,585	\$ 2,115	\$ 68,833	\$ 330	\$ 68,477	\$ 30,460	\$ 1,069,895	\$ 2,535,623	\$ 3,605,518
2017	-	220,675	440,585	2,115	68,833	330	70,807	28,131	1,132,947	2,515,114	3,648,061
2018	-	220,675	440,585	2,115	68,834	330	73,215	25,722	1,152,960	2,491,890	3,644,850
2019	-	220,675	440,585	2,115	68,833	330	75,706	23,231	1,210,375	2,467,466	3,677,841
2020	-	220,675	440,585	2,115	68,833	330	78,282	20,656	1,243,212	2,440,583	3,683,795
2021	-	220,675	440,585	2,115	68,834	330	80,945	17,992	1,261,509	2,411,048	3,672,557
2022	-	220,675	-	-	-	-	83,698	15,239	3,245,881	2,376,768	5,622,649
2023	-	220,675	-	-	-	-	86,546	12,392	4,385,172	2,222,768	6,607,940
2024	-	220,675	-	-	-	-	89,490	9,447	4,164,490	2,020,202	6,184,692
2025	-	220,675	-	-	-	-	92,534	6,403	3,347,534	1,814,398	5,161,932
2026	1,465,000	215,063	-	-	-	-	95,682	3,255	3,465,682	1,664,244	5,129,926
2027	1,540,000	146,499	-	-	-	-	-	-	3,257,288	1,507,395	4,764,683
2028	1,615,000	74,440	-	-	-	-	-	-	1,615,000	1,364,409	2,979,409
2029	115,000	4,919	-	-	-	-	-	-	1,685,000	1,288,436	2,973,436
2030	-	-	-	-	-	-	-	-	1,745,000	1,204,298	2,949,298
2031	-	-	-	-	-	-	-	-	1,820,000	1,116,739	2,936,739
2032	-	-	-	-	-	-	-	-	4,315,000	1,015,486	5,330,486
2033	-	-	-	-	-	-	-	-	4,515,000	798,914	5,313,914
2034	-	-	-	-	-	-	-	-	2,295,000	582,287	2,877,287
2035	-	-	-	-	-	-	-	-	2,390,000	467,147	2,857,147
2036	-	-	-	-	-	-	-	-	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
Total	<u>\$ 4,735,000</u>	<u>\$ 2,647,671</u>	<u>\$ 2,643,510</u>	<u>\$ 12,689</u>	<u>\$ 413,000</u>	<u>\$ 1,980</u>	<u>\$ 895,382</u>	<u>\$ 192,928</u>	<u>\$ 57,131,945</u>	<u>\$ 35,002,423</u>	<u>\$ 92,134,368</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) 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, 2015. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
GENERAL OBLIGATION DEBT PRINCIPAL AND INTEREST SUMMARY BY FUND  
REQUIREMENTS BY FISCAL YEAR - GOVERNMENTAL ACTIVITIES  
FISCAL 2016 BUDGET\*\*

Fiscal Year	DEBT SERVICE FUND		EQUIPMENT REPLACEMENT RENTAL		TOTAL		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Net Interest	
2016	\$ 4,136,418	\$ 3,772,410	\$ 68,477	\$ 43,887	\$ 4,204,895	\$ 3,816,297	\$ 8,021,192
2017	4,322,140	3,647,180	220,807	41,558	4,542,947	3,688,738	8,231,685
2018	4,499,745	3,472,866	73,215	35,095	4,572,960	3,507,961	8,080,921
2019	4,329,669	3,314,133	375,706	32,604	4,705,375	3,346,737	8,052,112
2020	4,469,930	3,166,187	78,282	20,656	4,548,212	3,186,843	7,735,055
2021	4,645,564	2,984,041	80,945	17,992	4,726,509	3,002,033	7,728,542
2022	4,097,183	2,788,932	83,698	15,239	4,180,881	2,804,171	6,985,052
2023	4,298,626	2,600,380	86,546	12,392	4,385,172	2,612,772	6,997,944
2024	4,075,000	2,400,759	89,490	9,447	4,164,490	2,410,206	6,574,696
2025	3,805,000	2,197,999	92,534	6,403	3,897,534	2,204,402	6,101,936
2026	4,020,000	2,030,093	95,682	3,255	4,115,682	2,033,348	6,149,030
2027	3,857,288	1,851,249	-	-	3,857,288	1,851,249	5,708,537
2028	2,015,000	1,684,451	-	-	2,015,000	1,684,451	3,699,451
2029	1,985,000	1,592,264	-	-	1,985,000	1,592,264	3,577,264
2030	2,045,000	1,495,966	-	-	2,045,000	1,495,966	3,540,966
2031	1,820,000	1,396,248	-	-	1,820,000	1,396,248	3,216,248
2032	4,315,000	1,294,995	-	-	4,315,000	1,294,995	5,609,995
2033	4,515,000	1,078,423	-	-	4,515,000	1,078,423	5,593,423
2034	2,295,000	861,796	-	-	2,295,000	861,796	3,156,796
2035	2,390,000	746,656	-	-	2,390,000	746,656	3,136,656
2036	2,490,000	624,528	-	-	2,490,000	624,528	3,114,528
2037	2,600,000	512,478	-	-	2,600,000	512,478	3,112,478
2038	2,725,000	398,728	-	-	2,725,000	398,728	3,123,728
2039	2,500,000	279,509	-	-	2,500,000	279,509	2,779,509
2040	2,500,000	175,643	-	-	2,500,000	175,643	2,675,643
2041	1,500,000	65,866	-	-	1,500,000	65,866	1,565,866
Total	<u>\$ 86,251,563</u>	<u>\$ 46,433,776</u>	<u>\$ 1,345,382</u>	<u>\$ 238,528</u>	<u>\$ 87,596,945</u>	<u>\$ 46,672,304</u>	<u>\$ 134,269,249</u>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015.  
It does not include debt anticipated to be issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2016 BUDGET \*\*

Fiscal Year	Electric Revenue Bonds Refunding Series 2003		General Obligation Bonds Refunding Series 2009		2009B Build America Bonds				Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Coupon Interest	Treasury Rebate	Net Interest (1)	Principal	Net Interest	
2016	\$ 960,000	\$ 38,400	\$ -	\$ 448,444	\$ -	\$ 302,775	\$ (98,235)	\$ 204,540	\$ 960,000	\$ 691,384	\$ 1,651,384
2017	-	-	1,000,000	448,444	-	302,775	(98,235)	204,540	1,000,000	652,984	1,652,984
2018	-	-	1,045,000	398,444	-	302,775	(98,235)	204,540	1,045,000	602,984	1,647,984
2019	-	-	1,055,000	356,644	-	302,775	(98,235)	204,540	1,055,000	561,184	1,616,184
2020	-	-	1,135,000	314,444	-	302,775	(98,235)	204,540	1,135,000	518,984	1,653,984
2021	-	-	1,150,000	257,694	-	302,775	(98,235)	204,540	1,150,000	462,234	1,612,234
2022	-	-	1,210,000	200,194	-	302,775	(98,235)	204,540	1,210,000	404,734	1,614,734
2023	-	-	1,300,000	151,794	-	302,775	(98,235)	204,540	1,300,000	356,334	1,656,334
2024	-	-	1,065,000	96,544	-	302,775	(98,235)	204,540	1,065,000	301,084	1,366,084
2025	-	-	1,110,000	49,950	-	302,775	(98,235)	204,540	1,110,000	254,490	1,364,490
2026	-	-	-	-	-	302,775	(98,235)	204,540	-	204,540	204,540
2027	-	-	-	-	-	302,775	(98,235)	204,540	-	204,540	204,540
2028	-	-	-	-	450,000	302,775	(98,235)	204,540	450,000	204,540	654,540
2029	-	-	-	-	450,000	275,775	(89,475)	186,300	450,000	186,300	636,300
2030	-	-	-	-	450,000	248,775	(80,715)	168,060	450,000	168,060	618,060
2031	-	-	-	-	450,000	221,775	(71,955)	149,820	450,000	149,820	599,820
2032	-	-	-	-	450,000	194,775	(63,195)	131,580	450,000	131,580	581,580
2033	-	-	-	-	450,000	167,775	(54,435)	113,340	450,000	113,340	563,340
2034	-	-	-	-	450,000	140,775	(45,674)	95,101	450,000	95,101	545,101
2035	-	-	-	-	450,000	113,775	(36,914)	76,861	450,000	76,861	526,861
2036	-	-	-	-	450,000	86,100	(27,935)	58,165	450,000	58,165	508,165
2037	-	-	-	-	475,000	58,425	(18,956)	39,469	475,000	39,469	514,469
2038	-	-	-	-	475,000	29,212	(9,478)	19,734	475,000	19,734	494,734
<b>Total</b>	<b>\$ 960,000</b>	<b>\$ 38,400</b>	<b>\$ 10,070,000</b>	<b>\$ 2,722,596</b>	<b>\$ 5,000,000</b>	<b>\$ 5,473,237</b>	<b>\$ (1,775,791)</b>	<b>\$ 3,697,446</b>	<b>\$ 16,030,000</b>	<b>\$ 6,458,442</b>	<b>\$ 22,488,442</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 federal sequestration, the treasury rebates on the Build America Bonds have been reduced by 7.3%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. 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 2016 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	
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>\$1,936,220</u>	<u>\$ 549,741</u>	<u>\$ 1,428,296</u>	<u>\$625,372</u>	<u>\$ 3,364,516</u>	<u>\$ 1,175,113</u>	<u>\$ 4,539,629</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, 2015. 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 2016 BUDGET\*\*

Fiscal Year	ELECTRIC BOND		ELECTRIC NOTES		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Net Interest	
2016	\$ 960,000	\$ 691,384	\$ 213,448	\$ 150,614	\$ 1,173,448	\$ 841,998	\$ 2,015,446
2017	1,000,000	652,984	149,453	141,245	1,149,453	794,229	1,943,682
2018	1,045,000	602,984	155,124	134,499	1,200,124	737,483	1,937,607
2019	1,055,000	561,184	196,463	127,365	1,251,463	688,549	1,940,012
2020	1,135,000	518,984	167,801	118,631	1,302,801	637,614	1,940,415
2021	1,150,000	462,234	214,807	110,906	1,364,807	573,140	1,937,947
2022	1,210,000	404,734	181,812	101,361	1,391,812	506,095	1,897,907
2023	1,300,000	356,334	188,818	93,154	1,488,818	449,488	1,938,306
2024	1,065,000	301,084	486,491	83,556	1,551,491	384,640	1,936,131
2025	1,110,000	254,490	509,498	61,579	1,619,498	316,069	1,935,567
2026	-	204,540	567,505	38,437	567,505	242,977	810,482
2027	-	204,540	333,296	13,766	333,296	218,305	551,601
2028	450,000	204,540	-	-	450,000	204,540	654,540
2029	450,000	186,300	-	-	450,000	186,300	636,300
2030	450,000	168,060	-	-	450,000	168,060	618,060
2031	450,000	149,820	-	-	450,000	149,820	599,820
2032	450,000	131,580	-	-	450,000	131,580	581,580
2033	450,000	113,340	-	-	450,000	113,340	563,340
2034	450,000	95,101	-	-	450,000	95,101	545,101
2035	450,000	76,861	-	-	450,000	76,861	526,861
2036	450,000	58,165	-	-	450,000	58,165	508,165
2037	475,000	39,469	-	-	475,000	39,469	514,469
2038	475,000	19,734	-	-	475,000	19,734	494,734
<b>Total</b>	<b>\$ 16,030,000</b>	<b>\$ 6,458,442</b>	<b>\$ 3,364,516</b>	<b>\$ 1,175,113</b>	<b>\$ 19,394,516</b>	<b>\$ 7,633,555</b>	<b>\$ 27,028,071</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include debt anticipated to be issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET \*\*

Fiscal Year	General Obligation Bonds Refunding Series 2013		2009B Build America Bonds				General Obligation Bonds Refunding Series 2011 B		Total		
	Principal	Interest	Principal	Coupon	Treasury	Net Interest	Principal	Interest	Principal	Net Interest	Total Requirements
				Interest	Rebate (1)						
2016	\$ 730,000	\$ 688,250	\$ -	\$ 292,125	\$ (94,780)	\$ 197,345	\$ 100,000	\$ 253,550	\$ 830,000	\$ 1,139,145	\$ 1,969,145
2017	235,000	673,650	-	292,125	(94,780)	197,345	200,000	251,550	435,000	1,122,545	1,557,545
2018	245,000	668,950	-	292,125	(94,780)	197,345	200,000	247,550	445,000	1,113,845	1,558,845
2019	255,000	661,600	-	292,125	(94,780)	197,345	225,000	243,550	480,000	1,102,495	1,582,495
2020	665,000	653,950	-	292,125	(94,780)	197,345	225,000	239,050	890,000	1,090,345	1,980,345
2021	1,025,000	634,000	-	292,125	(94,780)	197,345	225,000	234,550	1,250,000	1,065,895	2,315,895
2022	1,055,000	603,250	-	292,125	(94,780)	197,345	275,000	230,050	1,330,000	1,030,645	2,360,645
2023	375,000	561,050	200,000	292,125	(94,780)	197,345	975,000	223,863	1,550,000	982,258	2,532,258
2024	285,000	546,050	450,000	282,125	(91,535)	190,590	1,325,000	199,488	2,060,000	936,127	2,996,127
2025	290,000	537,500	450,000	257,375	(83,505)	173,870	1,375,000	166,363	2,115,000	877,732	2,992,732
2026	305,000	528,800	400,000	232,063	(75,293)	156,770	1,500,000	128,550	2,205,000	814,120	3,019,120
2027	215,000	518,888	750,000	209,063	(67,830)	141,233	1,650,000	86,550	2,615,000	746,670	3,361,670
2028	825,000	510,288	900,000	165,000	(53,534)	111,466	1,235,000	37,050	2,960,000	658,803	3,618,803
2029	1,815,000	481,413	900,000	111,000	(36,014)	74,986	-	-	2,715,000	556,399	3,271,399
2030	1,890,000	408,813	950,000	56,999	(18,494)	38,505	-	-	2,840,000	447,318	3,287,318
2031	1,910,000	333,213	-	-	-	-	-	-	1,910,000	333,213	2,243,213
2032	1,990,000	256,813	-	-	-	-	-	-	1,990,000	256,813	2,246,813
2033	2,075,000	169,750	-	-	-	-	-	-	2,075,000	169,750	2,244,750
2034	1,805,000	78,969	-	-	-	-	-	-	1,805,000	78,969	1,883,969
<b>Total</b>	<b>\$ 17,990,000</b>	<b>\$ 9,515,194</b>	<b>\$ 5,000,000</b>	<b>\$ 3,650,625</b>	<b>\$ (1,184,445)</b>	<b>\$ 2,466,180</b>	<b>\$ 9,510,000</b>	<b>\$ 2,541,713</b>	<b>\$ 32,500,000</b>	<b>\$ 14,523,086</b>	<b>\$ 47,023,086</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 treasury rebates on the Build America Bonds have been reduced by 7.3%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. 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 2016 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
	2016	\$ -	\$ 126,168	\$ 171,000	\$ 62,053	\$ 286,552	\$ 172,990	\$ -	\$ 80,749	\$ 174,000
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
2034	-	-	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-	-	-
Total	<u>\$ 2,803,735</u>	<u>\$ 654,480</u>	<u>\$ 1,393,000</u>	<u>\$ 257,693</u>	<u>\$ 3,867,780</u>	<u>\$ 1,098,158</u>	<u>\$ 1,794,416</u>	<u>\$ 725,423</u>	<u>\$ 4,675,000</u>	<u>\$ 2,244,780</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%. Approval must be obtained from the State Comptrollers Office before November 1, 2016 to extend the loan to 2020.
  - (3) Principal amount shown on the State Revolving Fund Loans is for the full loan authorization amount. The City draws funds as capital projects occur.
- \*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include new debt anticipated to be issued during fiscal 2016.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET\*\*

Fiscal Year	Capital Outlay Notes Interfund Loan From General Fund (2)		State Revolving Fund Loan Interest/Fee at 1.23% (3)		State Revolving Fund Loan Interest/Fee at 1.81% (3)		Total		Total Requirements
	Principal	Interest	Principal	Interest/Fees	Principal	Interest/Fees	Principal	Fees/Interest	
	2016	\$ 238,096	\$ 11,905	\$ -	\$ 162,360	\$ 126,648	\$ 53,256	\$ 996,296	
2017	238,095	9,524	787,236	212,040	128,868	50,940	2,213,724	894,865	3,108,589
2018	238,095	7,143	796,320	202,320	131,112	48,588	2,286,076	832,538	3,118,614
2019	238,096	4,762	805,536	192,468	133,392	46,200	2,327,510	767,415	3,094,925
2020	238,095	2,381	814,848	182,508	135,720	43,764	2,396,750	700,686	3,097,436
2021	-	-	824,268	172,428	138,084	41,292	2,231,200	631,198	2,862,398
2022	-	-	833,796	162,240	140,496	38,772	2,247,896	561,411	2,809,307
2023	-	-	843,444	151,920	142,944	36,204	2,246,743	491,297	2,738,040
2024	-	-	853,188	141,504	145,440	33,600	1,934,137	422,803	2,356,940
2025	-	-	863,052	130,956	147,972	30,948	1,993,527	367,372	2,360,899
2026	-	-	873,024	120,288	150,552	28,248	2,053,073	309,658	2,362,731
2027	-	-	883,116	109,488	153,180	25,500	1,667,712	251,299	1,919,011
2028	-	-	893,328	98,568	155,856	22,704	1,344,184	210,462	1,554,646
2029	-	-	903,660	87,516	158,568	19,860	1,370,228	183,291	1,553,519
2030	-	-	914,100	76,356	161,328	16,968	1,397,428	155,379	1,552,807
2031	-	-	924,672	65,040	164,148	14,028	1,425,820	126,633	1,552,453
2032	-	-	935,364	53,604	167,004	11,040	1,454,368	97,044	1,551,412
2033	-	-	946,176	42,048	169,920	7,980	1,484,096	66,588	1,550,684
2034	-	-	957,108	30,360	172,884	4,884	1,129,992	35,244	1,165,236
2035	-	-	968,184	18,516	175,884	1,717	1,144,068	20,233	1,164,301
2036	-	-	979,580	6,537	-	-	979,580	6,537	986,117
Total	\$ 1,190,477	\$ 35,715	\$ 17,600,000	\$ 2,419,065	\$ 3,000,000	\$ 576,493	\$ 36,324,408	\$ 8,011,807	\$ 44,336,215

(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%. Approval must be obtained from the State Comptrollers Office before November 1, 2016 to extend the loan to 2020.

(3) Principal amount shown on the State Revolving Fund Loans is for the full loan authorization amount. The City draws funds as capital projects occur.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include new debt anticipated to be issued during fiscal 2016.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET\*\*

Fiscal Year	WATERWORKS BONDS		WATERWORKS NOTES		TOTAL WATERWORKS FUND		
	Principal	Interest	Principal	Interest	Principal	Net Interest	Total Requirements
2016	\$ 830,000	\$ 1,139,145	\$ 996,296	\$ 879,856	\$ 1,826,296	\$ 2,019,001	\$ 3,845,297
2017	435,000	1,122,545	2,213,724	894,865	2,648,724	2,017,410	4,666,134
2018	445,000	1,113,845	2,286,076	832,538	2,731,076	1,946,383	4,677,459
2019	480,000	1,102,495	2,327,510	767,415	2,807,510	1,869,910	4,677,420
2020	890,000	1,090,345	2,396,750	700,686	3,286,750	1,791,031	5,077,781
2021	1,250,000	1,065,895	2,231,200	631,198	3,481,200	1,697,093	5,178,293
2022	1,330,000	1,030,645	2,247,896	561,411	3,577,896	1,592,056	5,169,952
2023	1,550,000	982,258	2,246,743	491,297	3,796,743	1,473,554	5,270,297
2024	2,060,000	936,127	1,934,137	422,803	3,994,137	1,358,930	5,353,067
2025	2,115,000	877,732	1,993,527	367,372	4,108,527	1,245,104	5,353,631
2026	2,205,000	814,120	2,053,073	309,658	4,258,073	1,123,778	5,381,851
2027	2,615,000	746,670	1,667,712	251,299	4,282,712	997,970	5,280,682
2028	2,960,000	658,803	1,344,184	210,462	4,304,184	869,265	5,173,449
2029	2,715,000	556,399	1,370,228	183,291	4,085,228	739,690	4,824,918
2030	2,840,000	447,318	1,397,428	155,379	4,237,428	602,697	4,840,125
2031	1,910,000	333,213	1,425,820	126,633	3,335,820	459,846	3,795,666
2032	1,990,000	256,813	1,454,368	97,044	3,444,368	353,857	3,798,225
2033	2,075,000	169,750	1,484,096	66,588	3,559,096	236,338	3,795,434
2034	1,805,000	78,969	1,129,992	35,244	2,934,992	114,213	3,049,205
2035	-	-	1,144,068	20,233	1,144,068	20,233	1,164,301
2036	-	-	979,580	6,537	979,580	6,537	986,117
<b>Total</b>	<b>\$ 32,500,000</b>	<b>\$ 14,523,086</b>	<b>\$ 36,324,408</b>	<b>\$ 8,011,807</b>	<b>\$ 68,824,408</b>	<b>\$ 22,534,893</b>	<b>\$ 91,359,301</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include debt anticipated to be issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 LEASE REQUIREMENTS BY FISCAL YEAR  
 EMERGENCY COMMUNICATIONS DISTRICT FUND  
 FISCAL 2016 BUDGET\*\*

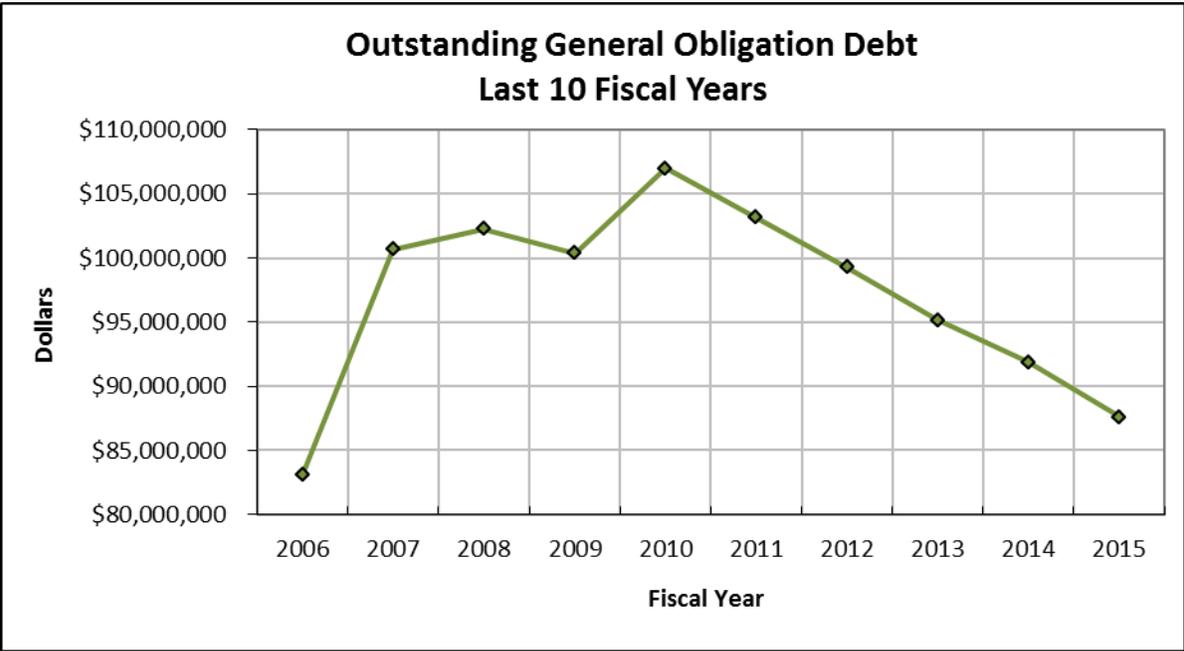
EMERGENCY COMMUNICATIONS DISTRICT FUND			
Fiscal Year	Principal	Interest	Total Requirements
2016	\$ 136,924	\$ 13,978	\$ 150,902
2017	143,743	7,159	150,902
Total	\$ 280,667	\$ 21,137	\$ 301,804

\*\* Amortization schedules are based on projected lease balances as of April 30, 2015.

# 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, 2014 is located in the Appendix of the document under Statistical Information. The City's General Obligation Bonds are rated "Aa2" 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 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 1995 for the debt service payments that are accounted for in the Debt Service Fund. Many of these issuances have been refunded. The bond proceeds and the related capital expenditures for these issuances were accounted for in the Capital Projects Fund.

\$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.

There are currently four (4) bond refunding issuances outstanding which consolidated and lowered the interest rate on the outstanding debt on the above debt issuances.

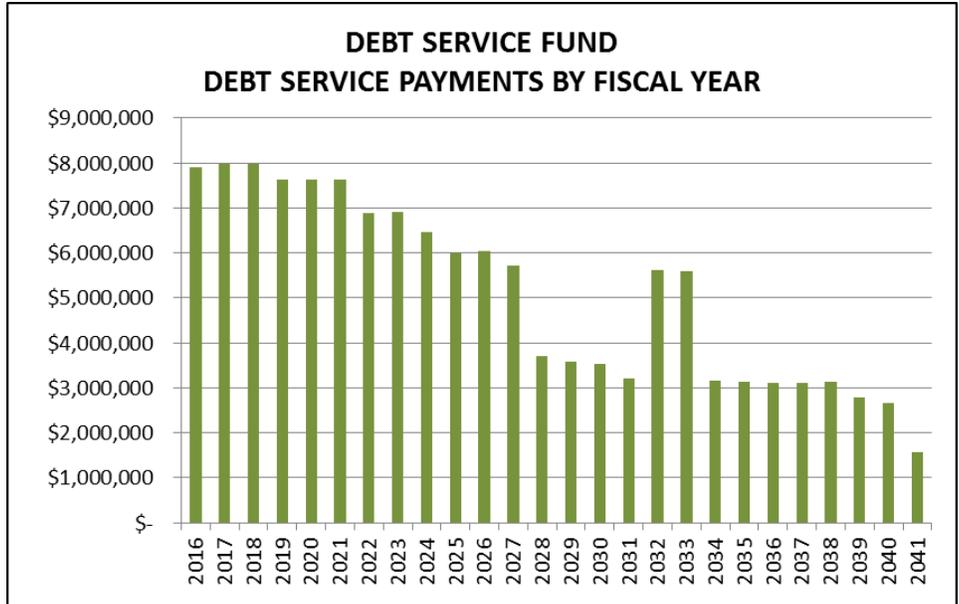
The outstanding principal balance of long-term debt funded through the Debt Service Fund is projected to be \$86,251,563 at June 30, 2015. Page [IV-17](#) contains the summary amortization schedule for Debt Service Fund debt. A graph of these debt service payments by fiscal year is on page [IV-18](#). Of this amount, \$34,205,053 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
2016	4,136,418	3,772,410	7,908,828
2017	4,322,140	3,647,180	7,969,320
2018	4,499,745	3,472,866	7,972,611
2019	4,329,669	3,314,133	7,643,802
2020	4,469,930	3,166,187	7,636,117
2021	4,645,564	2,984,041	7,629,605
2022	4,097,183	2,788,932	6,886,115
2023	4,298,626	2,600,380	6,899,006
2024	4,075,000	2,400,759	6,475,759
2025	3,805,000	2,197,999	6,002,999
2026	4,020,000	2,030,093	6,050,093
2027	3,857,288	1,851,249	5,708,537
2028	2,015,000	1,684,451	3,699,451
2029	1,985,000	1,592,264	3,577,264
2030	2,045,000	1,495,966	3,540,966
2031	1,820,000	1,396,248	3,216,248
2032	4,315,000	1,294,995	5,609,995
2033	4,515,000	1,078,423	5,593,423
2034	2,295,000	861,796	3,156,796
2035	2,390,000	746,656	3,136,656
2036	2,490,000	624,528	3,114,528
2037	2,600,000	512,478	3,112,478
2038	2,725,000	398,728	3,123,728
2039	2,500,000	279,509	2,779,509
2040	2,500,000	175,643	2,675,643
2041	1,500,000	65,866	1,565,866
Total	\$ 86,251,563	\$ 46,433,776	\$ 132,685,339

(1) Interest on \$34,205,053 of variable rate debt and debt under SWAP agreements was estimated using a 4.5% to 5% interest rate.

\*\* Amortization schedules are based on projected debt balances as of June 30, 2015. It does not include debt anticipated to be issued during fiscal 2015.



**Major Revenue/Other Financing Sources**

Revenues and Other Financing Sources for the Debt Service Fund are budgeted at \$7,209,858 for fiscal 2016, a \$612,183 increase from fiscal 2015 levels. Revenues include \$1,908,800 from local sales tax proceeds, \$511,863 in contributions from the Oak Ridge Foundation and \$8,000 in interest earnings. \$92,258 in CDBG Grant proceeds is budgeted to fund debt service on \$124,000 in outstanding debt for a past expansion to the City’s Scarboro Center. The \$4,688,937 budget from Other Financing Sources includes an operating transfer from the General Fund budgeted at \$4,187,000 and a \$501,937 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 increase \$102,780 in fiscal 2016.

The Oak Ridge Public Schools Education Foundation raised 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 2016.

\$892,732 in City building rental revenues was moved to the General Fund from the Debt Service Fund in fiscal 2016. These rental revenues were utilized to fund the debt on the construction of the City’s Central Service Center Complex. This debt was paid off in fiscal 2015. The operating transfer from the City’s General Fund increased \$642,000 in fiscal 2016 to replace in part the loss of the rental revenues in the Debt Service Fund.

**Major Expenditure Areas**

Fiscal 2016 projected debt service obligations on existing and contingency debt totaled \$8,415,000. Revenues and expenditures both contain a \$501,937 contingency for fluctuations in variable rate debt, for timing variances on future debt issuances and budgeting for possible debt refunding costs. There are no new debt issuances funded through the Debt Service Fund planned for fiscal 2016 at this time, however, a debt refunding is planned.

**DEBT SERVICE FUND  
BUDGET SUMMARY**

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>REVENUES:</b>						
4187 Sales Tax Proceeds (High School Project)	1,335,365	1,806,020	1,880,600	1,908,800	102,780	5.7
4467 City Building Rentals	892,732	892,732	892,732	-	(892,732)	-100.0
4879 CDBG Grant Proceeds	-	-	-	92,258	92,258	100.0
4840 Private Sources	402,714	511,863	403,056	511,863	-	0.0
4610 Interest	9,628	9,000	8,700	8,000	(1,000)	-11.1
<b>Total Revenues</b>	<b>2,640,439</b>	<b>3,219,615</b>	<b>3,185,088</b>	<b>2,520,921</b>	<b>(698,694)</b>	<b>(21.7)</b>
<b>EXPENDITURES:</b>						
Debt Issuances for City Capital Projects:						
12151 TMBF 1994 Variable Rate Loan	5,504	25,594	5,450	25,594	-	0.0
12175 General Obligation Bond Refunding 2013	695,409	1,228,842	1,228,592	1,250,385	21,543	1.8
12177 General Obligation Bond Refunding 2009	69,351	159,155	159,155	185,055	25,900	16.3
12173 General Obligation Bond Refunding 2011	1,612,591	238,621	238,113	-	(238,621)	-100.0
12180 Build America Bonds, Series 2009B	58,582	58,574	58,614	58,616	42	0.1
12179 TMBF 2001 Variable Rate Loan	-	-	-	92,258	92,258	100.0
12200 Golf Course	566,800	563,694	563,750	565,419	1,725	0.3
<b>Total City Projects</b>	<b>3,008,237</b>	<b>2,274,480</b>	<b>2,253,674</b>	<b>2,177,327</b>	<b>(97,153)</b>	<b>(4.3)</b>
Debt Issuances for School Capital Projects:						
12120 Oak Ridge High School Project Issuances	2,391,584	3,032,009	2,418,911	3,069,036	37,027	1.2
12121 Oak Ridge High School Project QZAB	402,714	511,863	403,056	511,863	-	0.0
12176 General Obligation Bond Refunding 2013	70,455	124,433	124,408	126,615	2,182	1.8
12178 General Obligation Bond Refunding 2009	706,761	1,621,957	1,621,957	1,885,907	263,950	16.3
12158 TMBF 2008 Variable Rate Loan	86,689	131,308	60,850	89,430	(41,878)	-31.9
12181 Build America Bonds	52,850	52,858	52,882	52,885	27	0.1
12174 General Obligation Bond Refunding 2011	459,562	68,032	67,887	-	(68,032)	-100.0
<b>Total School Projects</b>	<b>4,170,615</b>	<b>5,542,460</b>	<b>4,749,951</b>	<b>5,735,736</b>	<b>193,276</b>	<b>3.5</b>
12999 Contingency (Issuance Cost, Admin & Misc.)	50,701	183,060	-	501,937	318,877	174.2
<b>Total Expenditures</b>	<b>7,229,553</b>	<b>8,000,000</b>	<b>7,003,625</b>	<b>8,415,000</b>	<b>415,000</b>	<b>5.2</b>
Excess (Deficiency) of Revenues over Expenditures	(4,589,114)	(4,780,385)	(3,818,537)	(5,894,079)	(1,113,694)	23.3
<b>OTHER FINANCING SOURCES</b>						
Refunding Bond Issued	3,423,947	-	-	-	-	0.0
Payment to Refunded Bond Escrow	(3,345,000)	-	-	-	-	0.0
Contingency	-	183,060	-	501,937	318,877	174.2
Operating Transfers In:						
General Fund	4,311,470	3,545,000	3,545,000	4,187,000	642,000	18.1
Operating Transfers Out:						
Capital Projects Fund	-	(350,000)	(350,000)	-	350,000	100.0
<b>Total Other Financing Sources (Uses)</b>	<b>4,390,417</b>	<b>3,378,060</b>	<b>3,195,000</b>	<b>4,688,937</b>	<b>610,877</b>	<b>18.1</b>
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(198,697)	(1,402,325)	(623,537)	(1,205,142)	197,183	-14.1
<b>FUND BALANCE - 7/1</b>	<b>10,297,194</b>	<b>10,091,313</b>	<b>10,098,497</b>	<b>9,474,960</b>	<b>(616,353)</b>	<b>-6.1</b>
<b>FUND BALANCE - 6/30</b>	<b>10,098,497</b>	<b>8,688,988</b>	<b>9,474,960</b>	<b>8,269,818</b>	<b>(419,170)</b>	<b>(4.8)</b>

DEBT SERVICE FUND EXPENDITURES	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs 15	% CHANGE
12120 ORHS RENOVATION ISSUANCES						
5210 Professional & Cont. Services	2,911	2,915	2,911	2,915	-	0.0
5439.1 Principal Retirement	300,000	350,000	350,000	400,000	50,000	14.3
5439.2 Interest Charges	<u>2,088,673</u>	<u>2,679,094</u>	<u>2,066,000</u>	<u>2,666,121</u>	<u>(12,973)</u>	<u>-0.5</u>
Total	2,391,584	3,032,009	2,418,911	3,069,036	37,027	1.2
12121 HIGH SCHOOL RENOVATION QZAB's						
5210 Interest/Fees	-	2,445	-	2,445	-	0.0
5439.1 Principal Retirement	<u>402,714</u>	<u>509,418</u>	<u>403,056</u>	<u>509,418</u>	<u>-</u>	<u>0.0</u>
Total	402,714	511,863	403,056	511,863	-	0.0
12180 BUILD AMERICA BONDS 2009B - CITY						
5210 Professional & Cont. Services	86	78	88	90	12	15.4
5439.1 Principal Retirement	-	-	-	-	-	0.0
5439.2 Interest Charges (Net Treasury Rebate)	<u>58,496</u>	<u>58,496</u>	<u>58,526</u>	<u>58,526</u>	<u>30</u>	<u>0.1</u>
Total	58,582	58,574	58,614	58,616	42	0.1
12181 BUILD AMERICA BONDS 2009B - SCHOOLS (ORHS PORTION IN 12120)						
5210 Professional & Cont. Services	78	86	83	86	-	0.0
5439.1 Principal Retirement	-	-	-	-	-	0.0
5439.2 Interest Charges	<u>52,772</u>	<u>52,772</u>	<u>52,799</u>	<u>52,799</u>	<u>27</u>	<u>0.1</u>
Total	52,850	52,858	52,882	52,885	27	0.1
12151 TMBF 1994 VARIABLE RATE LOAN - CITY						
5439.1 Principal Retirement	-	-	-	-	-	0.0
5439.2 Interest Charges	<u>5,504</u>	<u>25,594</u>	<u>5,450</u>	<u>25,594</u>	<u>-</u>	<u>0.0</u>
Total	5,504	25,594	5,450	25,594	-	0.0
12158 TMBF 2008 VARIABLE RATE LOAN - SCHOOLS (ORHS PORTION IN 12120)						
5439.1 Principal Retirement	70,000	45,000	45,000	5,000	(40,000)	-88.9
5439.2 Interest Charges	<u>16,689</u>	<u>86,308</u>	<u>15,850</u>	<u>84,430</u>	<u>(1,878)</u>	<u>-2.2</u>
Total	86,689	131,308	60,850	89,430	(41,878)	-31.9
12177 GENERAL OBLIGATION BONDS REFUNDING 2009 CITY						
5210 Professional & Cont. Services	37	37	37	37	-	0.0
5439.1 Principal Retirement	-	89,804	89,804	118,398	28,594	31.8
5439.2 Interest Charges	<u>69,314</u>	<u>69,314</u>	<u>69,314</u>	<u>66,620</u>	<u>(2,694)</u>	<u>-3.9</u>
Total	69,351	159,155	159,155	185,055	25,900	16.3
12178 GENERAL OBLIGATION BONDS REFUNDING 2009 SCHOOLS						
5210 Professional & Cont. Services	375	375	375	375	-	0.0
5439.1 Principal Retirement	-	915,196	915,196	1,206,602	291,406	31.8
5439.2 Interest Charges	<u>706,386</u>	<u>706,386</u>	<u>706,386</u>	<u>678,930</u>	<u>(27,456)</u>	<u>-3.9</u>
Total	706,761	1,621,957	1,621,957	1,885,907	263,950	16.3

DEBT SERVICE FUND EXPENDITURES	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016	BUDGET 16 vs 15	% CHANGE
12179 TMBF 2001 (Funded by CDBG Grant)						
5439.1 Principal Retirement	-	-	-	87,000	87,000	100.0
5439.2 Interest Charges	-	-	-	5,258	5,258	100.0
Total	-	-	-	92,258	92,258	100.0
12173 GENERAL OBLIGATION BOND REFUNDING 2011 - CITY						
5210 Professional & Cont. Services	508	508	-	-	(508)	-100.0
5439.1 Principal Retirement	1,575,896	233,443	233,443	-	(233,443)	-100.0
5439.2 Interest Charges	36,187	4,670	4,670	-	(4,670)	-100.0
Total	1,612,591	238,621	238,113	-	(238,621)	-100.0
12174 GENERAL OBLIGATION BOND REFUNDING 2011 - SCHOOLS						
5210 Professional & Cont. Services	145	145	-	-	(145)	-100.0
5439.1 Principal Retirement	449,104	66,557	66,557	-	(66,557)	-100.0
5439.2 Interest Charges	10,313	1,330	1,330	-	(1,330)	-100.0
Total	459,562	68,032	67,887	-	(68,032)	-100.0
12175 GENERAL OBLIGATION BONDS REFUNDING 2003 & 2013 CITY						
5210 Professional & Cont. Services	-	250	-	-	(250)	-100.0
5439.1 Principal Retirement	622,014	1,180,465	1,180,465	1,225,868	45,403	3.8
5439.2 Interest Charges	73,395	48,127	48,127	24,517	(23,610)	-49.1
Total	695,409	1,228,842	1,228,592	1,250,385	21,543	1.8
12176 GENERAL OBLIGATION BONDS REFUNDING 2003 & 2013 SCHOOLS						
5210 Professional & Cont. Services	-	25	-	-	(25)	-100.0
5439.1 Principal Retirement	62,986	119,535	119,535	124,132	4,597	3.8
5439.2 Interest Charges	7,469	4,873	4,873	2,483	(2,390)	-49.1
Total	70,455	124,433	124,408	126,615	2,182	1.8
12200 GENERAL OBLIGATION BONDS REFUNDING GOLF COURSE						
5210 Professional & Cont. Services	706	650	706	725	75	11.5
5439.1 Principal Retirement	435,000	445,000	445,000	460,000	15,000	3.4
5439.2 Interest Charges	131,094	118,044	118,044	104,694	(13,350)	-11.3
Total	566,800	563,694	563,750	565,419	1,725	0.3
12999 CONTINGENCY						
5439.2 Future Debt, Issuance Cost, Admin & Misc.	50,701	183,060	-	501,937	318,877	174.2
TOTAL DEBT SERVICE FUND EXPENDITURES	7,229,553	8,000,000	7,003,625	8,415,000	415,000	5.2

## 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 2016 total \$2,202,766, a \$2,079 increase over the prior fiscal year. Funding for 2016 will be provided primarily from a \$610,000 operating transfer from the General Fund, \$1,090,766 in grant funding and existing cash reserves. Revenues and expenditures both contain \$500,000 in contingency funding for project timing variances between fiscal years and emergency capital maintenance projects.

The City had historically funded capital maintenance projects through the issuance of long-term debt. Funding for these type projects through the issuance of long-term debt was 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 was achieved. While this still remains a goal, the City has been unable to achieve and sustain this level of funding due to the impact on the property tax rate. The General Fund operating transfer for 2016 is \$610,000.

### Major Expenditures Areas

Capital improvements totaling \$4,211,910 are budgeted for fiscal 2016. \$280,000 is budgeted for School miscellaneous capital maintenance improvements and \$3,431,910 is for City capital projects. The budget includes a \$500,000 contingency for unplanned or timing variances in capital projects.

School capital projects include \$200,000 for a roof at Willowbrook School, \$30,000 for lead paint removal at the School Administration Building and \$50,000 for site review, engineering and design of a new Preschool.

Major City capital improvements of \$3,431,910 budgeted for fiscal 2016 will be funded in part by \$1,090,766 in grant proceeds. \$907,091 is budgeted to enhance infrastructure in the Jackson Square area to both increase mobility and provide better access to local small businesses and cultural activities, of which \$797,606 will be funded from grant proceeds from the Tennessee Department of Transportation. \$192,757 is budgeted for City facility energy efficiency upgrades, of which \$43,160 will be funded from grant proceeds from a Clean Tennessee Energy Grant. A \$250,000 grant from the State of Tennessee has been awarded to construct the 8<sup>th</sup> rowing lane to be matched with \$150,000 from the City for a total project cost of \$400,000. In fiscal 2015, City Council approved a \$1,000,000 commitment from the Capital Projects Fund for public infrastructure improvements in support of the development of Main Street Oak Ridge. The City's contribution to the project includes reconstruction of private streets to public road standards, as well as relocation and placement of underground power and communication lines. Other planned capital expenditures include \$270,000 in parking lot improvements at Blankenship Field, new red light at ORHS for \$182,062 and Friendship Bell housing review at \$25,000. The remaining \$455,000 budgeted for improvements will be spent on capital maintenance projects that will be prioritized as need dictates during fiscal 2016.

A more in-depth presentation of planned City and School capital projects is located in the separately issued Capital Improvements Program 2016-2021 document.

**CAPITAL PROJECTS FUND  
BUDGET SUMMARY**

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>REVENUES:</b>						
4610 Interest on Investments	1,667	2,000	1,547	2,000	-	0.0
4800 Clean TN Energy Grant	4,185	200,000	133,113	43,160	(156,840)	-78.4
4791 Legacy Parks Donations	79,889	-	11,680	-	-	0.0
4356.9 Rowing Lane Grant	-	-	-	250,000	250,000	100.0
4830 TDOT - Jackson Square	-	798,687	1,081	797,606	(1,081)	-0.1
<b>TOTAL REVENUES</b>	<b>85,741</b>	<b>1,000,687</b>	<b>147,421</b>	<b>1,092,766</b>	<b>92,079</b>	<b>9.2</b>
<b>EXPENDITURES:</b>						
School Expenditures:						
29201 Willowbrook Elementary	-	-	-	200,000	200,000	0.0
29211 Miscellaneous Improvements	-	350,000	-	-	(350,000)	-100.0
29200 School Projects	207,418	-	-	-	-	0.0
29202 Woodland Elementary	14,896	-	-	-	-	100.0
29219 Blankenship Field	-	-	286,194	-	-	0.0
29215 School Admin. (Preschool LBP Removal)	-	-	-	30,000	30,000	100.0
29215 Preschool Engineering	-	-	-	50,000	50,000	100.0
<b>Total School Expenditures</b>	<b>222,314</b>	<b>350,000</b>	<b>286,194</b>	<b>280,000</b>	<b>(70,000)</b>	<b>-20.0</b>
City Expenditures:						
29322 Storm Water Drainage	20,677	-	-	-	-	0.0
29326 Parking Lot - Blankenship Field	-	-	-	270,000	270,000	100.0
29000 Red Light - ORHS	-	-	-	182,062	182,062	100.0
29342 Extreme Energy Makeover	29,970	-	-	-	-	0.0
29343 Clean Energy TN Grant	9,141	616,630	429,752	192,757	(423,873)	-68.7
29405 Oak Ridge Marina Rowing Improvements	-	-	-	400,000	400,000	100.0
29408 A.K. Bissell Park-Friendship Bell	-	-	-	25,000	25,000	100.0
29421 Dog Park	73,573	-	10,714	-	-	0.0
29501 Jackson Square Revitalization	78,223	980,642	258,551	907,091	(73,551)	-7.5
29335 Main Street Public Infrastructure	-	-	-	1,000,000	1,000,000	100.0
29999 Undesignated Capital Improvements	-	350,000	-	455,000	105,000	30.0
<b>Total City Expenditures</b>	<b>212,983</b>	<b>1,947,272</b>	<b>699,017</b>	<b>3,431,910</b>	<b>1,484,638</b>	<b>76.2</b>
29999 Project Carryforward and Emergency Projects	-	500,000	-	500,000	-	0.0
<b>TOTAL EXPENDITURES</b>	<b>435,297</b>	<b>2,797,272</b>	<b>985,211</b>	<b>4,211,910</b>	<b>1,414,638</b>	<b>50.6</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(349,556)</b>	<b>(1,796,585)</b>	<b>(837,790)</b>	<b>(3,119,144)</b>	<b>(1,322,559)</b>	<b>73.6</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Other Financing Sources and Transfers In:						
Contingency Funding/Carryforward	-	500,000	-	500,000	-	0.0
General Fund	500,000	350,000	350,000	610,000	260,000	74.3
Debt Service Fund	-	350,000	350,000	-	(350,000)	-100.0
Special Program Fund (Fund Closure)	-	-	894,956	-	-	0.0
<b>Total Other Financing Sources (Uses)</b>	<b>500,000</b>	<b>1,200,000</b>	<b>1,594,956</b>	<b>1,110,000</b>	<b>(90,000)</b>	<b>-7.5</b>
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses</b>	<b>150,444</b>	<b>(596,585)</b>	<b>757,166</b>	<b>(2,009,144)</b>	<b>(1,412,559)</b>	<b>236.8</b>
<b>FUND BALANCE - 7/1</b>	<b>1,547,444</b>	<b>1,660,627</b>	<b>1,697,888</b>	<b>2,455,054</b>	<b>794,427</b>	<b>47.8</b>
<b>FUND BALANCE - 6/30</b>	<b>1,697,888</b>	<b>1,064,042</b>	<b>2,455,054</b>	<b>445,910</b>	<b>(618,132)</b>	<b>-58.1</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 2016. 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 existing fund balance and 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 2016 Capital Projects Fund projects will be funded by a \$610,000 operating transfer from the General Fund, \$1,090,766 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.

In September 2010, the City received 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. The EPA accepted the City's remediation plan which outlined an estimated \$23,090,000 in capital projects to be completed by September 2015, to meet the AO requirements. In fiscal 2013 and 2014, the City was approved for \$21,000,000 in State Revolving Fund Loans to fund EPA mandated projects. All projects to satisfy the requirements of the AO are expected to be completed on time and with no additional debt issuances.

Water and wastewater rates have increased annually since 2012. Increases for both water and wastewater rates were approved for January 2015 and future rate increases are anticipated to be required annually for the next few years. In 2016, the City has budgeted to begin a 5-year project to substantially upgrade the Water Treatment Plant and raw water intake systems that feed the plant. The US Department of Energy (DOE) utilizes approximately 50% of the City's water production. DOE is budgeted to provide 50% of the cost for improvements to the Water Plant with the remainder to be funded through the issuance of long-term debt.

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. The \$990,000 in budgeted funding for street resurfacing in fiscal 2016 combines multiple fiscal years 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 2016-2021 document for a more in-depth discussion of the capital projects presented in this budget document.

**SUMMARY OF CAPITAL IMPROVEMENT PROGRAMS  
FISCAL YEAR 2016**

PROJECT DESCRIPTION	CAPITAL PROJECTS FUND	ELECTRIC FUND	WATERWORKS FUND	OTHER CITY FUNDS	STATE/ FEDERAL/ PRIVATE	TOTAL CAPITAL PROJECTS
CAPITAL MAINTENANCE - UNSPECIFIED	455,000					455,000
MAIN STREET PUBLIC INFRASTRUCTURE	1,000,000					1,000,000
JACKSON SQUARE REVITALIZATION	109,485				797,606	907,091
CLEAN ENERGY GRANT	149,597				43,160	192,757
ROWING IMPROVEMENTS (8th Lane)	150,000				250,000	400,000
FRIENDSHIP BELL	25,000					25,000
PARKING LOT - BLANKENSHIP	270,000					270,000
RED LIGHT - OAK RIDGE HIGH SCHOOL	182,062					182,062
SIDEWALK IMPROVEMENTS				30,000		30,000
STREET RESURFACING				990,000		990,000
RAW WATER INTAKE			550,000		550,000	1,100,000
WATER TREATMENT PLANT IMPROVEMENTS			950,000		950,000	1,900,000
WATER BOOSTER STATION UPGRADE			100,000			100,000
WATER DISTRIBUTION SYSTEM REHABILITATION			625,000			625,000
WEST END/DEVELOPMENT - WATER			250,000			250,000
WASTEWATER TREATMENT PLANT MAINTENANCE			150,000			150,000
WEST WASTEWATER TREATMENT PLANT			450,000			450,000
WASTEWATER LIFT STATION REPLACEMENT/UPGRADES			200,000			200,000
SEWER LINE REHABILITATION PROGRAM (INCLUDES EPA)			6,000,000			6,000,000
WEST END/DEVELOPMENT - SEWER			450,000			450,000
BILLING SOFTWARE, SCADA AND REMOTE METERING		1,500,000	690,000	250,000		2,440,000
DISTRIBUTION SYSTEM IMPROVEMENTS		1,250,000				1,250,000
ELECTRIC SUBSTATION IMPROVEMENTS		405,000				405,000
FACILITIES EXPANSION FOR NEW LOADS AND SERVICES		355,000				355,000
STREET LIGHT IMPROVEMENT PROGRAM		180,000				180,000
ROUTINE EXPANSION, MAINTENANCE AND MINOR ADDITIONS		820,000				820,000
TRAFFIC SIGNAL, PUBLIC & PRIVATE LT MAINT./IMPROVEMENTS		225,000				225,000
POLE REPLACEMENT		150,000				150,000
TRANSMISSION SYSTEM MAINTENANCE		100,000				100,000
SCHOOL ADMINISTRATION (PRESCHOOL LEAD BASED PAINT REMOVAL)	30,000					30,000
PRESCHOOL ARCH. & ENG	50,000					50,000
WILLOW BROOK - ROOF REPLACEMENT	200,000					200,000
<b>TOTAL CAPITAL IMPROVEMENT PROGRAMS</b>	<b>\$ 2,621,144</b>	<b>\$ 4,985,000</b>	<b>\$ 10,415,000</b>	<b>\$ 1,270,000</b>	<b>\$ 2,590,766</b>	<b>\$ 21,881,910</b>

# Capital Improvements Program Fiscal Year 2016

## 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 The Preserve at Clinch River and a 957 acre parcel was developed into Horizon Center industrial park.

The City 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. A new Wastewater Treatment Plant (WWTP) with a permitted capacity of 0.6 MGD was constructed to handle The Preserve at Clinch River development, Horizon Center and the DOE owned East Tennessee Technology Park.

Fiscal 2016 projects include \$450,000 in capital improvements to the West Wastewater Treatment Plant, primarily to replace the programmable logic controls (PLC), \$250,000 toward the decommissioning of the ETTP water treatment plant that is no longer in use and \$450,000 for ETTP wastewater infrastructure including pumping station replacements.

#### Funding Source and Projects:

Waterworks Fund		<u>\$1,150,000</u>
West Wastewater Treatment Plant	\$450,000	
ETTP Water Plant Decommissioning	250,000	
ETTP Wastewater System Improvements	<u>450,000</u>	
TOTAL		<u>\$1,150,000</u>

Operational Impact: As WWII era and outdated infrastructure is replaced operational costs will decline in the near term.

### 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 both increase mobility and provide better access to local small businesses and cultural activities. Several studies on Jackson Square had been conducted over the past few years and findings indicated that revitalization was 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. \$797,606 in funding for this project is being provided by a Tennessee Department of Transportation Grant.

Funding Source:

State of Tennessee	\$797,606
Capital Projects Fund	<u>109,485</u>
TOTAL	<u>\$907,091</u>

Operational Impact: A main feature of the renovation is a splash pad fountain. Costs will be incurred over time to maintain the pumping feature system of the fountain as well as water costs. Other improvements include replacing and updating existing infrastructure.

**3. Main Street Public Infrastructure**

The former Oak Ridge Mall site is scheduled for renovation that will transform the 58-acre development into a new downtown center for Oak Ridge. The area is expected to include 600,000 square feet of retail shopping, restaurants, residential units, office spaces, and a new hotel. Scheduled to open in 2017, Main Street Oak Ridge will provide visitors, rowing teams, and locals with extensive options to shop, dine, and explore. The City’s contribution to the project includes reconstruction of private streets to public road standards, as well as relocation and placement of underground power and communication lines.

Funding Source:

Capital Projects Fund	<u>\$1,000,000</u>
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Operational Impact: Operational costs will be more refined once final designs for the project are complete. It is anticipated that streets within the development will become public streets and the City will be responsible for the ongoing maintenance of the infrastructure.

**TOTAL COMMERCIAL/RESIDENTIAL DEVELOPMENT \$3,057,091**

**II. Municipal & School Facilities**

**1. Renovations/Additions to Municipal Facilities (Capital Maintenance)**

This project provides for improvements to existing City-owned facilities. The City was awarded a Clean Tennessee Energy Grant for upgrades to buildings and lighting and HVAC replacement at various city facilities to reduce energy consumption and comply with federal mandates. \$192,757 is budgeted in fiscal 2016 to complete the project which was started in fiscal 2015. \$43,160 of the project costs will be grant funded.

Funding Source:

Capital Projects Fund	\$149,597
State of Tennessee	<u>43,160</u>
TOTAL	<u>\$192,757</u>

Operational Impact: Replacement and upgrade of systems with energy efficient products will result in reduced energy consumption.

**2. Capital Building Maintenance Unspecified**

This project provides for improvements to existing City facilities, which includes school buildings. Capital maintenance projects will be prioritized and performed by the City during fiscal 2016 on an as needed basis.

Funding Source:

Capital Projects Fund \$455,000

Operational Impact: Most projects are to maintain or replace older infrastructure or equipment that will increase efficiency and effectiveness of facilities or equipment.

**3. Schools - Site Development and Building Improvements**

This project provides for improvements to existing School facilities. Fiscal 2016 projects include Willowbrook School roof replacement, lead paint removal at the School Administration building and site selection, design and engineering for a new Preschool building.

Funding Source:

Capital Projects Fund \$280,000

Willowbrook School roof replacement	\$200,000
Lead paint removal at School Admin Bldg.	30,000
Preschool Building	<u>50,000</u>
TOTAL	<u>\$ 280,000</u>

Operational Impact: Most projects are to maintain or replace older infrastructure or equipment that will increase efficiency and effectiveness of equipment or facilities. The new Preschool building replaces the utilization of a WWII era constructed building and mobile modular units with a new energy efficient modern facility specifically design for use as a Preschool.

**TOTAL MUNICIPAL & SCHOOL FACILITIES \$927,757**

**III. Recreation and Parks**

**1. Rowing Improvements**

This project is for capital projects at the City owned Rowing Venue on Melton Hill Lake. In fiscal 2016, \$400,000 is budgeted for the addition of an 8<sup>th</sup> rowing lane, funded in part by a grant from the State of Tennessee.

Funding Source:

Capital Projects Fund	\$150,000
State of Tennessee	<u>250,000</u>
TOTAL	<u>\$400,000</u>

Operational Impact: Rowing events have contributed to the quality of life in Oak Ridge. The events have brought visitors and tax revenue to the City. Enhancing the existing course will increase the opportunity to attract national and international events to the City.

**2. Friendship Bell**

The Friendship Bell was a 50<sup>th</sup> Anniversary project for the community in 1996. The Bell House was removed in August of 2014 due to rot and damage to the structural support. \$25,000 is budgeted in fiscal 2016 toward development of a new permanent housing structure for the bell.

Funding Source:

Capital Projects Fund \$25,000

Operational Impact: None for the near term.

**TOTAL RECREATION AND PARKS \$425,000**

## 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. For fiscal year 2016, \$990,000 is budgeted for routine street resurfacing in the State Street Aid Fund.

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 areas and various city parks. For fiscal year 2016, \$270,000 has been budgeted in the Capital Projects funds for resurfacing the parking lot at Blankenship Field.

Funding Source:

State Street Aid Fund – Street Resurfacing	\$990,000
Capital Projects Fund – Blankenship Field Parking Lot	<u>270,000</u>
TOTAL	<u>\$1,260,000</u>

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. These projects are 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 60+ years old and the cost of repairing sidewalks and handicap ramps has significantly increased. Funding levels of \$30,000 for fiscal 2016 will aid in keeping sidewalks in an acceptable position to assure pedestrian safety.

Funding Source:

State Street Aid Fund \$30,000

Operational Impact: Sidewalk renovation does not initially impact operating expenses as they are to maintain existing infrastructure. 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. Improvements include crosswalks, pedestrian signals with count down timers, traffic signs, pavement markings, and new sidewalks to connect missing link sections.

Funding for fiscal 2016 will be used to install a new red light at the main entrance to the Oak Ridge High School on the Oak Ridge Turnpike.

Funding Source:

Capital Projects Fund	<u>\$182,062</u>
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Operational Impact: Operating costs will include a 13% annual investment charge from the City's General Fund to the City's Electric Fund who will be responsible for the ongoing maintenance and replacement of the red light infrastructure.

<b>TOTAL TRANSPORTATION</b>	<b><u>\$1,472,062</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. Although some commercial development is occurring, it is in built up areas, with relatively low expenditures. Significant residential growth has not occurred. Projections in the future assume an economic recovery in the long run.

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	\$50,000
Overhead Residential	55,000
Underground Commercial	150,000
Overhead Commercial	<u>100,000</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.

In fiscal 2016, ongoing underground cable failure and replacement continues. Out year projections have been left unchanged as progress through the system indicates a reduction will be in order at that time, but cost projections have been increased slightly to cover higher material cost. Other improvements are being made to small line sections.

Line segments, both overhead and underground, are routinely evaluated via the Electric 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, are in need of upgrade.

### Funding Source and Projects:

Electric Fund		<u>\$1,250,000</u>
Circuit Improvement	\$450,000	
Underground Cable Replacement	450,000	
Site Specific Automation	250,000	
Department of Energy Conversion	<u>100,000</u>	
TOTAL	<u>\$1,250,000</u>	

Operational Impact: With new equipment installed annual operating costs should decrease and system safety improved.

## 3. Traffic Signal Street and Private Lighting Improvements (Maintenance)

This project provides for the routine capital 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 and Projects:

Electric Fund		<u>\$225,000</u>
Traffic Signal Capital	\$30,000	
Public/Private Light Capital	80,000	
Upgrade Signal Cabinets	75,000	
Routine Capital Maintenance	<u>40,000</u>	
TOTAL	<u>\$225,000</u>	

Operational Impact: The Electric Fund pays for and installs the capital equipment and performs ongoing 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.

#### 4. 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. 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 and Projects:

Electric Fund		<u>\$970,000</u>
Miscellaneous Capital	\$160,000	
Overhead Distribution	180,000	
Underground Distribution	180,000	
Substation Equipment	100,000	
Inspect and Treat Poles	150,000	
Pole Replacement	150,000	
Metering	<u>50,000</u>	
TOTAL		<u>\$970,000</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. Retreating system poles is a proven technique of extending their life. Other benefits include inventory accuracy and safety concern.

#### 5. 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. Current funding allows for minor improvements to critical need locations. Street light improvements are ongoing, depending on needs. Based on citizen interest, fiscal 2016 funding has been allocated toward “high-efficiency” dark sky compliant lighting. Future use is somewhat nebulous and will have to be defined, but as prices continue to fall, some units can now be used with a reasonable expectation of cost recovery. The Electric Department will continue its experimental program in fiscal 2016 at current funding levels. If the program continues to be successful it will be continued and expanded.

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 and Projects:

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.

**6. Billing Software, SCADA and Remote Metering (Capital)**

This program combines three significant efforts that will be required in the next few years to operate effectively under the new TVA rate structures; a new customer service and billing software package, Automated Meter Reading (AMR) and Supervisory Control and Data Acquisition (SCADA). SCADA allows remote monitoring and operation of the Electric System. AMR will permit new rate structures to be implemented and reduce some cost. New responsive software based on current technology will be needed to drive these programs.

The installation of fiber optic cable will provide a communications backbone from which SCADA operations can be launched. An engineering review of available SCADA options, as well as an evaluation of their ability to reduce operational and energy cost needs is underway. A thorough review of available AMR systems with vendor selection has started, but is currently on hold since the system will require new software for billing and customer interface to be effective. Costs shown are still being developed and could change. Allocation of cost has not been finalized.

Changes in the electric landscape are necessitating upgrades to the technology associated with monitoring, control, as well as billing of electrical power. For example, TVA has already placed Oak Ridge on a wholesale Time of Use Rate (TOU) that rewards demand reduction through voltage control and direct load control. TVA is supporting a push toward retail TOU programs and has already issued strong economic incentives for adoption of retail TOU.

The upgrade of billing software, addition of SCADA and addition of Remote Metering will be required for the City to participate in and benefit from these new rates. Failure to offer them will place Oak Ridge at a disadvantage both from economic development and job retention standpoint. Currently the net savings directly to the City is estimated to be over \$310,000 per year off the TVA power invoice alone. Other benefits include replacement of obsolete equipment and software, removing limitations inherent in the systems; smoother integration of distributed and renewable resources into the system; push notifications to customers of unusual events such as leaks or unusual electric use at customer's premises; better employee safety through customer handling; providing available alternatives to disconnect for non-payment through a pre-payment or similar program; and reduction of carbon emissions through reduced truck rolls and energy efficiency.

Most important, however, is that this program, will position the City of Oak Ridge to be able to respond to the future mandates and benefit from economic incentives necessary for the City to operate in the modern energy market enabling the City to pass these savings and increased levels of service on to its customers.

Funding Source and Projects:

Electric Fund		\$1,500,000
Waterworks Fund		690,000
Other City Funds		<u>250,000</u>
TOTAL		<u>\$2,440,000</u>
Construction Fiber Loop	\$250,000	
Engineering	50,000	
Installation of Main SCADA System	250,000	
Automated Meter Reading	830,000	
CSR and Billing Software	<u>1,060,000</u>	
TOTAL	<u>\$2,440,000</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.

## 7. Transmission System Improvements (Maintenance)

This program provides funding for maintenance of the City's 69kV system.

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 allows for equipment upgrades and replacement in substations, including equipment for security.

Replacement for relays is currently underway with a view toward standardization and future electronic (SCADA) control. Broadband communications and improved security systems are enhancing the stations and preparing them for the future Volt/VAR control.

Without routine replacement, equipment in substations becomes antiquated and then obsolete. Replacement parts become expensive and then unavailable. Replacement equipment has a higher reliability and extensive communication ability which can be used in a SCADA and Volt/VAR controlled environment. The enhancements in communications and control will also provide a gateway into better security for the facilities.

Funding Source and Projects:

Electric Fund	<u>\$405,000</u>
Substation Security Upgrade	\$10,000
Switch House Meter Upgrade	45,000
Communication Equipment (SCADA Ready)	150,000
Routine Equipment Replacement	<u>200,000</u>
TOTAL	<u>\$405,000</u>

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. Water booster stations are an integral part of the water system. Repairs and upgrades have resulted in the stations performing more efficiently and provide uninterrupted water service for our customers.

Funding Source:

Waterworks Fund	<u>\$100,000</u>
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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 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 funding.

This project continues a plan for rehabilitation of the City's water distribution system. The plan concentrates on:

- 1) Inspection and painting of the six elevated water tanks and cleaning in-ground reservoirs is on-going.
- 2) Line replacement based on age and condition.
- 3) Replace obsolete fire hydrants which are no longer manufactured and repair parts can no longer be obtained.
- 4) Residential meter replacement is an on-going project.
- 5) Meter testing is an on-going project.

Funding Source and Projects:

Waterworks Fund	<u>\$625,000</u>
Water Tank Painting & Inspection, Reservoir Cleaning	\$100,000
Water System Rehabilitation	320,000
Fire Hydrant Replacement	100,000
Water Meter Replacement & Downsizing	75,000
Water Meter Testing and Repair	<u>30,000</u>
TOTAL	<u>\$625,000</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 potable 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.

This project continues a plan for rehabilitation of the city's water treatment plant, which includes:

- 1) Replacement of approximately 700 feet of 24-inch raw water main due to age and location. It is one of two supply lines to the water treatment plant.
- 2) Improvements to the Water Treatment Plant, which includes electrical and control upgrades which will continue through FY2022.

- 3) Raw water intake system and booster station improvements which will continue through FY2021.
- 4) Clean and paint the building and replace windows in the main operations building.
- 5) \$250,000 is budgeted annually for routine water plant capital maintenance.

It is anticipated that the US Department of Energy (DOE) will fund 50% of water plant operational and capital costs.

Funding Source and Projects:

Waterworks Fund	\$1,500,000
US Department of Energy	<u>1,500,000</u>
TOTAL	<u>\$3,000,000</u>

Electrical Upgrade	\$1,000,000
Raw Water System	1,100,000
Construction of Chemical Feed Building	650,000
Maintenance Capital Improvements	<u>250,000</u>
TOTAL	<u>\$3,000,000</u>

Operational Impact: These upgrades should provide more efficient, effective and safer operations with minimal ongoing operational 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 (AO) 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 ongoing work will result to ensure the system remains in compliance through the mandated Management Operation, and Maintenance Program (MOM).

Funding Source

Waterworks Fund by State Revolving Fund Loans	<u>\$6,000,000</u>
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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. Several 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. The remaining stations

are on a priority basis and this program will continue as planned with the replacement of 3 pumps in Palisades subdivision planned for fiscal 2016. 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.

Funding Source:

Waterworks Fund \$200,000

Operational Impact: Ongoing maintenance as required in the EPA mandated MOM has added to recurring program costs.

**14. Wastewater Treatment Plant**

This project provides for the ongoing capital maintenance at the west end Wastewater Treatment Facility. Capital maintenance funding includes replacement or upgrade items such as pumps, motors or transmission pipes that will fail as time takes its toll on the existing 20+ year-old equipment. \$150,000 is budgeted for ongoing capital maintenance

Funding Source:

Waterworks Fund \$150,000

Operational Impact: Systematic replacement of equipment will reduce maintenance expenses.

<b>TOTAL UTILITIES</b>	<b><u>\$16,000,000</u></b>
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b><u>\$21,881,910</u></b>

# 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 five Special Revenue Funds as outlined in this Section.**

The City's Special Revenue Funds are as follows:

**General Purpose School Fund** – Accounts for Oak Ridge Schools 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.

**Golf Course Fund** – Accounts for the operation of the Tennessee Centennial municipal golf 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 the DOE ETPP site contractor URS/CH2M Oak Ridge LLC.

**Note: The 2015 Budget Document included four special revenue funds, Street and Public Transportation Fund, Grant Fund, Solid Waste Fund, and Special Programs Fund, which were closed at the end or during fiscal 2015. It was determined that a separate special revenue fund was not necessary to account for the functions of the Street and Public Transportation Fund and the Grant Fund. The revenues and expenditures previously accounted for in these funds were incorporated into the General Fund for fiscal budget 2016. The Solid Waste Fund was previously budgeted in a special revenue fund to meet Tennessee state law requirements. State law has subsequently changed to allow for the budgeting of these functions in the General Fund if the revenue stream for these operations does not meet the test for a special revenue fund. In fiscal 2016, revenues from solid waste collection fees are budgeted below 50% of budgeted expenditures and these functions were budgeted in the General Fund. The revenues for the Special Programs Fund were provided from photo enforcement citations which have been discontinued. That fund was closed at the end of fiscal 2015 and the remaining cash transferred to the City's Capital Projects Fund.**

## GENERAL PURPOSE SCHOOL FUND

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School operations are funded by transfers from the City's General Fund, set at \$14,955,915 for fiscal 2016, 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 2016 is \$59,591,614; a \$3,503,487 or 6.2% increase over the prior fiscal year. The \$3,503,487 budgeted expenditure increase is funded by a \$326,613 increase in the operating transfer from the City's General Fund, a \$2,272,654 increase in budgeted revenues over fiscal 2015 and a \$940,220 increase in the utilization of fund balance draw. 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 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>REVENUES:</b>						
Local Funds:						
Local Taxes-Anderson/Roane Co.	14,052,217	13,450,055	13,276,000	13,902,380	452,325	3.4
Charges for Services	307,740	304,000	283,000	290,000	(14,000)	-4.6
Other Local Revenues	136,273	121,453	174,453	100,400	(21,053)	-17.3
State Funds:						
State Education Funds	20,177,865	20,205,148	20,175,148	20,571,722	366,574	1.8
Federal Funds:						
Federal Funds Received Thru State	90,009	114,000	52,000	52,000	(62,000)	-54.4
Federal Revenues	3,070,170	3,377,616	3,377,616	3,340,683	(36,933)	-1.1
Other Sources	2,545,152	2,679,673	2,679,673	4,267,414	1,587,741	59.3
<b>Total Revenues</b>	<b>40,379,426</b>	<b>40,251,945</b>	<b>40,017,890</b>	<b>42,524,599</b>	<b>2,272,654</b>	<b>5.6</b>
<b>EXPENDITURES:</b>						
Instruction:						
Regular Education Program	23,448,243	24,619,978	24,619,978	26,787,929	2,167,951	8.8
Alternative Schools	438,657	426,903	426,903	446,959	20,056	4.7
Special Education Program	3,832,305	3,922,224	3,922,224	4,168,775	246,551	6.3
Technology Career Program	995,236	1,031,078	1,031,078	995,952	(35,126)	-3.4
Other - Instruction Services	0	482,007	482,007	475,000	(7,007)	-1.5
Support Services:						
Health Services	477,552	484,054	484,054	507,368	23,314	4.8
Other Student Support	1,282,667	1,236,226	1,236,226	1,284,518	48,292	3.9
Regular Instructional Support	2,195,762	2,241,413	2,241,413	2,733,309	491,896	21.9
Special Education Support	710,922	761,520	761,520	746,161	(15,359)	-2.0
Technology - Career Support	31,448	81,321	81,321	83,272	1,951	2.4
Board of Education Support	913,840	1,007,657	1,007,657	1,068,894	61,237	6.1
Office of Superintendent	311,486	326,500	326,500	327,329	829	0.3
Office of Principal	2,876,754	2,864,059	2,864,059	2,970,563	106,504	3.7
Fiscal Services	672,113	704,609	704,609	760,380	55,771	7.9
Human Services	244,513	293,196	293,196	322,806	29,610	10.1
Operation of Plant	4,470,676	4,787,979	4,387,979	4,856,660	68,681	1.4
Maintenance of Plant	1,357,758	1,401,514	1,401,514	1,419,484	17,970	1.3
Transportation	1,289,688	1,379,310	1,379,310	1,229,818	(149,492)	-10.8
Central Services	1,009,144	1,054,730	1,054,730	1,439,782	385,052	36.5
Non-Instructional Services:						
Food Service	1,771,233	1,975,990	1,975,990	1,978,829	2,839	0.1
Community Services	1,139,343	982,486	982,486	953,359	(29,127)	-3.0
Capital Outlay	2,248,597	602,956	602,956	637,076	34,120	5.7
Federal Projects	3,070,169	3,377,616	3,377,616	3,340,683	(36,933)	-1.1
Other	47,700	42,802	42,802	56,709	13,907	32.5
<b>Total Expenditures</b>	<b>54,835,807</b>	<b>56,088,127</b>	<b>55,688,128</b>	<b>59,591,614</b>	<b>3,503,487</b>	<b>6.2</b>
Excess (Deficiency) of Revenues Over Expenditures	(14,456,381)	(15,836,182)	(15,670,238)	(17,067,015)	(1,230,833)	7.8
<b>Other Financing Sources (Uses)</b>						
Operating Transfers In	14,112,832	14,629,302	14,629,302	14,955,915	326,613	2.2
Operating Transfers Out	0	0	0	0	0	0.0
<b>Total Other Financing Sources (Uses)</b>	<b>14,112,832</b>	<b>14,629,302</b>	<b>14,629,302</b>	<b>14,955,915</b>	<b>326,613</b>	<b>2.2</b>
Excess (Deficiency) of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(343,549)	(1,206,880)	(1,040,936)	(2,111,100)	(904,220)	74.9
<b>Reserves and Fund Balance 7/1</b>	<b>6,289,435</b>	<b>5,945,886</b>	<b>5,945,886</b>	<b>4,904,950</b>	<b>(1,040,936)</b>	<b>-17.5</b>
<b>Reserves and Fund Balance 6/30</b>	<b>5,945,886</b>	<b>4,739,006</b>	<b>4,904,950</b>	<b>2,793,850</b>	<b>(1,945,156)</b>	<b>-41.0</b>

# DRUG ENFORCEMENT PROGRAM FUND

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## 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 2016 revenues are budgeted at \$86,250 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.

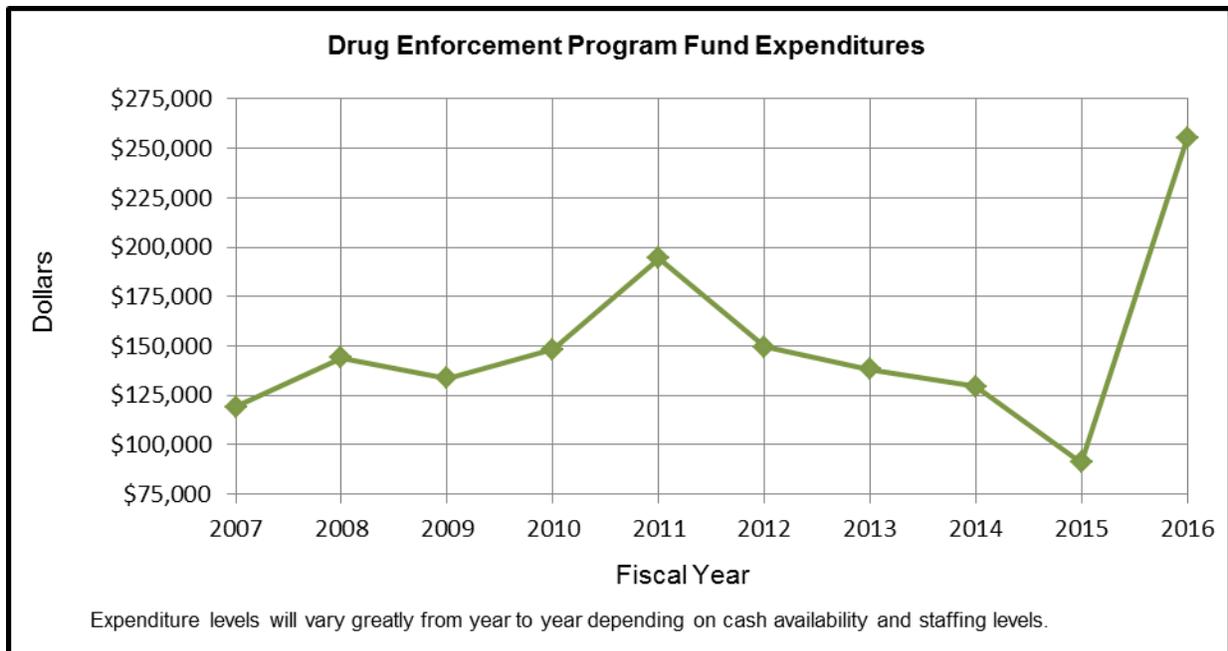
## Major Expenditure Areas:

Fiscal 2016 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**

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	%	CHANGE
<b>REVENUES:</b>							
4035 Drug Fines	8,755	10,000	7,524	10,000	-		0.0
4036 Confiscations	16,055	35,000	53,193	35,000	-		0.0
4306 DOJ Equitable Sharing	-	10,000	2,366	10,000	-		0.0
4307 IRS Equitable Sharing	-	5,000	15,725	5,000	-		0.0
4308 US Marshalls Equitable Sharing	95,278	25,000	54,626	25,000	-		0.0
4610 Interest on Investments	245	750	250	250	(500)		-66.7
4790 Proceeds from Salvage Sale	16	1,000	906	1,000	-		0.0
Total Revenues	<u>120,349</u>	<u>86,750</u>	<u>134,590</u>	<u>86,250</u>	<u>(500)</u>		<u>-0.6</u>
<b>EXPENDITURES:</b>							
5201 Rents	9,163	12,000	9,996	12,000	-		0.0
5207 Dues & Memberships	310	5,000	4,500	5,000	-		0.0
5210 Prof. & Contractual Services	725	15,000	5,500	15,000	-		0.0
5212 Utility Services	16,485	40,000	15,238	20,000	(20,000)		-50.0
5220 Travel, Schools & Conferences	7,726	15,000	4,000	15,000	-		0.0
5235 Routine Repairs & Maintenance	45	2,000	2,000	2,000	-		0.0
5289 Equipment Use Charges	4,516	4,000	3,248	4,000	-		0.0
5292 Drug Cases	10,587	69,200	20,000	69,200	-		0.0
5293 Dare Program	-	3,000	-	3,000	-		0.0
5310 Commodities	9,443	35,000	26,632	55,000	20,000		57.1
5500 Machinery & Equipment	70,350	-	-	-	-		0.0
5999 Contingency/Grants	-	55,000	-	55,000	-		0.0
Total Expenditures	<u>129,350</u>	<u>255,200</u>	<u>91,114</u>	<u>255,200</u>	<u>-</u>		<u>0.0</u>
Excess (Deficiency) of Revenues over Expenditures	(9,001)	(168,450)	43,476	(168,950)	(500)		0.3
<b>FUND BALANCE - 7/1</b>	<u>220,238</u>	<u>212,302</u>	<u>211,237</u>	<u>254,713</u>	<u>42,411</u>		<u>20.0</u>
<b>FUND BALANCE - 6/30</b>	<u>211,237</u>	<u>43,852</u>	<u>254,713</u>	<u>85,763</u>	<u>41,911</u>		<u>95.6</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 \$755,000 for fiscal 2016.

The revenue stream provided from fuel taxes is insufficient to fund all the expenditures accounted for in the State Street Aid Fund. The fiscal 2016 budget includes a \$700,000 operating transfer from the General Fund, maintaining the fiscal 2015 level.

## Major Expenditure Areas:

Expenditures are budgeted at \$1,721,000, a 22.5% decrease from fiscal 2015.

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 generally run between \$600,000 and \$700,000 annually.

Major projects for FY 2016 include:

- Maintenance activities are budgeted at \$434,000 and include street maintenance (\$274,000), sidewalk maintenance (\$30,000), storm drains and spoil dumps (\$110,000) and snow and ice removal (\$20,000).
- \$990,000 for street resurfacing, including matching funds for state paving contracts in Oak Ridge.
- Other Costs are budgeted at \$297,000 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:

A \$500,000 or 22.5% decrease in expenditures is budgeted for fiscal 2016 from fiscal 2015 levels. The reduction reflects decreased spending on paving contracts in fiscal 2016.

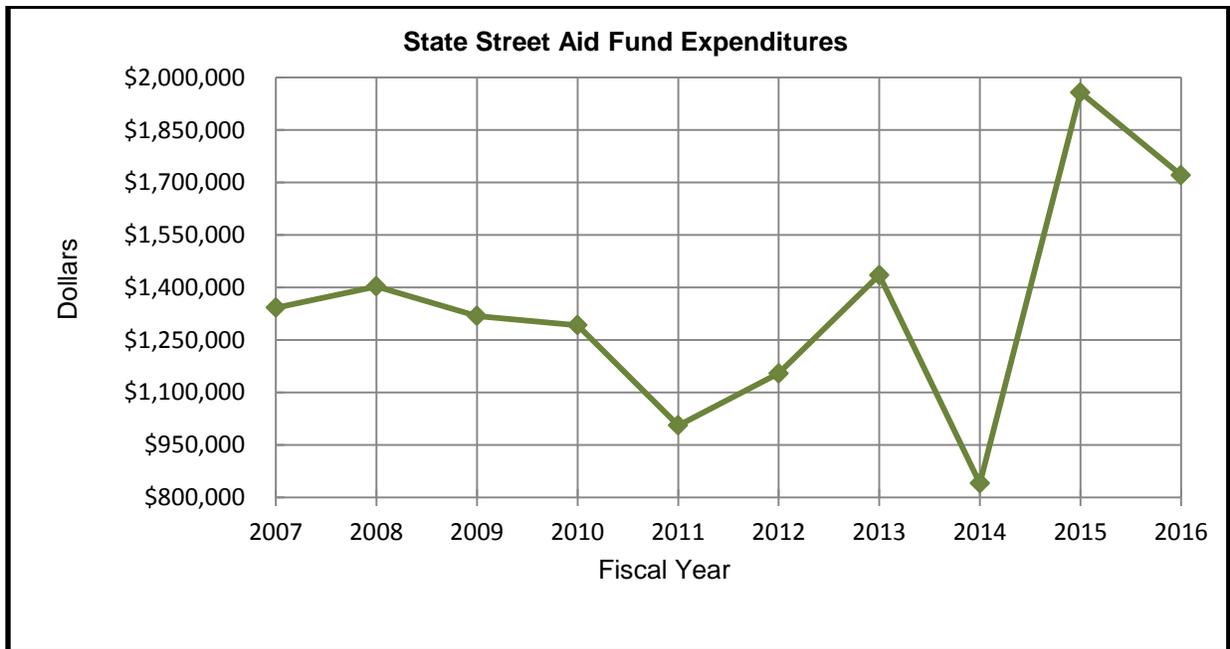
The City generally paves in the summer, with services contracted at the beginning of the fiscal year. Multiple fiscal year paving allotments may be combined to enable larger paving awards which generally results in economies of scale for paving dollars. \$900,000 is budgeted for street resurfacing in fiscal 2016. The State will pave certain streets located in the City, with the City providing a 20% local funding match. Of this, \$90,000 is budgeted in fiscal 2016 for the City's local match for completion of paving already under contract with the State. The \$700,000 annual operating transfer from the General Fund is generally allocated for paving.

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 2016 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:**

Actual expenditures vary somewhat from year-to-year based on needed street maintenance, snow removal and the dollar amount of paving expended for that year. The decrease in fiscal 2016 is for street resurfacing as outlined above.

**State Street Aid Fund Expenditures by Fiscal Year**



**STATE STREET AID FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u> 2014	<u>BUDGET</u> 2015	<u>PROJECTED</u> 2015	<u>BUDGET</u> 2016	<u>BUDGET</u> 16 vs 15	<u>%</u> <u>CHANGE</u>
<b><u>REVENUES:</u></b>						
4610 Interest on Investments	952	200	920	200	-	0.0
4810 Motor Fuel Tax	154,986	155,000	156,088	155,000	-	0.0
4811 State Shared Gasoline Tax	<u>603,842</u>	<u>600,000</u>	<u>653,773</u>	<u>600,000</u>	-	<u>0.0</u>
Total Revenues	<u>759,780</u>	<u>755,200</u>	<u>810,781</u>	<u>755,200</u>	-	<u>0.0</u>
<b><u>EXPENDITURES:</u></b>						
15100 Street Maintenance	208,060	150,000	183,369	150,000	-	0.0
15110 Curb & Gutter Replacement	9,746	55,000	21,904	55,000	-	0.0
15120 Traffic Sign Maintenance	40,772	24,000	57,861	44,000	20,000	83.3
15130 Striping City Streets	17,914	25,000	17,126	25,000	-	0.0
15200 Sidewalk Maintenance	34,769	30,000	28,822	30,000	-	0.0
15300 Leaf Pickup	-	20,000	-	-	(20,000)	-100.0
15400 Storm Drains	136,837	110,000	151,073	110,000	-	0.0
15500 Snow & Ice Removal	77,362	20,000	124,077	20,000	-	0.0
15700 Other Costs	289,859	297,000	294,295	297,000	-	0.0
15800 Street Resurfacing-State Prepaid	(39,389)	90,000	175,582	90,000	-	0.0
15800 Street Resurfacing Contract	31,089	900,000	872,595	350,000	(550,000)	-61.1
15800 Street Resurfacing	<u>33,515</u>	<u>500,000</u>	<u>30,875</u>	<u>550,000</u>	<u>50,000</u>	<u>10.0</u>
Total Expenditures	<u>840,534</u>	<u>2,221,000</u>	<u>1,957,579</u>	<u>1,721,000</u>	<u>(500,000)</u>	<u>-22.5</u>
Excess (Deficiency) of Revenues over Expenditures	(80,754)	(1,465,800)	(1,146,798)	(965,800)	500,000	-34.1
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Operating Transfers In						
General Fund	<u>660,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	-	<u>0.0</u>
Total Other Financing Sources (Uses)	<u>660,000</u>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	-	<u>0.0</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures	579,246	(765,800)	(446,798)	(265,800)	500,000	-65.3
<b><u>FUND BALANCE - 7/1</u></b>	<u>703,677</u>	<u>938,366</u>	<u>1,282,923</u>	<u>836,125</u>	<u>(102,241)</u>	<u>-10.9</u>
<b><u>FUND BALANCE - 6/30</u></b>	<u>1,282,923</u>	<u>172,566</u>	<u>836,125</u>	<u>570,325</u>	<u>397,759</u>	<u>230.5</u>

# 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 have historically been 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 2016 revenues are budgeted at \$1,165,623, \$52,219 higher than the prior fiscal year level. Budgeted revenues include green fees, cart fees, and driving range fees, as well as food and beverage and pro shop sales. Budgeted revenues are based on projections provided from Billy Casper Golf Management and historical amounts.

**Major Expenditure Areas:**

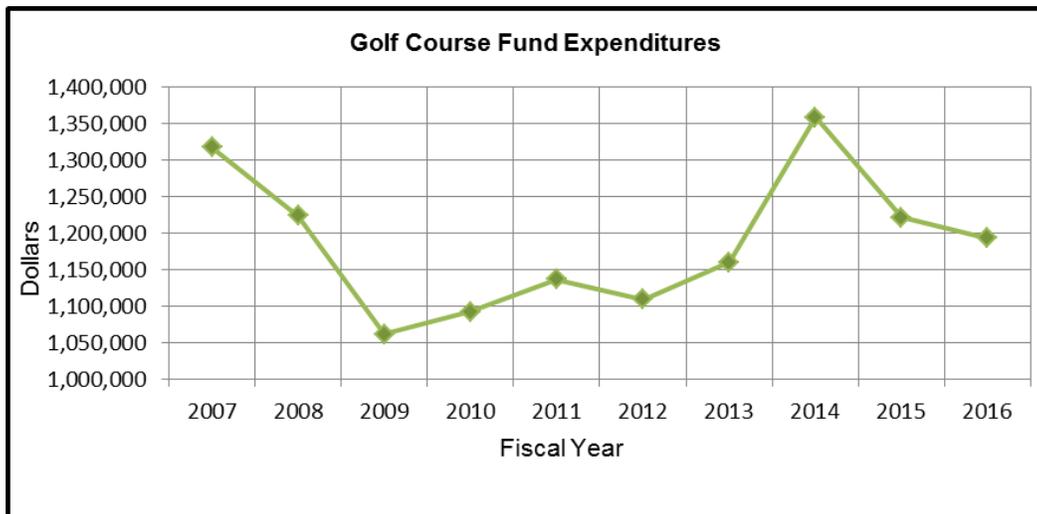
Operating expenses are budgeted at \$1,193,049, a \$99,063 decrease over fiscal year 2015 amounts. Budgeted expenditure items are based on projections provided from Billy Casper Golf Management, historical amounts, and that year's planned capital improvements. Overall revenues have been declining since 2012 and the reduction in expenditures reflects the reduced availability of cash for capital improvements. \$15,000 is budget for fiscal 2016 capital improvements as need dictates.



**GOLF COURSE FUND**

**BUDGET SUMMARY**

	<u>ACTUAL</u> <u>2014</u>	<u>BUDGET</u> <u>2015</u>	<u>PROJECTED</u> <u>2015</u>	<u>BUDGET</u> <u>2016</u>	<u>BUDGET</u> <u>16 vs 15</u>	<u>%</u> <u>CHANGE</u>
<b>REVENUES:</b>						
Green Fees	411,071	493,533	394,186	514,360	20,827	4.2
Cart Fees	251,841	299,497	217,089	254,167	(45,330)	-15.1
Pro Shop Sales	82,075	95,178	86,663	128,741	33,563	35.3
Food & Beverage	124,529	152,697	133,330	160,618	7,921	5.2
Driving Range	58,381	58,519	63,183	92,257	33,738	57.7
Misc/Other	10,377	11,980	8,220	14,480	2,500	20.9
Interest Income	754	2,000	474	1,000	(1,000)	-50.0
<b>Total Revenues</b>	<b>939,028</b>	<b>1,113,404</b>	<b>903,145</b>	<b>1,165,623</b>	<b>52,219</b>	<b>4.7</b>
<b>EXPENDITURES:</b>						
Cost of Goods Sold	139,982	122,746	116,806	121,718	(1,028)	-0.8
Golf Operations	168,111	187,074	161,337	137,004	(50,070)	-26.8
Utility Costs	2,878	4,000	5,753	4,000	-	0.0
Maintenance	364,364	414,227	413,274	413,580	(647)	-0.2
Food & Beverage	41,993	50,646	48,900	41,039	(9,607)	-19.0
Marketing	44,250	16,100	14,356	14,050	(2,050)	-12.7
General & Administration	372,516	331,359	367,342	383,534	52,175	15.7
Equipment Leases	63,960	85,960	63,960	53,124	(32,836)	-38.2
Golf Course Improvements	73,077	-	-	-	-	0.0
Building Improvement	66,378	55,000	24,633	15,000	(40,000)	-72.7
Miscellaneous Expenses	20,333	25,000	5,037	10,000	(15,000)	-60.0
<b>Total Expenditures</b>	<b>1,357,842</b>	<b>1,292,112</b>	<b>1,221,398</b>	<b>1,193,049</b>	<b>(99,063)</b>	<b>-7.7</b>
Excess (Deficiency) of Revenues over Expenditures	(418,814)	(178,708)	(318,253)	(27,426)	151,282	-84.7
<b>FUND BALANCE - 7/1</b>	<b>972,251</b>	<b>627,510</b>	<b>553,437</b>	<b>235,184</b>	<b>(392,326)</b>	<b>-62.5</b>
<b>FUND BALANCE - 6/30</b>	<b>553,437</b>	<b>448,802</b>	<b>235,184</b>	<b>207,758</b>	<b>(241,044)</b>	<b>-53.7</b>



## 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.

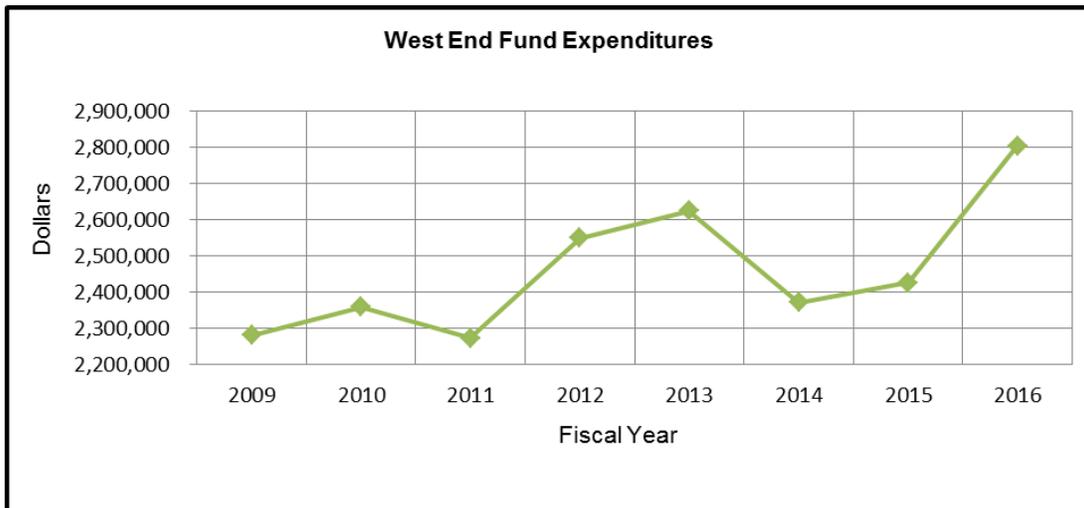
The agreement with DOE has now been extended twice, each time adding four additional years, with the current contract extended through September 30, 2019. In fiscal 2016, \$2,753,970 is budgeted in revenues from DOE's current ETTP site contractor URS/CH2M Oak Ridge LLC. Expenditures are budgeted at \$2,803,944 for fiscal 2016 operations of the west end fire station (West End Fund). This is a \$74,422 increase over fiscal 2015, primarily due to employee salaries and benefits.

Expenditures for 2012 and 2013 included Capital improvements and equipment purchases. These included roof and HVAC replacement, and purchase of an ambulance.

**WEST END FUND**

**BUDGET SUMMARY**

	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>PROJECTED 2015</u>	<u>BUDGET 2016</u>	<u>BUDGET 16 vs 15</u>	<u>% CHANGE</u>
<b>REVENUES:</b>						
4610 Interest on Investments	159	1,500	197	200	(1,300)	-86.7
4800 URS/CH2M Oak Ridge LLC	<u>2,401,428</u>	<u>2,573,110</u>	<u>2,540,004</u>	<u>2,753,970</u>	<u>180,860</u>	<u>7.0</u>
Total Revenues	<u>2,401,587</u>	<u>2,574,610</u>	<u>2,540,201</u>	<u>2,754,170</u>	<u>179,560</u>	<u>7.0</u>
<b>EXPENDITURES:</b>						
5210 Personal Services and Benefits	2,051,076	2,063,610	1,905,804	2,127,452	63,842	3.1
5201 Rents	-	500	-	500	-	0.0
5207 Dues & Subscriptions	-	500	344	500	-	0.0
5210 Professional & Contractual Services	17,558	20,000	15,754	20,000	-	0.0
5212 Utility Services	9,434	10,000	24,415	30,000	20,000	200.0
5220 Training & Travel	18,616	20,000	19,995	30,580	10,580	52.9
5235 Building Maintenance/Utilites NSPS	-	126,912	126,912	126,912	-	0.0
5235 Repair & Maintenance	14,590	65,000	33,350	65,000	-	0.0
5289 Vehicle/Equip Use Charge	103,423	115,000	102,559	115,000	-	0.0
5288 Ambulance Service	48,728	111,000	64,353	85,000	(26,000)	-23.4
5310 Commodities	76,007	100,000	114,763	100,000	-	0.0
5410 Insurance	2,923	3,000	2,923	3,000	-	0.0
5540 Machinery & Equipment	8,023	79,000	15,000	79,000	-	0.0
5999 Contingency	<u>21,000</u>	<u>15,000</u>	<u>-</u>	<u>21,000</u>	<u>6,000</u>	<u>40.0</u>
Total Expenditures	<u>2,371,378</u>	<u>2,729,522</u>	<u>2,426,172</u>	<u>2,803,944</u>	<u>74,422</u>	<u>2.7</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures	30,209	(154,912)	114,029	(49,774)	105,138	-67.9
<b>FUND BALANCE - 7/1</b>	<u>153,984</u>	<u>193,286</u>	<u>184,193</u>	<u>298,222</u>	<u>104,936</u>	<u>54.3</u>
<b>FUND BALANCE - 6/30</b>	<u>184,193</u>	<u>38,374</u>	<u>298,222</u>	<u>248,448</u>	<u>210,074</u>	<u>547.4</u>



# 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 16,720 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-5](#).

The Electric Department is divided into four divisions; the Utility Business Office (see General Fund 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

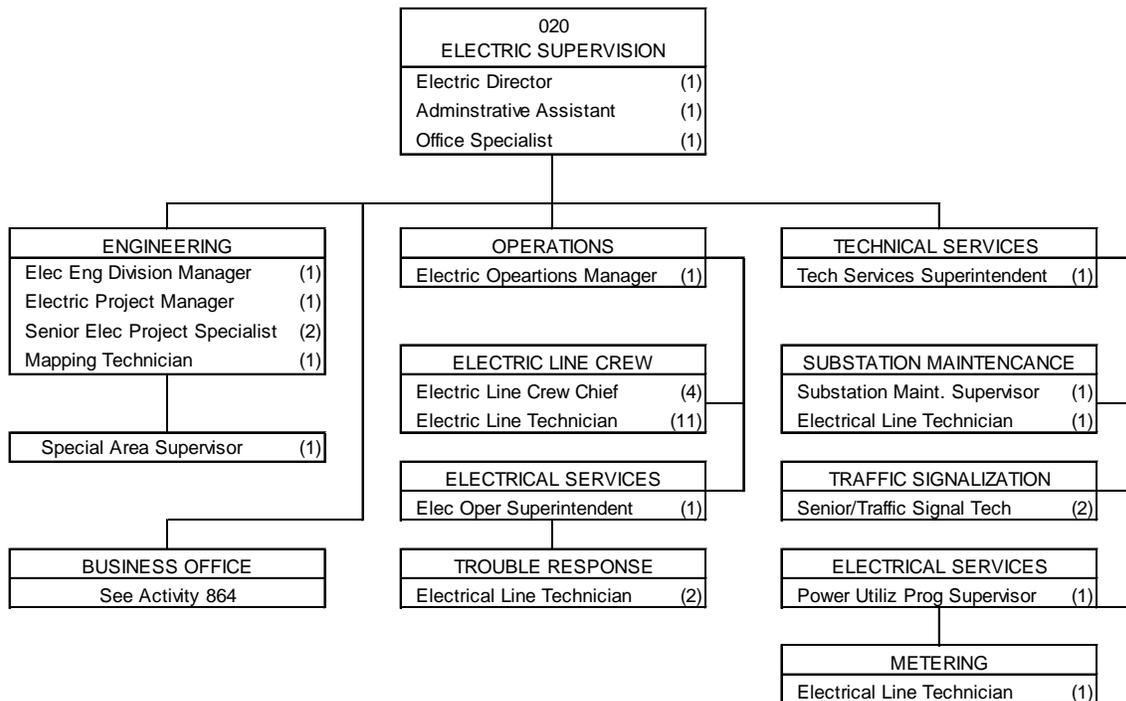
system and the traffic signal system. The Electric Department also provides technical expertise and assistance with special events, specific components of the water and wastewater systems and provides electric maintenance of all City buildings, all under a cost recovery basis.

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



## **2014-2015 Accomplishments**

- Obtained “Tree Line Utility” status by National Arbor Day.
- Received recognition as US EPA Green Power Community of the Year.
- In response to changes in OSHA regulations, implemented sweeping policy changes to maintain our compliance with new law. These regulations required replacement of uniforms, climbing harnesses, fall arrest devices, to name only a few.
- Completed design and largely deployed a new fiber optic ring which services City facilities, Oak Ridge School facilities and utility infrastructure. This ring will serve Oak Ridge for years to come.
- Removed, reconditioned and replaced voltage regulators in majority of substations.
- Deployed new protective devices in substations and replaced deteriorated insulators in all stations.
- Continued improvements in electrical distribution system, replacing underground lines, rotten poles and upgrading conductors as needed to ensure continued reliable electric service.
- Worked with industry and City boards in planning and implementing capacity additions needed to facilitate the economic development of the City.
- Facilitated the addition of renewable energy resources through participation in TVA programs such as the Green Power Switch and Generation Partners.
- Continued transitional work with DOE in assuming responsibility for providing power within the ETPP over City owned and operated lines.
- Met with, designed and completed construction to meet the electrical requirements of all commercial and residential customers in the City of Oak Ridge.

## **2015-2016 Goals**

- Maintain an effective, aggressive safety program in accordance with all regulations and utilize an employee driven safety committee.
- Complete construction of fiber optic network.
- Complete control upgrade for 13kV devices in substations.
- Make selection of Utility Office Software vendor and take project to Council.
- Select technologies for demand reduction activities.
- 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.
- 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 2016 Electric Fund operating revenues are budgeted at \$57,291,919. 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. While the number of electric customers continues to steadily increase, the annual percentage growth level has been below 1% for the past several years. Commercial activities account for approximately 66% of power sales.

Fiscal 2016 electric sales revenues budgeted at \$56,320,000 are up 3.1%, \$1,715,057, from that of fiscal 2015. The increase reflects current revenue levels and weather trends. Correspondingly, purchased power costs are budgeted to increase \$895,169 for fiscal 2016, reflecting an approximate 1.5% rate increase by TVA in October 2014 and anticipated 1.5% rate increase in October 2015. 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 monthly to pass through increases and decreases in TVA's fuel and purchased power costs. 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 \$8,645 budgeted increase 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 \$43,214,000 for fiscal 2016, accounts for 77.32% of the total operating expenses. Operating expenses, excluding purchased power, tax equivalents and depreciation are projected at \$8,919,700, up \$1,059,927 or 13.5%. Expenses include routine maintenance of overhead and underground lines and street and traffic lights. Budgeted depreciation and amortization increased 1.9% to \$ 2,193,500 and tax equivalent payments increased 4.2% to \$1,559,300 based on the budgeted level of spending for capital projects. 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**

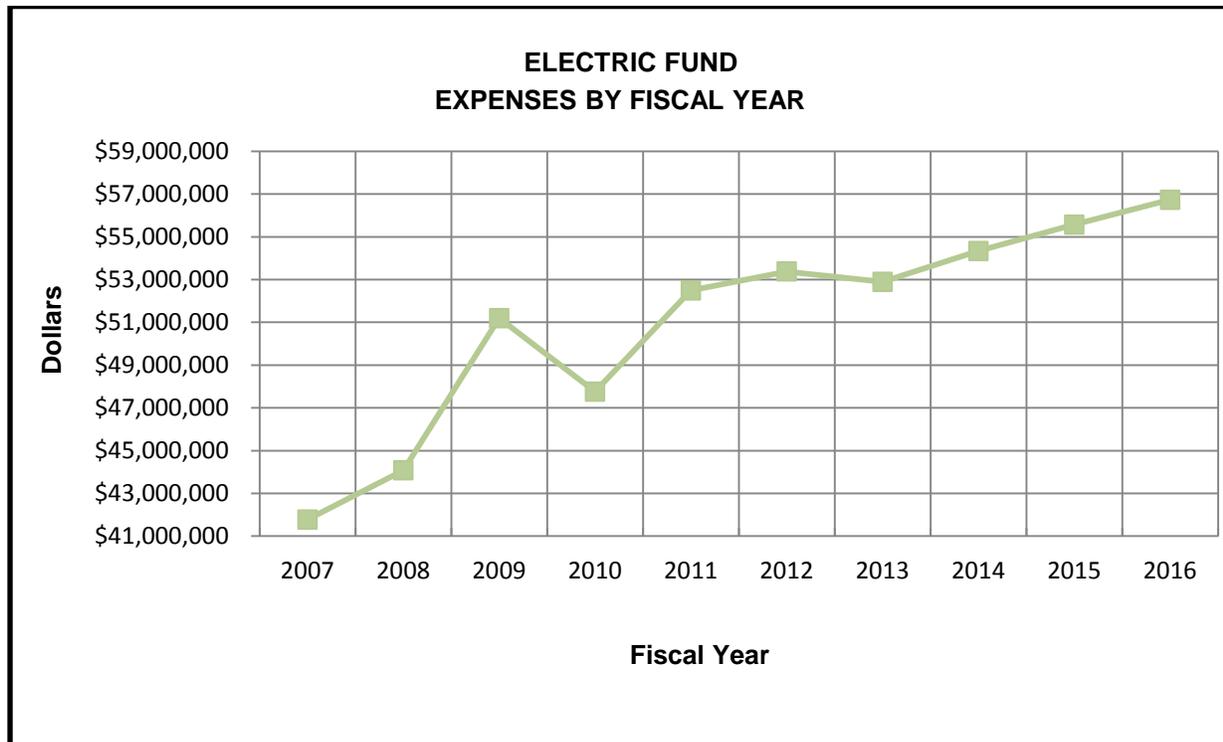
	<u>ACTUAL</u> 2014	<u>BUDGET</u> 2015	<u>PROJECTED</u> 2015	<u>BUDGET</u> 2016	<u>BUDGET</u> 16 vs 15	<u>%</u> <u>CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
Electric Sales Revenues:						
4011 Residential	17,861,053	17,605,825	17,782,600	18,042,784	436,959	2.5
4013 Small Lighting & Power	4,186,662	4,121,097	4,168,273	4,229,260	108,163	2.6
4014 Large Lighting & Power	32,490,260	31,660,604	32,347,551	32,820,839	1,160,235	3.7
4017 Street & Outdoor Lighting	<u>1,214,757</u>	<u>1,217,417</u>	<u>1,209,421</u>	<u>1,227,117</u>	<u>9,700</u>	<u>0.8</u>
Total Electric Sales Revenues	<u>55,752,733</u>	<u>54,604,943</u>	<u>55,507,845</u>	<u>56,320,000</u>	<u>1,715,057</u>	<u>3.1</u>
Other Operating Revenues:						
4041 Customer Forfeited Discounts	315,360	336,926	357,690	341,643	4,717	1.4
4042 Rent from Electric Property	278,963	283,821	279,116	283,821	-	0.0
4044 Other Electric Revenue	108,025	109,903	240,400	109,903	-	0.0
4045 Contracted Services	161,909	162,624	162,000	164,110	1,486	0.9
4043 Misc. Electric Revenues	<u>66,852</u>	<u>70,000</u>	<u>71,400</u>	<u>72,442</u>	<u>2,442</u>	<u>3.5</u>
Total Other Operating Revenues	<u>931,108</u>	<u>963,274</u>	<u>1,110,606</u>	<u>971,919</u>	<u>8,645</u>	<u>0.9</u>
Total Operating Revenues	<u>56,683,841</u>	<u>55,568,217</u>	<u>56,618,451</u>	<u>57,291,919</u>	<u>1,723,702</u>	<u>3.1</u>
<b><u>OPERATING EXPENSES:</u></b>						
5460 Depreciation and Amortization	2,175,288	2,152,500	2,088,900	2,193,500	41,000	1.9
5465 Purchased Power from TVA	42,445,405	42,318,831	42,402,575	43,214,000	895,169	2.1
5000 Operating Expenses	<u>7,532,550</u>	<u>7,859,773</u>	<u>8,832,409</u>	<u>8,919,700</u>	<u>1,059,927</u>	<u>13.5</u>
Total Operating Expenses	<u>52,153,244</u>	<u>52,331,104</u>	<u>53,323,884</u>	<u>54,327,200</u>	<u>1,996,096</u>	<u>3.8</u>
Operating Income	4,530,597	3,237,113	3,294,567	2,964,719	(272,394)	-8.4
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>						
4810 Interest Revenue	4,489	5,000	4,000	5,000	-	0.0
5439 Interest Expense	<u>(719,444)</u>	<u>(886,418)</u>	<u>(760,000)</u>	<u>(841,998)</u>	<u>44,420</u>	<u>-5.0</u>
Total Nonoperating Revenues (Expenses)	<u>(714,956)</u>	<u>(881,418)</u>	<u>(756,000)</u>	<u>(836,998)</u>	<u>44,420</u>	<u>5.0</u>
Net Income Before Operating Transfers Out	3,815,641	2,355,695	2,538,567	2,127,721	(227,974)	-9.7
<b><u>OPERATING TRANSFERS (Out)</u></b>						
Operating Transfers Out - Tax Equivalent	<u>(1,463,402)</u>	<u>(1,495,875)</u>	<u>(1,484,735)</u>	<u>(1,559,300)</u>	<u>(63,425)</u>	<u>4.2</u>
Change In Net Position	2,352,239	859,820	1,053,832	568,421	(291,399)	-33.9
TOTAL NET POSITION - 7/1	<u>31,810,400</u>	<u>33,263,414</u>	<u>34,162,639</u>	<u>35,216,471</u>	<u>1,953,057</u>	<u>5.9</u>
TOTAL NET POSITION - 6/30	<u>34,162,639</u>	<u>34,123,233</u>	<u>35,216,471</u>	<u>35,784,892</u>	<u>1,661,659</u>	<u>4.9</u>

ELECTRIC FUND EXPENSES AND CAPITAL	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
Purchased Power	42,445,405	42,318,831	42,402,575	43,214,000	895,169	2.1
Other Expenses (Depreciation, Tax Equivalent & Interest Expense)	4,782,992	4,969,078	4,764,687	5,047,498	78,420	1.6
Substation Costs	363,418	352,200	368,647	368,645	16,445	4.7
Line Maintenance	2,461,182	2,671,860	2,728,860	2,728,851	56,991	2.1
Street Lighting/Traffic Signals	315,263	306,128	358,647	358,645	52,517	17.2
General and Administration	3,967,830	4,095,300	4,945,203	5,010,859	915,559	22.4
<b>TOTAL EXPENSES</b>	<b>54,336,090</b>	<b>54,713,397</b>	<b>55,568,619</b>	<b>56,728,498</b>	<b>2,015,101</b>	<b>3.7</b>
Capital Projects	2,938,199	3,940,000	2,920,000	4,985,000	1,045,000	26.5
Equipment	-	135,000	245,737	110,000	(25,000)	-18.5
<b>TOTAL CAPITAL</b>	<b>2,938,199</b>	<b>4,075,000</b>	<b>3,165,737</b>	<b>5,095,000</b>	<b>1,020,000</b>	<b>25.0</b>
<b>TOTAL EXPENSES &amp; CAPITAL</b>	<b>57,274,289</b>	<b>58,788,397</b>	<b>58,734,356</b>	<b>61,823,498</b>	<b>3,035,101</b>	<b>5.2</b>

**Electric Fund Expenses by Fiscal Year:**

Purchased power costs increased 9.95% in April 2006, 7% in April 2008, and 8% in October 2009 due to rate increases from TVA. The spike in fiscal 2009 was due to the then quarterly Fuel Cost Adjustment by TVA. Since 2011, purchased power costs from TVA have increased annually, with the exception of 2012, in the 1.5% to 2% range.

**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 \$5,095,000 in electric system capital projects and equipment purchases planned for fiscal 2016. Included in this total is major capital projects budgeted for fiscal 2016 that might require funding through long-term debt, such as \$1,500,000 for SCADA, remote meter reading and billing software and \$1,250,000 for distribution system improvements. The issuance of any long-term debt would impact the electric rates at the next review cycle in the fall of 2016. The last rate increase to fund city electric operations was a 1.3% inflationary rate increase October 2013. The City passed-through a 1.5% rate increase in October 2013 and a 1.5% rate increase effective October 2014 from TVA for wholesale power costs. Another approximate 1.5% rate increase is anticipated from TVA in October 2015. 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 2016-2021 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 \$841,998, based on actual debt issued and potential debt issuances for fiscal 2016. The Electric Fund currently has \$19,394,516 in outstanding long-term debt, of which \$3,364,516 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
	2015	2015	2016
<u>CAPITAL IMPROVEMENT PROJECTS</u>			
Electric Distribution System Improvements	\$ 900,000	\$ 1,000,000	\$ 1,250,000
Electric Substation Improvements	175,000	175,000	405,000
Facilities Expansion for New Loads and Services	305,000	150,000	355,000
Billing/Financial Software, SCADA, and Remote Metering	1,215,000	250,000	1,500,000
Street Lighting Improvements	180,000	180,000	180,000
Pole Replacement	150,000	150,000	150,000
<u>CAPITAL MAINTENANCE PROJECTS</u>			
Routine Expansion, Maintenance, Replacement and Minor Additions (including Transformers)	765,000	765,000	820,000
Traffic Signal, Public and Private Light Maintenance and Improvements	150,000	150,000	225,000
Transmission System Improvements	100,000	100,000	100,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 3,940,000</b>	<b>\$ 2,920,000</b>	<b>\$ 4,985,000</b>
<u>EQUIPMENT</u>			
Hand-Held Radio Replacement	\$ 20,000	\$ 20,000	\$ 20,000
Underground Equipment	25,000	25,000	25,000
Mid Size SUV for Engineering	-	22,500	-
3/4 Ton Tool Body Pickup	35,000	-	35,000
3/4 Ton Extend Cab Pickup	30,000	-	30,000
Hybrid Pickup	-	40,000	-
Plug-In Hybrid Bucket Truck (after \$60,000 TVA Rebate)	25,000	138,237	-
<b>TOTAL EQUIPMENT</b>	<b>\$ 135,000</b>	<b>\$ 245,737</b>	<b>\$ 110,000</b>
<b>TOTAL CAPITAL PROJECTS &amp; EQUIPMENT</b>	<b>\$ 4,075,000</b>	<b>\$ 3,165,737</b>	<b>\$ 5,095,000</b>

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2016 BUDGET \*\*

Fiscal Year	Electric Revenue Bonds Refunding Series 2003		General Obligation Bonds Refunding Series 2009		2009B Build America Bonds				Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Principal	Net Interest	
2016	\$ 960,000	\$ 38,400	\$ -	\$ 448,444	\$ -	\$ 302,775	\$ (98,235)	\$ 204,540	\$ 960,000	\$ 691,384	\$ 1,651,384
2017	-	-	1,000,000	448,444	-	302,775	(98,235)	204,540	1,000,000	652,984	1,652,984
2018	-	-	1,045,000	398,444	-	302,775	(98,235)	204,540	1,045,000	602,984	1,647,984
2019	-	-	1,055,000	356,644	-	302,775	(98,235)	204,540	1,055,000	561,184	1,616,184
2020	-	-	1,135,000	314,444	-	302,775	(98,235)	204,540	1,135,000	518,984	1,653,984
2021	-	-	1,150,000	257,694	-	302,775	(98,235)	204,540	1,150,000	462,234	1,612,234
2022	-	-	1,210,000	200,194	-	302,775	(98,235)	204,540	1,210,000	404,734	1,614,734
2023	-	-	1,300,000	151,794	-	302,775	(98,235)	204,540	1,300,000	356,334	1,656,334
2024	-	-	1,065,000	96,544	-	302,775	(98,235)	204,540	1,065,000	301,084	1,366,084
2025	-	-	1,110,000	49,950	-	302,775	(98,235)	204,540	1,110,000	254,490	1,364,490
2026	-	-	-	-	-	302,775	(98,235)	204,540	-	204,540	204,540
2027	-	-	-	-	-	302,775	(98,235)	204,540	-	204,540	204,540
2028	-	-	-	-	450,000	302,775	(98,235)	204,540	450,000	204,540	654,540
2029	-	-	-	-	450,000	275,775	(89,475)	186,300	450,000	186,300	636,300
2030	-	-	-	-	450,000	248,775	(80,715)	168,060	450,000	168,060	618,060
2031	-	-	-	-	450,000	221,775	(71,955)	149,820	450,000	149,820	599,820
2032	-	-	-	-	450,000	194,775	(63,195)	131,580	450,000	131,580	581,580
2033	-	-	-	-	450,000	167,775	(54,435)	113,340	450,000	113,340	563,340
2034	-	-	-	-	450,000	140,775	(45,674)	95,101	450,000	95,101	545,101
2035	-	-	-	-	450,000	113,775	(36,914)	76,861	450,000	76,861	526,861
2036	-	-	-	-	450,000	86,100	(27,935)	58,165	450,000	58,165	508,165
2037	-	-	-	-	475,000	58,425	(18,956)	39,469	475,000	39,469	514,469
2038	-	-	-	-	475,000	29,212	(9,478)	19,734	475,000	19,734	494,734
<b>Total</b>	<b>\$ 960,000</b>	<b>\$ 38,400</b>	<b>\$ 10,070,000</b>	<b>\$ 2,722,596</b>	<b>\$ 5,000,000</b>	<b>\$ 5,473,237</b>	<b>\$ (1,775,791)</b>	<b>\$ 3,697,446</b>	<b>\$ 16,030,000</b>	<b>\$ 6,458,442</b>	<b>\$ 22,488,442</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 federal sequestration, the treasury rebates on the Build America Bonds have been reduced by 7.3%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. 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 2016 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	
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>\$1,936,220</u>	<u>\$ 549,741</u>	<u>\$ 1,428,296</u>	<u>\$625,372</u>	<u>\$ 3,364,516</u>	<u>\$ 1,175,113</u>	<u>\$ 4,539,629</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.

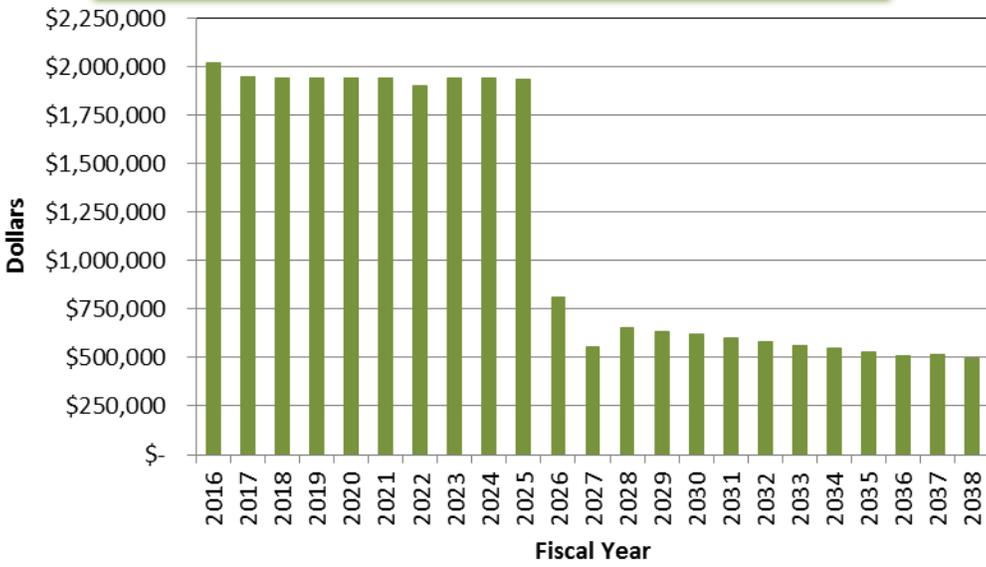
\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include debt anticipated to be refunded or issued after that date.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - ELECTRIC FUND  
 FISCAL 2016 BUDGET\*\*

Fiscal Year	ELECTRIC BOND		ELECTRIC NOTES		Total		Total Requirements
	Principal	Interest	Principal	Interest	Principal	Net Interest	
2016	\$ 960,000	\$ 691,384	\$ 213,448	\$ 150,614	\$ 1,173,448	\$ 841,998	\$ 2,015,446
2017	1,000,000	652,984	149,453	141,245	1,149,453	794,229	1,943,682
2018	1,045,000	602,984	155,124	134,499	1,200,124	737,483	1,937,607
2019	1,055,000	561,184	196,463	127,365	1,251,463	688,549	1,940,012
2020	1,135,000	518,984	167,801	118,631	1,302,801	637,614	1,940,415
2021	1,150,000	462,234	214,807	110,906	1,364,807	573,140	1,937,947
2022	1,210,000	404,734	181,812	101,361	1,391,812	506,095	1,897,907
2023	1,300,000	356,334	188,818	93,154	1,488,818	449,488	1,938,306
2024	1,065,000	301,084	486,491	83,556	1,551,491	384,640	1,936,131
2025	1,110,000	254,490	509,498	61,579	1,619,498	316,069	1,935,567
2026	-	204,540	567,505	38,437	567,505	242,977	810,482
2027	-	204,540	333,296	13,766	333,296	218,305	551,601
2028	450,000	204,540	-	-	450,000	204,540	654,540
2029	450,000	186,300	-	-	450,000	186,300	636,300
2030	450,000	168,060	-	-	450,000	168,060	618,060
2031	450,000	149,820	-	-	450,000	149,820	599,820
2032	450,000	131,580	-	-	450,000	131,580	581,580
2033	450,000	113,340	-	-	450,000	113,340	563,340
2034	450,000	95,101	-	-	450,000	95,101	545,101
2035	450,000	76,861	-	-	450,000	76,861	526,861
2036	450,000	58,165	-	-	450,000	58,165	508,165
2037	475,000	39,469	-	-	475,000	39,469	514,469
2038	475,000	19,734	-	-	475,000	19,734	494,734
<b>Total</b>	<b>\$ 16,030,000</b>	<b>\$ 6,458,442</b>	<b>\$ 3,364,516</b>	<b>\$ 1,175,113</b>	<b>\$ 19,394,516</b>	<b>\$ 7,633,555</b>	<b>\$ 27,028,071</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include debt anticipated to be issued after that date.

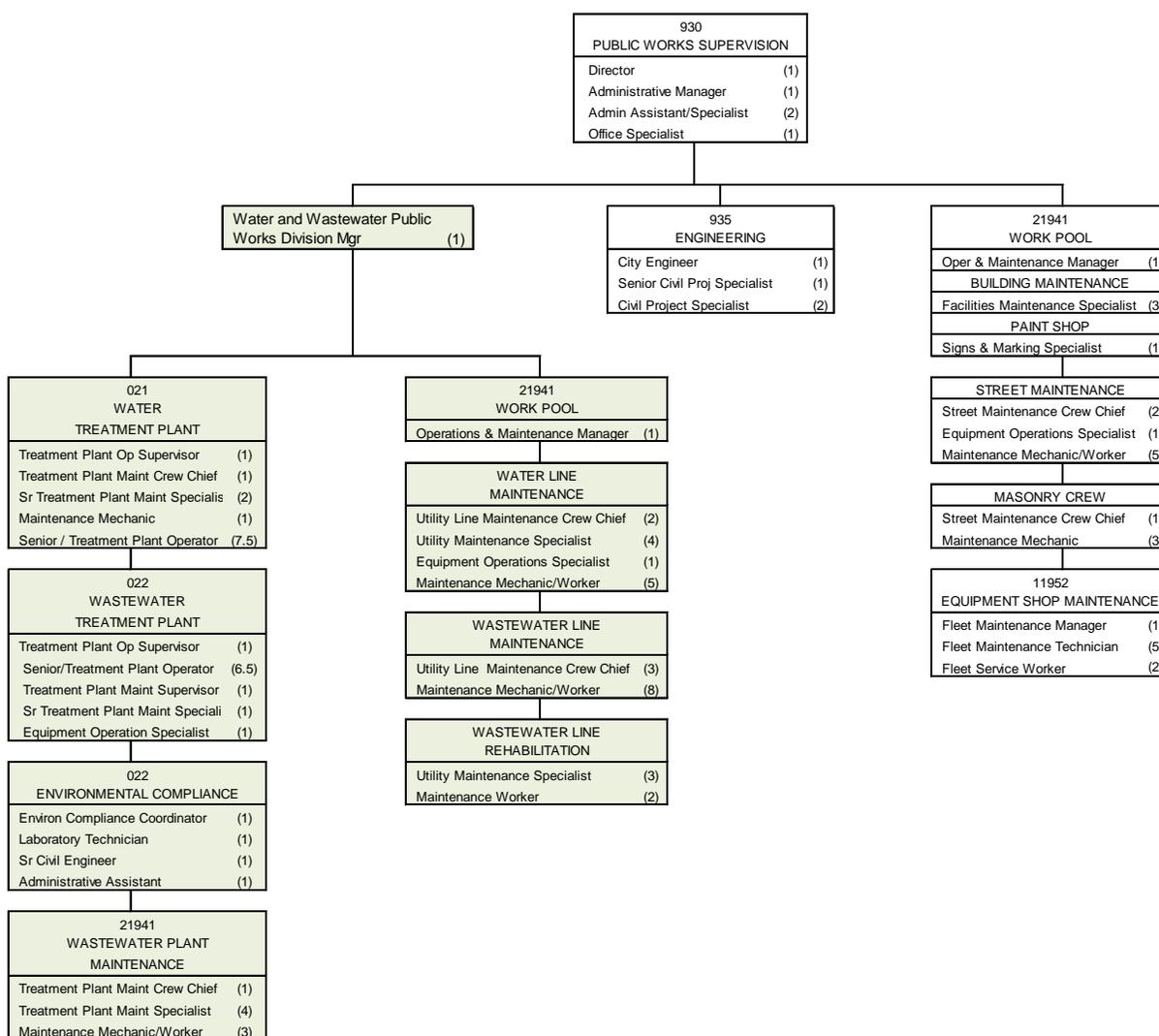
## ELECTRIC FUND ANNUAL DEBT SERVICE PAYMENTS BY FISCAL YEAR



# 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 99 employees and six divisions including Supervision/Administration, Engineering, Wastewater Treatment, Water Treatment, 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.

## PUBLIC WORKS DEPARTMENT



## 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 employees and involves maintaining approximately 249 miles of water main piping, 2,541 fire hydrants, 5,559 main valves, 8,982 service laterals, 12,926 water meters, six (6) elevated water storage tanks, two (2) in ground reservoirs, eleven (11) water pumping stations, and 76 main pressure reducing valves. The Water Treatment Plant maintenance staff maintains two (2) raw water intake pump stations, raw water booster station, as well as the plant operations buildings.

PERFORMANCE MEASURES	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016
Miles of mains	249.05	249.05	249.05	249.05
Fire Hydrants (each)	2,541	2,541	2,541	2,541
Water meters installed (June)	12,921	12,870	12,870	12,870

## Wastewater Operations

The wastewater system consists of two (2) treatment facilities operated by the Wastewater Treatment employees and approximately 272 miles of collection system piping maintained by Work Pool employees. The ten (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 services 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 18% of total wastewater sales revenue.

The Wastewater Treatment Plant maintenance staff maintains 54 wastewater pumping stations, and the plant buildings and equipment. The Work Pool wastewater tasks include maintenance of mains and taps, as well as installation of new connections and extensions and maintenance of approximately 7,268 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 has dramatically increased spending for this activity over the previous few years, with approximately \$23 million in capital improvements to the system, including the construction of three (3) equalization basins. Maintenance of the collection system will be an ongoing annual program with increased annual costs in excess of \$400,000 to meet EPA requirements.

PERFORMANCE MEASURES	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	BUDGET FY 2016
<b>Turtle Park Sewer Plant</b>				
Water treated (gallons (billions))	1.6	2.0	1.6	1.6
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	226.18	272.17	272.17	272.17
Customers (June)	11,074	11,200	11,136	11,200

#### 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 (2) water storage tanks with a 4.0 million gallon combined capacity, five (5) wastewater pumping stations and water and sewer lines. The City entered into a five (5) 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 west end wastewater treatment plant. DOE paid the City approximately \$1,480,000 annually for these operations ending 09/30/2014. Beginning October 1, 2014, water and sewer services have been metered and billed at regular retail rates for usage with work activities and costs absorbed into the citywide operations and budgets.

## 2014-2015 Accomplishments

#### WATERWORKS - WATER

##### Water Treatment Plant

- Maintained operations of the treatment plant for the production of safe drinking water for all customers.
- Continued negotiations and discussions for the provision of water to DOE facilities and a new agreement to begin January 1, 2016.
- Maintained a safe work environment and provided safety training for all work crews.
- Maintained the plant assets with minor repairs as required.
- Capital projects included:
  - Completion of the roof replacement on the operations building - \$411,970
  - Contract awarded for window replacement in the operations building to Wright Contracting

## **WATERWORKS – WATER ACCOMPLISHMENTS CONTINUED**

### Water Distribution

- Maintained a safe working environment and provided safety training for all work crews.
- Provided annual maintenance for the system including meter testing, backflow testing and water main flushing.
- Continue to replace and maintain the system assets (hydrants, valves, service lines) as required.
- Capital projects included:
  - Completion and startup of the west end water extension project
  - Tank painting and rehabilitation of the ETTP K-1530 tank by Pittsburg Tank and Tower - \$699,200

## **WATERWORKS – WASTEWATER**

### Environmental Protection Agency (EPA)

- Provided oversight of the Remediation Plan to ensure projects were bid, recommended and awarded for timely completion and within budget.
- Submitted all required reports in a timely manner to EPA.
- Completed the Remediation Plan projects in the East Plant, Central City, Y-12 and West End Sewer Shed by June 30, 2015 and all projects were under the awarded amount.
- The Turtle Park Sewer Shed project and the Equalization Basins project were bid and awarded with expected construction completion by September 2015.
- Continued expanding the documentation and work orders for the MOM program in the Infor asset management system.
- Purchased, trained personnel and began using SL-RAT equipment as an inspection tool of the sewer lines, providing efficiency of the inspection while reducing the staff time required.
- Provided weekly updates on the City's website for the progress of the Remediation Plan projects.

### Wastewater Treatment Plants

- Successfully met the NPDES Permit requirements for both the Big Turtle and Rarity Ridge treatment plants.
- Maintained a safe work environment and provided safety training for all work crews.
- Maintained the plant assets with minor repairs as required.

### Wastewater Collection System

- Maintained a safe work environment and provided safety training for all work crews.
- Maintained the sewer collection assets as required by the MOM program.
- Capital projects included:
  - Major upgrade to the East Plant Pump Station for coordination with the Equalization Basin operation. Improvements included a new generator (\$94,500); new motor controls (\$70,252) and new motors (\$154,620).
  - Installation of new flex drive at the Turtle Park Pump Station - \$74,494
  - Replacement of the generator at the Emory Valley Pump Station - \$37,985
  - Replacement of the pumps at the Palisades #4 Pump Station - \$67,000
  - Installation of SCADA system at the pump stations - \$53,900

## 2015-2016 GOALS

### WATERWORKS - WATER

#### Water Treatment Plant

- Maintain operations of the treatment plant to produce safe drinking water for our customers.
- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the plant assets.
- Contract and/or perform capital upgrades as funding is allocated.

#### Water Services

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the water distribution assets.
- Perform capital upgrades as funding is allocated.
- Conduct annual tests on the system following TDEC standards.

### WATERWORKS – WASTEWATER

#### Environmental Protection Agency (EPA) Administrative Order

- Completion of the EPA Remediation projects timely and within budget.
- Meet all reporting requirements.
- Complete a MOM document revision for post remediation plan activities.

#### Wastewater Plants

- Continue to operate the treatment plants meeting all requirements of the TDEC permit.
- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the plant assets.
- Ongoing improvements and management of the plant asset utilizing the Infor and GIS systems.
- Contract and/or perform capital upgrades as funding is allocated.

#### Sewer Services

- Maintain equipment and safety training for all work crews.
- Seek out and provide opportunities for new certification training and continuing education for applicable employees.
- Responsible for the maintenance of the sewer collection assets as required by the MOM document.
- Continue to improve the management of the sewer assets utilizing the Infor and GIS systems.
- Perform capital upgrades as funding is allocated.

# 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 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 accepted the City's remediation plan which outlined an approximate \$23,090,000 in capital projects required to be completed. The City was approved for \$21,000,000 in funding for these projects through three low interest rate loans through the State Revolving Fund (SRF) Loan program. There is an up to \$400,000 principal forgiveness from the State for payment of principal by the City on the SRF loans. Funds are drawn from the SRF loans for reimbursement of capital expenditures by the City for approved projects. Once all applicable loan proceeds have been drawn by the City, monthly principal payments will begin to pay off the loan over a 20-year period. By the end of fiscal 2016, it anticipated that the three SRF loans will be in the loan closure process and monthly principal payments will begin on the loans in late fiscal 2016 or early fiscal 2017.

## Revenue Sources

Waterworks operating revenues are projected to increase overall by \$413,620, up 2.0%. Beginning in May 2012, annual water and wastewater rate increases have been significant to meet the capital and ongoing operating expenses required to meet the wastewater AO, the planned upgrades to the water treatment plant and system and rate adjustments to compensate for the declining consumption from DOE and other customers

Rate increases of 10% for water and 15% for wastewater were effective in January 2014 and increases of 8% for water and 10% for wastewater were effective in January 2015. A 6% increase in both water and wastewater rates is anticipated effective January 2016. Residential and commercial water and wastewater billings, excluding DOE or their contractors, are projected to generate an increase of \$1,012,402 or 6.5% over fiscal 2015 projected levels. Operating revenues reflect the ending of the contracted payments from the ETTP DOE site contractor in September 2014 when usage for the ETTP site transitioned to metered usage at regular retail rates. Budgeted payments from DOE and the ETTP site are expected to decline \$518,074. This reflects both the reduction in revenue from the ETTP site due to the contract ending and \$309,465 in new revenue from DOE to fund a share of the costs to construct an equalization basin to hold wastewater flowing from the DOE federal reservation.

The sales volume from DOE for both water and wastewater have varied greatly in an overall declining level in recent years resulting in 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 through calendar 2015 to stabilized water revenues.

Monthly billings to customers for wastewater usage are based on metered water consumption. There is summer wastewater billing caps based on winter period usage from May to October. Weather, in the form of drought or high rainfall conditions, can significantly impact the revenue collections in any particular fiscal year. Rates will continue to be impacted by increased user conservation which results in lower sales volume. Increases in operating expenses are anticipated to continue, therefore, rate increases will be necessary to offset sales volume losses in order to fund operating expenses.

## Expenses

Waterworks operating expenses are projected to increase \$596,690 or 3.5%. Tax equivalent payments (PILOT) are projected to increase \$94,376 for fiscal 2016 to \$1,698,376. PILOT costs are based on net asset value, therefore higher asset levels due to recent major capital projects and/or contributed

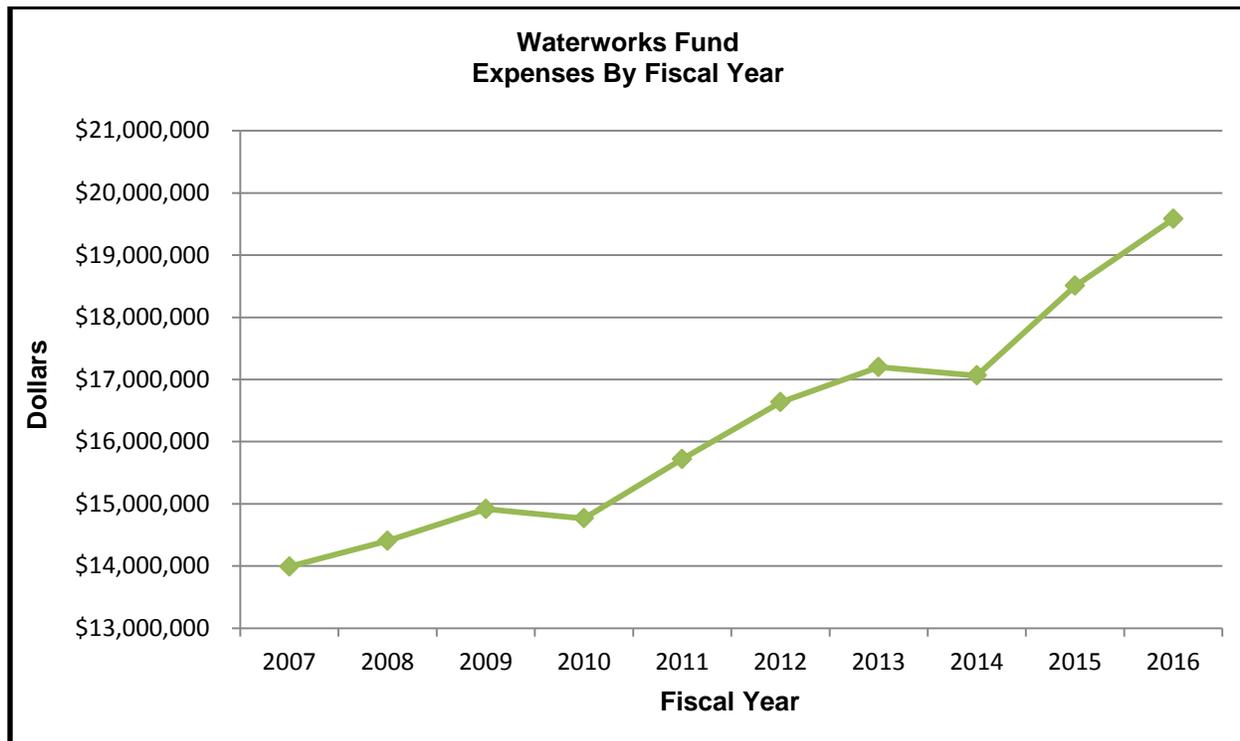
(donated) capita, or increases in the City's property tax rate will result in higher PILOT payments to the City's General Fund.

Depreciation expense is projected to increase \$214,025 from budget 2015. Interest expense is budgeted to increase \$85,932 primarily for existing debt related to the EPA mandated projects.

Budgeted water and wastewater operating expenses increased \$382,665, up 3.1% primarily for salaries, routine maintenance costs and the additional maintenance and personnel costs in wastewater required to meet EPA's AO.

**Waterworks Fund - Expenses by Fiscal Year:**

The below excludes PILOT payments to the General Fund shown as operating transfers out.



**WATERWORKS FUND**

**PROJECTED STATEMENT OF REVENUE AND EXPENSES**

	ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<u>OPERATING REVENUES:</u>						
4021 Residential Water Sales and Wastewater Fees	8,100,390	9,239,122	8,802,000	9,508,589	269,467	2.9
4022 Commercial Water Sales and Wastewater Fees	5,562,323	6,300,065	6,808,000	7,043,000	742,935	11.8
4024 DOE Water/Wastewater Sales	4,441,534	4,527,237	4,165,000	4,458,000	(69,237)	-1.5
4025 DOE/ETTP Site Contractor	1,480,208	754,302	377,687	-	(754,302)	-100.0
4045 DOE Facilities Charge	-	-	206,310	309,465	309,465	100.0
4023 Public Fire Protection	66,000	69,690	69,690	69,690	-	0.0
4041 Forfeited Discounts	117,078	107,600	120,704	110,000	2,400	2.2
4466 Equipment Rental (Fund 152)	367,560	89,658	2,550	2,550	(87,108)	0.0
Total Operating Revenues	<u>20,135,093</u>	<u>21,087,674</u>	<u>20,551,941</u>	<u>21,501,294</u>	<u>413,620</u>	<u>2.0</u>
<u>OPERATING EXPENSES:</u>						
5460 Depreciation	4,447,423	4,723,800	4,745,200	4,937,825	214,025	4.5
5000 Operating Expenses						
Water	5,777,419	6,377,835	6,362,518	6,457,445	79,610	1.2
Wastewater	5,640,126	5,862,177	6,028,837	6,165,232	303,055	5.2
Total Operating Expenses	<u>15,864,968</u>	<u>16,963,812</u>	<u>17,136,555</u>	<u>17,560,502</u>	<u>596,690</u>	<u>3.5</u>
Operating Income (Loss)	4,270,125	4,123,862	3,415,386	3,940,792	(183,070)	-4.4
<u>NONOPERATING REVENUES (EXPENSES)</u>						
4791 Capital Contributions	138,929	-	-	-	-	0.0
4810 Interest Revenue	4,592	5,500	5,500	5,500	-	0.0
5439 Interest Expense	(1,198,534)	(2,104,933)	(1,370,000)	(2,019,001)	85,932	-4.1
Total Nonoperating Revenues (Expenses)	<u>(1,055,013)</u>	<u>(2,099,433)</u>	<u>(1,364,500)</u>	<u>(2,013,501)</u>	<u>85,932</u>	<u>-4.1</u>
Net Income (Loss) Before Operating Transfers	3,215,112	2,024,429	2,050,886	1,927,291	(97,138)	-4.8
<u>OPERATING TRANSFERS</u>						
Operating Transfers Out - Tax Equivalent	<u>(1,548,916)</u>	<u>(1,595,000)</u>	<u>(1,597,031)</u>	<u>(1,689,376)</u>	<u>(94,376)</u>	<u>5.9</u>
Change in Net Position	1,666,196	429,429	453,855	237,915	(191,514)	1
<u>TOTAL NET POSITION- 7/1</u>	<u>53,042,355</u>	<u>53,402,886</u>	<u>54,708,551</u>	<u>55,162,406</u>	<u>1,759,520</u>	<u>3.3</u>
<u>TOTAL NET POSITION - 6/30</u>	<u>54,708,551</u>	<u>53,832,315</u>	<u>55,162,406</u>	<u>55,400,321</u>	<u>1,568,006</u>	<u>2.9</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.

Historically, the City had biennially reviewed its rate structure for water and wastewater services. The rate review scheduled for 2010 was delayed due to the EPA AO. Based on a 2012 rate review, an approximate 32% combined rate increase for water and wastewater rates were 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 occurred January 2014 and increases of 8% for water and 10% for wastewater were effective in January 2015. Rate increases of approximately 6% for both water and wastewater rates are anticipated in January 2016.

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 2016 totaling \$4,320,000 and wastewater capital projects totaling \$7,595,000 are located on page [VI-22](#). Funding for the \$5,900,000 EAP mandated projects will be provided from approved SRF loans. Additional debt issuances will be required to complete water projects. A more in-depth presentation of planned Waterworks Fund capital projects is located in the Capital Improvements Program 2016-2021 document.

An updated amortization schedule as of June 30, 2015 for the Waterworks Fund \$68,824,408 in outstanding and approved long-term debt is on page [VI-23](#). The \$14,533,931 in outstanding variable interest rate debt is projected at a 4.50% interest rate. The amortization shown for the SRF loans are based on the draw of all available funds from these programs at the beginning for fiscal 2017. SRF loan proceeds are drawn to reimburse the City for actual capital costs incurred. Principal payments on SRF loans begin once all approved projects funded by the loan are sustainably complete. 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	PROJECTED	BUDGET
	<u>2015</u>	<u>2015</u>	<u>2016**</u>
<b>CAPITAL PROJECTS</b>			
<b><u>WATER CAPITAL PROJECTS</u></b>			
West End Development			
ETTP 2.5 Million Gallon Tank Rehabilitation	\$ 700,000	\$ 700,000	\$ 250,000
Booster Station Improvements/Upgrades	100,000	100,000	100,000
Fire Hydrant Replacement	160,000	160,000	-
Water Meter Testing and Replacement	100,000	100,000	-
Tank Inspection, Painting and Cleaning	80,000	80,000	-
Water Distribution System Rehabilitation	260,000	260,000	625,000
Billing/Financial Software, SCADA and Remote Metering	405,500	405,500	345,000
Water Treatment Plants (DOE 50%)	1,234,200	9,290	1,900,000
Raw Water Intake (DOE 50%)	1,225,000	-	1,100,000
Capital Maintenance	250,000	250,000	-
	<u>\$ 4,514,700</u>	<u>\$ 2,064,790</u>	<u>\$ 4,320,000</u>
TOTAL WATER CAPITAL PROJECTS			
<b><u>WASTEWATER CAPITAL PROJECTS</u></b>			
ETTP Wastewater System Improvements	\$ 450,000	\$ 450,000	\$ 450,000
Wastewater Treatment Plant Capital Maintenance	150,000	150,000	150,000
West Wastewater Treatment Plant	-	-	450,000
Billing/Financial Software, SCADA and Remote Metering	359,500	359,500	345,000
Sewer System Rehabilitation EPA Mandated (Est)	13,000,000	13,000,000	5,900,000
Lift Station Replacement/Improvements	500,000	500,000	200,000
Wastewater Treatment Plant Jet Mix Digester Replacement	150,000	-	-
Sewer Line Rehabilitation	100,000	100,000	100,000
	<u>\$ 14,709,500</u>	<u>\$ 14,559,500</u>	<u>\$ 7,595,000</u>
TOTAL WASTEWATER CAPITAL PROJECTS			
TOTAL WATERWORKS CAPITAL PROJECTS	<u>\$ 19,224,200</u>	<u>\$ 16,624,290</u>	<u>\$ 11,915,000</u>
<b><u>WORK POOL AND WATERWORKS EQUIPMENT</u></b>			
VAC-CON Sewer Truck, 2000 Replaces #312	\$ 125,000	\$ -	\$ 125,000
Jet Rodder, Replaces #386	-	-	330,000
Camera Truck for Sewer Crew	-	-	100,000
Compact Track Loader	-	-	67,000
Mini-Excavator	60,000	-	55,000
Ford F-150 Replaces #232 (New #239)	25,000	24,147	-
1.5 Ton Dump Truck Replaces #305	55,000	-	50,000
Rubber Track Skid Steer Loader Replaces #454	70,000	-	70,000
Sewer Line Rapid Assessment Tool (New #423)	-	23,395	-
2WD Pickup Truck, Replaces #221 (New #205)	20,172	21,658	-
4WD Pickup Truck, Replaces #345	22,737	-	22,737
1 Ton 4WD Pickup Truck, Replaces #235 (New #258)	28,265	28,265	-
1.5 Ton Dump Truck Replaces #318 (New #366)	48,813	48,813	-
	<u>\$ 454,987</u>	<u>\$ 146,278</u>	<u>\$ 819,737</u>
TOTAL EQUIPMENT			
TOTAL CAPITAL PROJECTS & EQUIPMENT	<u>\$ 19,679,187</u>	<u>\$ 16,770,568</u>	<u>\$ 12,734,737</u>

**\*\*Projects & Equipment Purchases Are Dependant on Funding Availability.**

CITY OF OAK RIDGE, TENNESSEE  
 BOND PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET \*\*

Fiscal Year	General Obligation Bonds		2009B Build America Bonds				General Obligation Bonds		Total		
	Refunding Series 2013		Principal	Coupon Interest	Treasury Rebate (1)	Net Interest	Refunding Series 2011 B		Principal	Net Interest	Total Requirements
	Principal	Interest					Principal	Interest			
2016	\$ 730,000	\$ 688,250	\$ -	\$ 292,125	\$ (94,780)	\$ 197,345	\$ 100,000	\$ 253,550	\$ 830,000	\$ 1,139,145	\$ 1,969,145
2017	235,000	673,650	-	292,125	(94,780)	197,345	200,000	251,550	435,000	1,122,545	1,557,545
2018	245,000	668,950	-	292,125	(94,780)	197,345	200,000	247,550	445,000	1,113,845	1,558,845
2019	255,000	661,600	-	292,125	(94,780)	197,345	225,000	243,550	480,000	1,102,495	1,582,495
2020	665,000	653,950	-	292,125	(94,780)	197,345	225,000	239,050	890,000	1,090,345	1,980,345
2021	1,025,000	634,000	-	292,125	(94,780)	197,345	225,000	234,550	1,250,000	1,065,895	2,315,895
2022	1,055,000	603,250	-	292,125	(94,780)	197,345	275,000	230,050	1,330,000	1,030,645	2,360,645
2023	375,000	561,050	200,000	292,125	(94,780)	197,345	975,000	223,863	1,550,000	982,258	2,532,258
2024	285,000	546,050	450,000	282,125	(91,535)	190,590	1,325,000	199,488	2,060,000	936,127	2,996,127
2025	290,000	537,500	450,000	257,375	(83,505)	173,870	1,375,000	166,363	2,115,000	877,732	2,992,732
2026	305,000	528,800	400,000	232,063	(75,293)	156,770	1,500,000	128,550	2,205,000	814,120	3,019,120
2027	215,000	518,888	750,000	209,063	(67,830)	141,233	1,650,000	86,550	2,615,000	746,670	3,361,670
2028	825,000	510,288	900,000	165,000	(53,534)	111,466	1,235,000	37,050	2,960,000	658,803	3,618,803
2029	1,815,000	481,413	900,000	111,000	(36,014)	74,986	-	-	2,715,000	556,399	3,271,399
2030	1,890,000	408,813	950,000	56,999	(18,494)	38,505	-	-	2,840,000	447,318	3,287,318
2031	1,910,000	333,213	-	-	-	-	-	-	1,910,000	333,213	2,243,213
2032	1,990,000	256,813	-	-	-	-	-	-	1,990,000	256,813	2,246,813
2033	2,075,000	169,750	-	-	-	-	-	-	2,075,000	169,750	2,244,750
2034	1,805,000	78,969	-	-	-	-	-	-	1,805,000	78,969	1,883,969
<b>Total</b>	<b>\$ 17,990,000</b>	<b>\$ 9,515,194</b>	<b>\$ 5,000,000</b>	<b>\$ 3,650,625</b>	<b>\$ (1,184,445)</b>	<b>\$ 2,466,180</b>	<b>\$ 9,510,000</b>	<b>\$ 2,541,713</b>	<b>\$ 32,500,000</b>	<b>\$ 14,523,086</b>	<b>\$ 47,023,086</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 treasury rebates on the Build America Bonds have been reduced by 7.3%.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. 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 2016 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
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
2034	-	-	-	-	-	-	-	-	-	-
2035	-	-	-	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,803,735</b>	<b>\$ 654,480</b>	<b>\$ 1,393,000</b>	<b>\$ 257,693</b>	<b>\$ 3,867,780</b>	<b>\$ 1,098,158</b>	<b>\$ 1,794,416</b>	<b>\$ 725,423</b>	<b>\$ 4,675,000</b>	<b>\$ 2,244,780</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%. Approval must be obtained from the State Comptrollers Office before November 1, 2016 to extend the loan to 2020.

(3) Principal amount shown on the State Revolving Fund Loans is for the full loan authorization amount. The City draws funds as capital projects occur.

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include new debt anticipated to be issued during fiscal 2015.

CITY OF OAK RIDGE, TENNESSEE  
 NOTE PRINCIPAL AND INTEREST  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET\*\*

Fiscal Year	Capital Outlay Notes Interfund Loan From General Fund (2)		State Revolving Fund Loan Interest/Fee at 1.23% (3)		State Revolving Fund Loan Interest/Fee at 1.81% (3)		Total		Total Requirements
	Principal	Interest	Principal	Interest/Fees	Principal	Interest/Fees	Principal	Fees/Interest	
	2016	\$ 238,096	\$ 11,905	\$ -	\$ 162,360	\$ 126,648	\$ 53,256	\$ 996,296	
2017	238,095	9,524	787,236	212,040	128,868	50,940	2,213,724	894,865	3,108,589
2018	238,095	7,143	796,320	202,320	131,112	48,588	2,286,076	832,538	3,118,614
2019	238,096	4,762	805,536	192,468	133,392	46,200	2,327,510	767,415	3,094,925
2020	238,095	2,381	814,848	182,508	135,720	43,764	2,396,750	700,686	3,097,436
2021	-	-	824,268	172,428	138,084	41,292	2,231,200	631,198	2,862,398
2022	-	-	833,796	162,240	140,496	38,772	2,247,896	561,411	2,809,307
2023	-	-	843,444	151,920	142,944	36,204	2,246,743	491,297	2,738,040
2024	-	-	853,188	141,504	145,440	33,600	1,934,137	422,803	2,356,940
2025	-	-	863,052	130,956	147,972	30,948	1,993,527	367,372	2,360,899
2026	-	-	873,024	120,288	150,552	28,248	2,053,073	309,658	2,362,731
2027	-	-	883,116	109,488	153,180	25,500	1,667,712	251,299	1,919,011
2028	-	-	893,328	98,568	155,856	22,704	1,344,184	210,462	1,554,646
2029	-	-	903,660	87,516	158,568	19,860	1,370,228	183,291	1,553,519
2030	-	-	914,100	76,356	161,328	16,968	1,397,428	155,379	1,552,807
2031	-	-	924,672	65,040	164,148	14,028	1,425,820	126,633	1,552,453
2032	-	-	935,364	53,604	167,004	11,040	1,454,368	97,044	1,551,412
2033	-	-	946,176	42,048	169,920	7,980	1,484,096	66,588	1,550,684
2034	-	-	957,108	30,360	172,884	4,884	1,129,992	35,244	1,165,236
2035	-	-	968,184	18,516	175,884	1,717	1,144,068	20,233	1,164,301
2036	-	-	979,580	6,537	-	-	979,580	6,537	986,117
<b>Total</b>	<b>\$ 1,190,477</b>	<b>\$ 35,715</b>	<b>\$ 17,600,000</b>	<b>\$ 2,419,065</b>	<b>\$ 3,000,000</b>	<b>\$ 576,493</b>	<b>\$ 36,324,408</b>	<b>\$ 8,011,807</b>	<b>\$ 44,336,215</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%. Approval must be obtained from the State Comptrollers Office before November 1, 2016 to extend the loan to 2020.

(3) Principal amount shown on the State Revolving Fund Loans is for the full loan authorization amount. The City draws funds as capital projects occur.

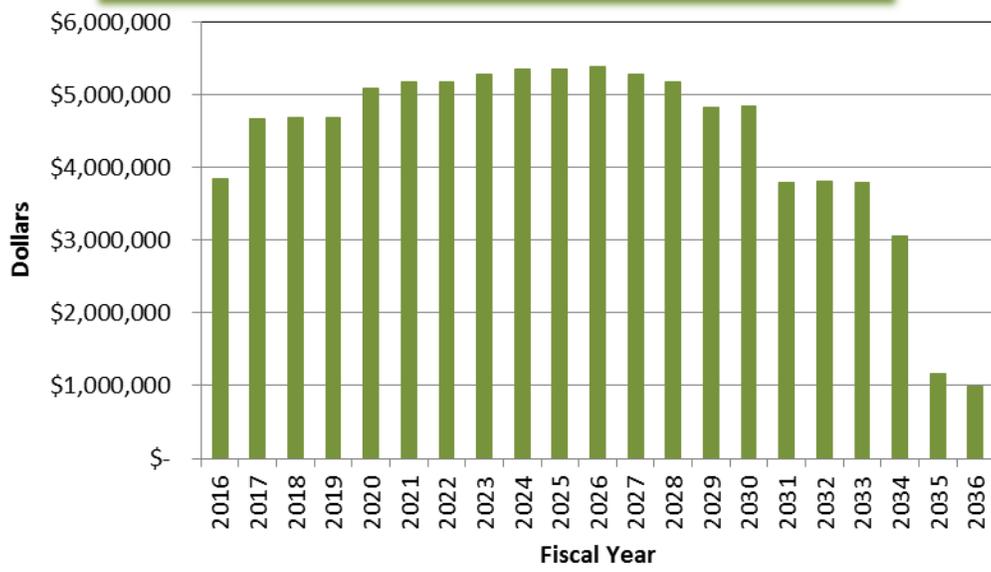
\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include new debt anticipated to be issued during fiscal 2015.

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - WATERWORKS FUND  
 FISCAL 2016 BUDGET\*\*

Fiscal Year	WATERWORKS BONDS		WATERWORKS NOTES		TOTAL WATERWORKS FUND		
	Principal	Interest	Principal	Interest	Principal	Net Interest	Total Requirements
2016	\$ 830,000	\$ 1,139,145	\$ 996,296	\$ 879,856	\$ 1,826,296	\$ 2,019,001	\$ 3,845,297
2017	435,000	1,122,545	2,213,724	894,865	2,648,724	2,017,410	4,666,134
2018	445,000	1,113,845	2,286,076	832,538	2,731,076	1,946,383	4,677,459
2019	480,000	1,102,495	2,327,510	767,415	2,807,510	1,869,910	4,677,420
2020	890,000	1,090,345	2,396,750	700,686	3,286,750	1,791,031	5,077,781
2021	1,250,000	1,065,895	2,231,200	631,198	3,481,200	1,697,093	5,178,293
2022	1,330,000	1,030,645	2,247,896	561,411	3,577,896	1,592,056	5,169,952
2023	1,550,000	982,258	2,246,743	491,297	3,796,743	1,473,554	5,270,297
2024	2,060,000	936,127	1,934,137	422,803	3,994,137	1,358,930	5,353,067
2025	2,115,000	877,732	1,993,527	367,372	4,108,527	1,245,104	5,353,631
2026	2,205,000	814,120	2,053,073	309,658	4,258,073	1,123,778	5,381,851
2027	2,615,000	746,670	1,667,712	251,299	4,282,712	997,970	5,280,682
2028	2,960,000	658,803	1,344,184	210,462	4,304,184	869,265	5,173,449
2029	2,715,000	556,399	1,370,228	183,291	4,085,228	739,690	4,824,918
2030	2,840,000	447,318	1,397,428	155,379	4,237,428	602,697	4,840,125
2031	1,910,000	333,213	1,425,820	126,633	3,335,820	459,846	3,795,666
2032	1,990,000	256,813	1,454,368	97,044	3,444,368	353,857	3,798,225
2033	2,075,000	169,750	1,484,096	66,588	3,559,096	236,338	3,795,434
2034	1,805,000	78,969	1,129,992	35,244	2,934,992	114,213	3,049,205
2035	-	-	1,144,068	20,233	1,144,068	20,233	1,164,301
2036	-	-	979,580	6,537	979,580	6,537	986,117
<b>Total</b>	<b>\$ 32,500,000</b>	<b>\$ 14,523,086</b>	<b>\$ 36,324,408</b>	<b>\$ 8,011,807</b>	<b>\$ 68,824,408</b>	<b>\$ 22,534,893</b>	<b>\$ 91,359,301</b>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015. It does not include debt anticipated to be issued after that date.

**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 nine 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 2016 operating revenues are budgeted at \$525,054, up \$34,326 from fiscal 2015. Historically, revenues have been 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 received an allocated share of State collected user fees on wireless telephones. Beginning in January 2015, the State began receiving all landline revenues and the allocation from the State to the ECD's was adjusted to compensate for the loss the ECD's experienced by no longer directly receiving revenues from landlines.

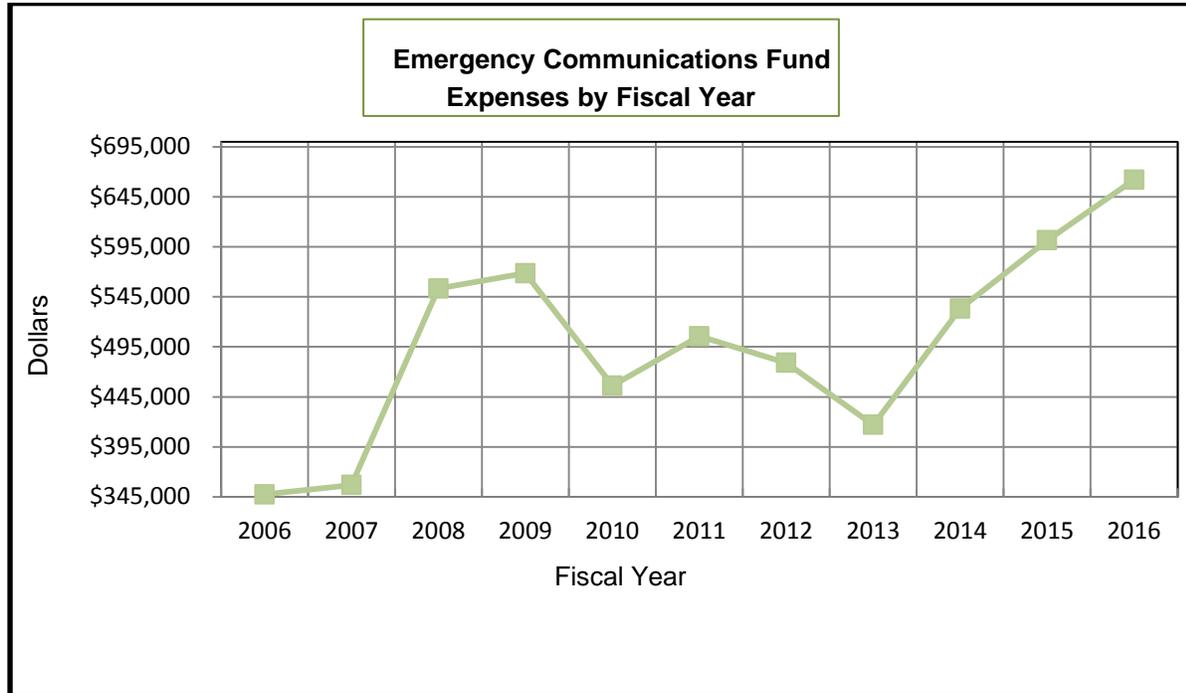
### Expenses

Fiscal 2016 operating expenses are budgeted at \$648,010, up \$100,016. \$200,000 is being paid annually to the General Fund to finance a portion of dispatcher salaries and benefits. These costs increased by \$62,300 to fund a portion of the costs for a new dispatcher position accounted for in General Fund activity 915, Emergency Communications. \$80,500 is budgeted for replacement of radios, GIS, and other equipment purchases and supplies. The budget for small equipment purchases was increased by \$5,000 for fiscal 2016. Other operational costs of the 911 systems include \$30,000 to AT&T for addressing information and \$91,000 to Motorola for the maintenance contract on the 800 MHz radio system. Over the past three years, the ECD has received nearly \$1.5 million in grants to upgrade the ECD's dispatch center and radio communication systems. The budgeted \$25,248 increase in depreciation reflects the expenditure of a portion of these grant proceeds for capital items.

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 which ends in fiscal 2017 is located on page [VI-29](#).

**Emergency Communications Fund - Expenses by Fiscal Year:**

The FY08 and FY09 increases are for leasing of a new radio system and equipment purchases funded primarily from grant proceeds. The fluctuation of expenditures are primarily related to the utilization of grant proceeds to update the security and technology in the emergency dispatch center and upgrades to the radio communications system.



CITY OF OAK RIDGE, TENNESSEE  
 LEASE REQUIREMENTS BY FISCAL YEAR  
 EMERGENCY COMMUNICATIONS DISTRICT FUND  
 FISCAL 2016 BUDGET\*\*

EMERGENCY COMMUNICATIONS DISTRICT FUND			
Fiscal Year	Principal	Interest	Total Requirements
2016	\$ 136,924	\$ 13,978	\$ 150,902
2017	143,743	7,159	150,902
<b>Total</b>	<b>\$ 280,667</b>	<b>\$ 21,137</b>	<b>\$ 301,804</b>

\*\* Amortization schedules are based on projected lease balances as of April 30, 2015.

**EMERGENCY COMMUNICATIONS DISTRICT FUND  
BUDGET SUMMARY**

State Account Number	City Account Number		ACTUAL 2014	BUDGET 2015	PROJECTED 2015	BUDGET 2016	BUDGET 16 vs 15	% CHANGE
<b>OPERATING REVENUES:</b>								
3001	4841	Emergency Telephone Service Charge	195,144	100,000	127,771	-	(100,000)	-100.0
3002	4841.1	State Emergency Communications Board	75,126	36,000	27,472	-	(36,000)	-100.0
3003	4841.2	State Emer Comm Board Operational Funding	142,860	319,320	310,147	525,054	205,734	64.4
3004	4841.3	GIS Funding	51,264	31,408	34,877	-	(31,408)	-100.0
3004	4841.4	State Dispatcher Training	8,000	4,000	4,000	-	(4,000)	-100.0
Total Operating Revenue			<u>472,394</u>	<u>490,728</u>	<u>504,267</u>	<u>525,054</u>	<u>34,326</u>	<u>7.0</u>
<b>OPERATING EXPENSES:</b>								
4405	5207.1	Due & Subscriptions	-	500	-	500	-	0.0
4413	5207.4	Licenses and Fees	4,100	5,000	4,225	5,000	-	0.0
4220	5207.5	NCIC/TBI/Ties Expenses	2,136	400	600	600	200	50.0
4207	5210.20	Contracted Dispatcher Services	110,000	137,700	137,700	200,000	62,300	45.2
4310	5217.2	General Telephone 911 Support Lines	6,169	6,000	7,013	800	(5,200)	-86.7
4201	5217.1	Address/Mapping Expenses (AT&T)	31,494	42,000	28,438	30,000	(12,000)	-28.6
4219	5217.6	Mapping/Data Base Consultants	720	3,052	3,630	4,000	948	31.1
4209	5217.4	Date Processing Services (Lines)	2,249	2,500	2,546	2,750	250	10.0
5212/4311	5217.6	Other Communications	-	-	22,492	7,500	7,500	100.0
4418	5221	Training	71	8,000	-	8,000	-	0.0
4218	5236.20	Maintenance Contract (800 MHz Radio System)	85,500	91,000	87,442	91,000	-	0.0
4232	5263.19	Maintenance/Repair Communication Equipment	29,879	15,000	28,833	30,000	15,000	100.0
4305	5313	Small Equipment Purchases	83,516	45,000	48,477	50,000	5,000	11.1
4219	5394	GIS	25,000	30,000	25,000	30,000	-	0.0
4303	5398	Date Processing Supplies	535	500	-	500	-	0.0
4414	5413	Insurance-Surety Bonds	1,625	-	770	770	770	100.0
4500	5460	Depreciation	126,614	161,342	187,000	186,590	25,248	15.6
Total Operating Expenses			<u>509,608</u>	<u>547,994</u>	<u>584,166</u>	<u>648,010</u>	<u>100,016</u>	<u>18.3</u>
Operating Income (Loss)			(37,214)	(57,266)	(79,899)	(122,956)	(65,690)	114.7
<b>NONOPERATING REVENUES/EXPENSES:</b>								
5007	4840	DOJ Grants (Wireless System Upgrades)	238,174	806,448	-	646,857	(159,591)	0.0
5007	4840	State Grant	454,348	-	159,591	-	-	0.0
4232	5540	Capital	-	(806,448)	(159,591)	(646,857)	159,591	0.0
5013	4037	Insurance Reimbursements	-	-	23,608	-	-	
5002	4610	Interest Income	1,846	1,400	1,413	1,400	-	0.0
5010	5439	Interest Expense	(23,566)	(17,224)	(17,224)	(13,978)	3,246	-18.8
Total Nonoperating Revenue			<u>670,802</u>	<u>(15,824)</u>	<u>7,797</u>	<u>(12,578)</u>	<u>3,246</u>	<u>-20.5</u>
Change in Net Position			633,588	(73,090)	(72,102)	(135,534)	(62,444)	85.4
<b>NET POSITION - 7/1</b>			<u>949,522</u>	<u>940,770</u>	<u>1,583,110</u>	<u>1,511,008</u>	<u>570,238</u>	<u>60.6</u>
<b>NET POSITION - 6/30</b>			<u>1,583,110</u>	<u>867,680</u>	<u>1,511,008</u>	<u>1,375,474</u>	<u>507,794</u>	<u>58.5</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-21 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)

---

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 an 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 \$3,150,000 for fiscal 2016. Maintenance and depreciation expenses are budgeted at \$3,040,000.

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.

In fiscal 2010, \$700,000 was issued in Build America Bonds (BAB) to fund computer, networking, and technology related equipment. In fiscal 2014, the City entered into a \$964,291 12-year lease agreement for two fire pumper trucks. Debt service on these debt issuances will be funded by the ERRF. Interest payments are budgeted at \$43,887 for fiscal 2016. 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> 2014	<u>BUDGET</u> 2015	<u>PROJECTED</u> 2015	<u>BUDGET</u> 2016	<u>BUDGET</u> 16 vs 15	<u>%</u> <u>CHANGE</u>
<u>OPERATING REVENUES:</u>						
4466 Charges for Service	<u>3,165,309</u>	<u>3,150,000</u>	<u>2,975,000</u>	<u>3,150,000</u>	<u>-</u>	<u>0.0</u>
<u>OPERATING EXPENSES:</u>						
5235 Routine Repair & Maintenance	2,470,631	2,315,000	2,268,914	2,315,000	-	0.0
5460 Depreciation	<u>596,510</u>	<u>700,000</u>	<u>685,000</u>	<u>725,000</u>	<u>25,000</u>	<u>3.6</u>
Total Operating Expenses	<u>3,067,141</u>	<u>3,015,000</u>	<u>2,953,914</u>	<u>3,040,000</u>	<u>25,000</u>	<u>0.8</u>
Operating Income (Loss)	98,168	135,000	21,086	110,000	(25,000)	-18.5
<u>NONOPERATING REVENUES/(EXPENSES):</u>						
4610 Interest Income	2,340	3,000	2,350	2,300	(700)	-23.3
4720 Gain/(Loss) on Sale of Assets	61,128	15,000	58,000	15,000	-	0.0
5439 Interest Expense	<u>(37,286)</u>	<u>(47,668)</u>	<u>(49,017)</u>	<u>(43,887)</u>	<u>3,781</u>	<u>-7.9</u>
Total Nonoperating Revenues (Expenses)	<u>26,182</u>	<u>(29,668)</u>	<u>11,333</u>	<u>(26,587)</u>	<u>3,081</u>	<u>-10.4</u>
Net Income (Loss)	124,350	105,332	32,419	83,413	(21,919)	-20.8
<u>NET POSITION - 7/1</u>	<u>3,925,892</u>	<u>4,182,278</u>	<u>4,050,242</u>	<u>4,082,661</u>	<u>(99,617)</u>	<u>-2.4</u>
<u>NET POSITION - 6/30</u>	<u>4,050,242</u>	<u>4,287,610</u>	<u>4,082,661</u>	<u>4,166,074</u>	<u>(121,536)</u>	<u>-2.8</u>

CITY OF OAK RIDGE, TENNESSEE  
 PRINCIPAL AND INTEREST SUMMARY  
 REQUIREMENTS BY FISCAL YEAR - EQUIPMENT REPLACEMENT RENTAL FUND  
 FISCAL 2016 BUDGET\*\*

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Requirements</u>
2016	\$ 68,477	\$ 43,887	\$ 112,364
2017	220,807	41,558	262,365
2018	73,215	35,095	108,310
2019	375,706	32,604	408,310
2020	78,282	20,656	98,938
2021	80,945	17,992	98,937
2022	83,698	15,239	98,937
2023	86,546	12,392	98,938
2024	89,490	9,447	98,937
2025	92,534	6,403	98,937
2026	<u>95,682</u>	<u>3,255</u>	<u>98,937</u>
Total	<u>\$ 1,345,382</u>	<u>\$ 238,528</u>	<u>\$ 1,583,910</u>

\*\* Amortization schedules are based on projected debt balances as of April 30, 2015.  
 It does not include debt anticipated to be issued after that date.

## 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 \$9,560,500 for fiscal 2016; a \$316,405 or 3.4% increase over fiscal 2015 primarily for accrued general leave payments to terminated employees, longevity and liability and property insurance. Expense areas include City employee retirement benefits to the TCRS, employee leave buy back and final leave payments, employee longevity payments, employee medical insurance and dental and vision benefits, long-term disability insurance for employees, 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 2016, expenses for employee retirement benefits with the TCRS are budgeted at \$2,830,500, down \$38,595 or 1.3% based on actually occurring cost trends. In fiscal 2016, the City's required contribution to the TCRS remained at the 14.98% 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 2017.

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 2016 budgeted funding for employee medical insurance premiums at \$4,685,000, down \$15,000 or 0.3% over prior year levels based on no increase in insurance rates for the City's contribution in 2015 or 2016.

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**

	<u>ACTUAL</u> 2014	<u>BUDGET</u> 2015	<u>PROJECTED</u> 2015	<u>BUDGET</u> 2016	<u>BUDGET</u> 16 vs 15	<u>%</u> <u>CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
4400 Charges for Service	<u>8,922,133</u>	<u>8,846,000</u>	<u>9,240,000</u>	<u>9,236,243</u>	<u>390,243</u>	<u>4.4</u>
<b><u>OPERATING EXPENSES:</u></b>						
5150 TCRS (Retirement)	2,734,100	2,869,095	2,775,000	2,830,500	(38,595)	-1.3
5160 Medical Benefits	4,657,762	4,700,000	4,665,000	4,685,000	(15,000)	-0.3
5175 Workers Compensation	367,446	525,000	387,000	450,000	(75,000)	-14.3
5400 Liability/Property Insurance	443,170	700,000	753,000	800,000	100,000	14.3
5400 Leave and Other Benefits	<u>796,160</u>	<u>450,000</u>	<u>795,000</u>	<u>795,000</u>	<u>345,000</u>	<u>76.7</u>
Total Operating Expenses	<u>8,998,638</u>	<u>9,244,095</u>	<u>9,375,000</u>	<u>9,560,500</u>	<u>316,405</u>	<u>3.4</u>
Operating Income (Loss)	(76,505)	(398,095)	(135,000)	(324,257)	73,838	-18.5
<b><u>NONOPERATING REVENUES:</u></b>						
4610 Interest Income	<u>1,663</u>	<u>2,000</u>	<u>1,550</u>	<u>2,000</u>	<u>-</u>	<u>0.0</u>
Change in Net Position	(74,842)	(396,095)	(133,450)	(322,257)	73,838	-18.6
<b><u>NET POSITION - 7/1</u></b>	<u>1,472,887</u>	<u>1,385,510</u>	<u>1,398,045</u>	<u>1,264,595</u>	<u>(120,915)</u>	<u>-8.7</u>
<b><u>NET POSITION - 6/30</u></b>	<u>1,398,045</u>	<u>989,415</u>	<u>1,264,595</u>	<u>942,338</u>	<u>(47,077)</u>	<u>-4.8</u>

## 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

## 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 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
Total General Government	47	47	48	46.60	46.60	47.60
Total Police Department	86	87	88	80.35	81.10	82.35
Total Fire Department	74	74	74	74.00	74.00	74.00
Total Public Works Department	104	104	99	101.00	104.00	99.00
Total Comm. Development Depart	11	11	10	11.00	11.00	10.00
Total Recreation & Parks Depart	84	84	84	37.36	37.36	37.36
Total Library	24	23	23	17.75	16.75	16.75
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>465</b>	<b>465</b>	<b>461</b>	<b>403.06</b>	<b>405.81</b>	<b>402.06</b>
<b>Total Transfers to Other Funds</b>	<b>160</b>	<b>160</b>	<b>154</b>	<b>157.00</b>	<b>159.75</b>	<b>154.00</b>
<b>TOTAL NET GENERAL FUND:</b>	<b>305</b>	<b>305</b>	<b>307</b>	<b>246.06</b>	<b>246.06</b>	<b>248.06</b>

## 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
	2014	2015	2016	2014	2015	2016
<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	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
820 City Manager						
City Manager	1	1	1	1.00	1.00	1.00
Assistant to City Manager	-	-	1	-	-	1.00
Senior Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>3</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>
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	<u>3</u>	<u>3</u>	<u>3</u>	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>
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	<u>3</u>	<u>3</u>	<u>3</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
845 Information Services						
Government Affairs & Information Service Director	1	1	1	1.00	1.00	1.00
Senior Systems Analyst	1	1	1	1.00	1.00	1.00
Information Systems Manager	1	1	1	1.00	1.00	1.00
Senior/Information System Technician	5	6	6	5.00	6.00	6.00
Webmaster	1	-	-	1.00	-	-
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>10</u>	<u>10</u>	<u>10</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<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/ Benefit Program Specialist	1	1	1	1.00	1.00	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	2	2	2	2.00	2.00	2.00
Purchasing/Inventory Coordinator	1	1	1	1.00	1.00	1.00
Senior/Accounting Specialist	3	3	3	3.00	3.00	3.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Warehouse Clerk	2	2	2	2.00	2.00	2.00
Total	<u>11</u>	<u>11</u>	<u>11</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
864 Business Office						
Business Office Manager	1	1	1	1.00	1.00	1.00
Utility Service Representative	1	1	1	1.00	1.00	1.00
Utility Accounts Analyst	4	4	4	4.00	4.00	4.00
Utility Accounts Specialist	2	2	2	2.00	2.00	2.00
Utility Accounts Clerk	1	1	1	1.00	1.00	1.00
Service Center Cashier	2	2	2	2.00	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>48</u>	 <u>46.60</u>	 <u>46.60</u>	 <u>47.60</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<b><u>POLICE DEPARTMENT</u></b>						
910 Police Supervision						
Police Chief	1	1	1	1.00	1.00	1.00
Crime Analyst	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
911 Investigations						
Police Captain	1	1	1	1.00	1.00	1.00
Police Lieutenant	1	1	1	1.00	1.00	1.00
Police Sergeant	2	2	2	2.00	2.00	2.00
Police Officer	4	5	5	4.00	5.00	5.00
Detective	5	4	4	5.00	4.00	4.00
Total	13	13	13	13.00	13.00	13.00
912 Staff Services						
Police Lieutenant	1	1	1	1.00	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	1.00	1.00	1.00
Police Lieutenant	2	2	2	2.00	2.00	2.00
Police Sergeant	6	6	6	6.00	6.00	6.00
Police Officer	35	35	35	34.75	35.00	35.00
Total	44	44	44	43.75	44.00	44.00
915 Emergency Communications						
Lead Public Safety Communications Officer	1	1	1	1.00	1.00	1.00
Public Safety Communications Officer	7	8	9	7.00	7.75	9.00
Total	8	9	10	8.00	8.75	10.00
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	1.00	1.00	1.00
Total	4	4	4	4.00	4.00	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
	2014	2015	2016	2014	2015	2016
<u>POLICE DEPARTMENT (Continued)</u>						
917 School Resource Officer Program						
Police Officer	2	2	2	2.00	2.00	2.00
School Crossing Guard	7	7	7	1.35	1.35	1.35
Total	<u>9</u>	<u>9</u>	<u>9</u>	<u>3.35</u>	<u>3.35</u>	<u>3.35</u>
026 Special Programs Fund						
Police Officer	-	-	-	0.25	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.25</u>	<u>-</u>	<u>-</u>
 TOTAL POLICE DEPARTMENT	 <u>86</u>	 <u>87</u>	 <u>88</u>	 <u>80.35</u>	 <u>81.10</u>	 <u>82.35</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	-	-	1.00	-	-
Deputy Fire Chief	-	1	1	-	1.00	1.00
Total	<u>1</u>	<u>1</u>	<u>1</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
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
Battalion Chief	-	1	1	-	1.00	1.00
Fire Captain	7	7	7	7.00	7.00	7.00
Fire Projects Officer	-	1	1	-	1.00	1.00
Fire Fighter/Engineer	21	19	19	21.00	19.00	19.00
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
	2014	2015	2016	2014	2015	2016
<b><u>PUBLIC WORKS DEPARTMENT</u></b>						
930 Public Works Supervision						
Public Works Director	1	1	1	1.00	1.00	1.00
Public Works Administrative Manager	1	1	1	1.00	1.00	1.00
Administrative Assistant/Specialist	2	2	2	2.00	2.00	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	3	3	3	3.00	3.00	3.00
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	5	5	5	4.50	5.00	5.00
Street Maintenance Crew Chief	4	3	3	4.00	3.00	3.00
Utility Maintenance Specialist	5	7	7	4.50	7.00	7.00
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	2	2	5.00	2.00	2.00
Maintenance Mechanic/Worker	21	23	23	19.00	23.00	23.00
Total	46	46	46	43.00	46.00	46.00
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	7	7	8	7.00	7.00	7.50
Maintenance Mechanic	1	1	1	1.00	1.00	1.00
Total	12	12	13	12.00	12.00	12.50

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<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	4	4	5	4.00	4.00	5.00
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	6	6	6	6.00	6.00	6.50
Equipment Operations Specialist	1	1	1	1.00	1.00	1.00
Maintenance Mechanic/Worker	3	3	3	3.00	3.00	3.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	<u>22</u>	<u>22</u>	<u>23</u>	<u>22.00</u>	<u>22.00</u>	<u>23.50</u>
025 West End Waterworks						
Utility Line Maintenance Crew Chief	1	1	-	1.00	1.00	-
Utility Maintenance Specialist	2	2	-	2.00	2.00	-
Maintenance Mechanic/Worker	2	2	-	2.00	2.00	-
Senior Treatment Plant Operator	1	1	-	1.00	1.00	-
Treatment Plant Maintenance Specialist	1	1	-	1.00	1.00	-
Total	<u>7</u>	<u>7</u>	<u>-</u>	<u>7.00</u>	<u>7.00</u>	<u>-</u>
 TOTAL PUBLIC WORKS DEPARTMENT	 <u>104</u>	 <u>104</u>	 <u>99</u>	 <u>101.00</u>	 <u>104.00</u>	 <u>99.00</u>
<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	-	1.00	1.00	-
Administrative Assistant/Specialist	2	2	2	2.00	2.00	2.00
Total	<u>4</u>	<u>4</u>	<u>3</u>	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>

## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<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						
Remediation Specialist	1	1	1	1.00	1.00	1.00
Code Enforcement Supervisor	1	1	1	1.00	1.00	1.00
Combination Inspector	1	1	1	1.00	1.00	1.00
Senior/Code Enforcement Inspector	2	2	2	2.00	2.00	2.00
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
 TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	 <u>11</u>	 <u>11</u>	 <u>10</u>	 <u>11.00</u>	 <u>11.00</u>	 <u>10.00</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	12	12	12	3.18	3.18	3.18
Senior Recreation Leader	1	1	1	0.25	0.25	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	3	3	0.62	0.92	0.92
Senior/Lifeguard	20	19	19	4.48	4.18	4.18
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
	2014	2015	2016	2014	2015	2016
<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
Recreation Assistant	2	2	2	2.00	2.00	2.00
Facility Monitor	4	4	4	2.75	2.75	2.75
Maintenance Worker	1	1	1	1.00	1.00	1.00
Senior/Recreation Leader	17	17	17	3.27	3.27	3.27
Total	26	26	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/Worker	5	5	5	5.00	5.00	5.00
Total	7	7	7	7.00	7.00	7.00
977 Scarboro Center						
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
Facility Monitor	1	1	1	0.50	0.50	0.50
Total	3	3	3	2.50	2.50	2.50
 TOTAL RECREATION AND PARKS DEPARTMENT	 84	 84	 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
	2014	2015	2016	2014	2015	2016
<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	3	3	4.00	3.00	3.00
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>22</u>	<u>22</u>	<u>17.00</u>	<u>16.00</u>	<u>16.00</u>
989 Library Grants						
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>23</u>	 <u>23</u>	 <u>17.75</u>	 <u>16.75</u>	 <u>16.75</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 Project Manager	1	1	1	1.00	1.00	1.00
Electric Line Crew Chief	4	4	4	4.00	4.00	4.00
Substation Maintenance Supervisor	1	1	1	1.00	1.00	1.00
Electric Line Technician	15	15	15	15.00	15.00	15.00
Senior Traffic Signal Technician	2	1	1	2.00	1.00	1.00
Traffic Signal Technician	-	1	1	-	1.00	1.00
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>465</u>	 <u>465</u>	 <u>461</u>	 <u>403.06</u>	 <u>405.81</u>	 <u>402.06</u>

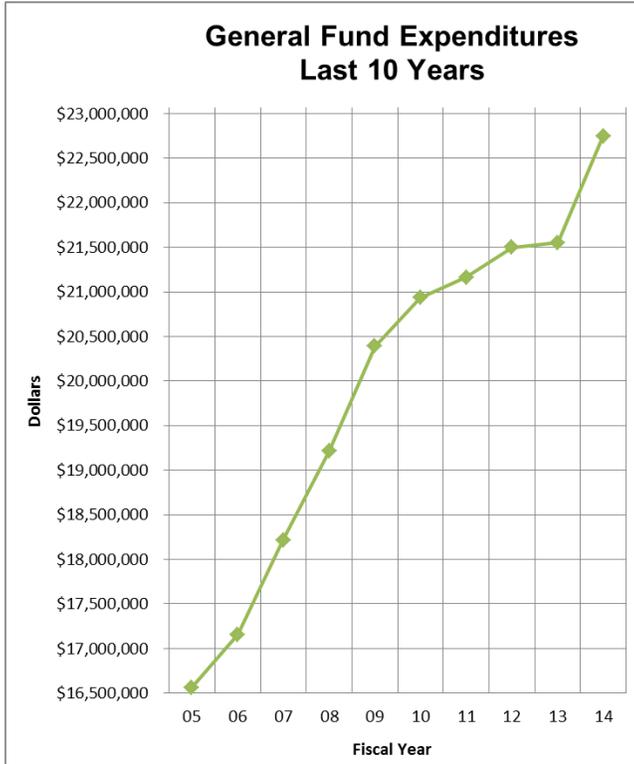
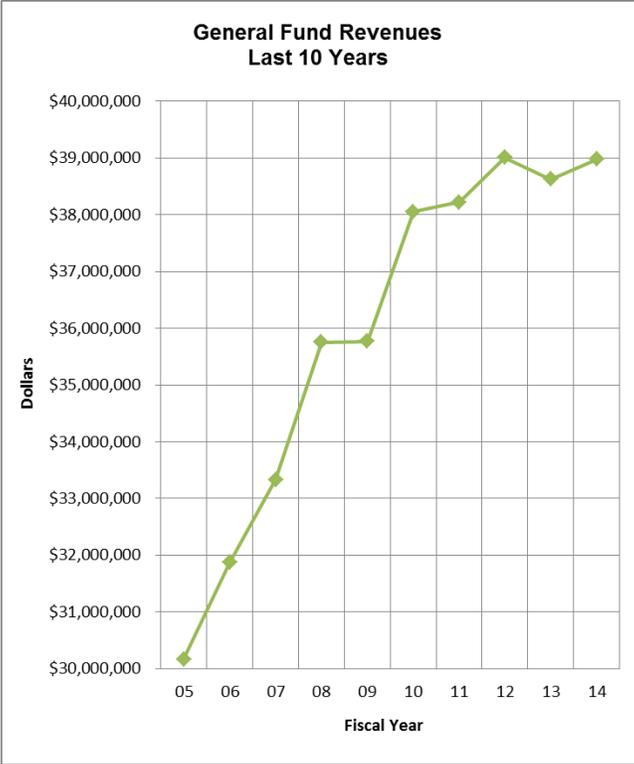
## Personnel Schedule – Breakdown by Department

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2014	2015	2016	2014	2015	2016
<u>TRANSFERS TO OTHER FUNDS:</u>						
Electric Fund	35	35	35	35.00	35.00	35.00
Waterworks Fund	87	87	82	84.00	87.00	82.00
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 (Fund Closed)	1	1	-	0.75	0.75	-
Special Programs Fund (Fund Closed)	-	-	-	0.25	-	-
	160	160	154	157.00	159.75	154.00
TOTAL TRANSFERS TO OTHER FUNDS						
	305	305	307	246.06	246.06	248.06
TOTAL NET GENERAL FUND						

# STATISTICAL INFORMATION

## General Fund Expenditures/Transfers and Revenues/Financing Sources

	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	% Increase Last Ten Years	Last 10 Yrs \$ Change
<b>REVENUES:</b>												
Licenses and Permits	340,802	465,364	272,409	271,002	269,593	243,947	207,479	173,179	167,826	174,011	-48.9%	(166,791)
Intergovernmental	9,308,592	10,163,991	11,007,044	11,774,732	10,885,714	11,926,979	12,222,563	11,734,935	12,526,916	11,631,320	25.0%	2,322,728
Property Taxes	15,581,417	15,778,882	16,323,678	17,864,160	18,955,222	19,067,009	19,569,432	20,714,339	19,669,580	20,348,783	30.6%	4,767,366
Business Taxes	1,825,717	2,039,654	2,060,238	2,118,254	2,022,829	2,184,040	2,378,364	2,458,268	2,245,520	2,827,967	54.9%	1,002,250
Charges for Services	1,080,058	1,023,308	1,043,098	1,088,376	1,154,851	1,313,798	1,352,979	1,370,125	1,370,919	1,342,178	24.3%	262,120
Fines and Forfeitures	238,503	321,364	347,480	343,259	380,886	1,325,167	332,805	324,693	419,490	353,138	48.1%	114,635
Other	527,689	714,689	912,859	881,693	620,241	514,109	496,039	570,569	562,679	636,483	20.6%	108,794
In-Lieu-of-Tax Payment - DOE	1,265,963	1,361,730	1,361,175	1,413,801	1,476,023	1,475,379	1,662,773	1,662,113	1,660,945	1,660,945	31.2%	394,982
<b>Total Current Revenues</b>	<b>30,168,741</b>	<b>31,868,982</b>	<b>33,327,981</b>	<b>35,755,277</b>	<b>35,765,359</b>	<b>38,050,428</b>	<b>38,222,434</b>	<b>39,008,221</b>	<b>38,623,875</b>	<b>38,974,825</b>	<b>29.2%</b>	<b>8,806,084</b>
<b>Fund Balance Appropriation</b>	<b>324,550</b>	<b>(367,182)</b>	<b>(291,014)</b>	<b>(1,716,057)</b>	<b>(47,498)</b>	<b>(1,633,751)</b>	<b>(299,142)</b>	<b>251,699</b>	<b>(843,091)</b>	<b>586,430</b>	<b>80.7%</b>	<b>261,880</b>
<b>Total Revenues</b>	<b>30,493,291</b>	<b>31,501,800</b>	<b>33,036,967</b>	<b>34,039,220</b>	<b>35,717,861</b>	<b>36,416,677</b>	<b>37,923,292</b>	<b>39,259,920</b>	<b>37,780,784</b>	<b>39,561,255</b>	<b>29.7%</b>	<b>9,067,964</b>
<b>MUNICIPAL EXPENDITURES</b>												
General Government	1,425,945	1,311,331	1,345,235	1,428,396	1,769,576	1,779,551	1,859,657	1,822,241	1,781,556	1,841,776	29.2%	415,831
Police	4,333,307	4,709,869	5,119,868	5,465,880	5,741,602	6,101,741	6,057,954	6,185,025	6,088,081	6,253,050	44.3%	1,919,743
Fire	3,536,123	3,669,413	3,917,264	4,058,033	4,167,092	4,186,010	4,161,208	4,091,689	4,247,726	4,220,906	19.4%	684,783
Public Works	3,342,970	3,431,968	3,531,233	3,791,923	4,112,250	4,220,090	4,345,430	4,511,849	4,552,683	4,640,079	38.8%	1,297,109
Community Development	503,372	514,162	570,903	607,587	607,351	716,100	681,893	639,248	661,629	1,445,765	187.2%	942,393
Recreation and Parks	2,311,473	2,380,336	2,503,398	2,577,134	2,651,706	2,625,536	2,706,589	2,860,394	2,857,831	2,984,929	29.1%	673,456
Library	1,108,651	1,138,387	1,228,417	1,285,358	1,342,385	1,305,308	1,349,761	1,386,989	1,362,412	1,362,209	22.9%	253,558
<b>Total Municipal Expenditures</b>	<b>16,561,841</b>	<b>17,155,466</b>	<b>18,216,318</b>	<b>19,214,311</b>	<b>20,391,962</b>	<b>20,934,336</b>	<b>21,162,492</b>	<b>21,497,435</b>	<b>21,551,918</b>	<b>22,748,714</b>	<b>37.4%</b>	<b>6,186,873</b>
<b>OPERATING TRANSFERS:</b>												
<b>Transfer In</b>												
In-Lieu-of-Tax Payment - Utilities	(2,508,554)	(2,454,936)	(2,502,344)	(2,481,923)	(2,535,471)	(2,500,515)	(2,685,281)	(2,855,907)	(2,911,267)	(3,012,318)	20.1%	(503,764)
<b>Transfer Out</b>												
Debt Service Fund	3,024,113	2,900,000	3,200,000	3,500,000	3,500,000	3,500,000	3,545,000	3,045,000	4,311,470	4,311,470	42.6%	1,287,357
State Street Aid Fund	500,000	517,500	539,210	588,770	612,910	223,729	653,000	653,000	660,000	660,000	32.0%	160,000
Street & Public Trans Fund	10,000	10,350	10,790	11,230	22,090	30,000	55,106	55,000	60,000	60,000	500.0%	50,000
School Operations	11,186,541	11,578,070	12,070,143	12,988,482	13,508,020	13,980,802	14,470,131	14,629,302	13,862,832	14,112,832	26.2%	2,926,291
Economic Diversification Fund	171,000	177,000	184,500	50,000	50,000	-	-	50,000	(432,364)	-	-100.0%	(171,000)
Grant Fund	168,350	168,350	168,350	168,350	168,350	168,350	246,573	174,090	178,195	180,557	7.3%	12,207
Capital Projects Fund	1,080,000	1,150,000	1,150,000	-	-	79,975	476,271	2,012,000	500,000	500,000	-53.7%	(580,000)
Golf Course Fund	300,000	300,000	-	-	-	-	-	-	-	-	-100.0%	(300,000)
<b>Total Operating Transfers</b>	<b>13,931,450</b>	<b>14,346,334</b>	<b>14,820,649</b>	<b>14,824,909</b>	<b>15,325,899</b>	<b>15,482,341</b>	<b>16,760,800</b>	<b>17,762,485</b>	<b>16,228,866</b>	<b>16,812,541</b>	<b>20.7%</b>	<b>2,881,091</b>
<b>Total Expenditures/Transfers</b>	<b>30,493,291</b>	<b>31,501,800</b>	<b>33,036,967</b>	<b>34,039,220</b>	<b>35,717,861</b>	<b>36,416,677</b>	<b>37,923,292</b>	<b>39,259,920</b>	<b>37,780,784</b>	<b>39,561,255</b>	<b>29.7%</b>	<b>9,067,964</b>
<b>EXPENDITURES FOR MUNICIPAL OPERATIONS COMPARED TO THE RATE OF INFLATION:</b>												
- Applicable Consumer Price Index, All Urban Consumers, All Items	194.5	202.9	208.4	218.8	215.7	218.0	225.7	229.5	233.5	238.3	25.8%	
- Percentage Inflation Increase from Previous Year	2.7%	4.3%	2.7%	5.0%	-1.4%	1.1%	3.6%	1.7%	1.8%	2.1%	23.6%	
- Percentage Increase in Municipal Expenditures	9.4%	3.6%	6.2%	5.5%	6.1%	2.7%	1.1%	1.6%	0.3%	5.6%	37.4%	



## 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>
Consolidated Nuclear Services Y-12	National Security	4,500
UT-Battelle ORNL	National Security	4,400
UCOR	Environmental Management	1,383
<b><u>Other Employers</u></b>	<b><u>Product</u></b>	<b><u>Employment</u></b>
Methodist Medical Center	Health Care	1,175
Energy Solutions	Waste Management/Remediation	625
Oak Ridge Associated Universities	Research & Development	549
Science Applications Int'l Corp. (SAIC)	Information Technology & Engineering	546
SiTel	Customer & Technical Service	500
ORNL Federal Credit Union	Financial Institution	412
City of Oak Ridge	City Government	402
Oak Ridge City Schools	Public School System	367
Centrus Energy	Alternative Energy/Centrifuge Manufacturer	365
Leidos	Information Technology & Engineering	350
Jacobs Engineering	Environmental & Technical Services	298
NSPS	Security	238
SCI Consulting	Information & Computer Services	220
Emory Valley Center	Business Support Services	217
Ametek	Instrumentation	205
Appalachian Underwriters	Insurance	200
Pro2Serve	National Security	180

## City of Oak Ridge, Tennessee Principal Employers - Current Year and Nine Years Ago

<u>Employer</u>	<u>2014</u>			<u>2005</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	4,500	1	12.84%	4,300	1	12.16%
UT-Battelle	4,400	2	12.55%	3,917	2	11.08%
Methodist Medical Center	1,175	3	3.35%	1,500	3	4.24%
UCOR	1,383	4	3.95%	N/A		N/A
Sitel (Client Logic)	700	5	2.00%	600	10	1.70%
Oak Ridge Schools	649	6	1.85%	687	9	1.94%
Energy Solutions (AKA Duratek, Scientific Ecology Group, Inc.)	625	7	1.78%	N/A		N/A
Oak Ridge Associated Universities	549	8	1.57%	722	7	2.04%
Science Applications Int'l Corp. (SAIC)	546	9	1.56%	885	6	2.50%
ORNL Federal Credit Union	412	10	1.18%	N/A		N/A
Wackenhut-Oak Ridge Team	N/A		N/A	720	8	2.04%
Bechtel Jacobs Co. LLC	N/A		N/A	1,105	5	3.13%
BNFL, Inc.	N/A		N/A	1,200	4	3.39%
	<u>14,939</u>		<u>42.63%</u>	<u>15,636</u>		<u>44.22%</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,	Tax Year	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
2005	2004	\$ 15,469,269	\$ 14,934,125	96.5%	\$ 470,501	\$ 15,404,626	99.6%	\$ 64,643	0.4%
2006	2005	15,563,322	15,280,442	98.2%	249,304	15,529,746	99.8%	33,576	0.2%
2007	2006	16,206,820	15,901,543	98.1%	268,145	16,169,688	99.8%	37,132	0.2%
2008	2007	17,755,317	17,303,022	97.5%	412,384	17,715,406	99.8%	39,911	0.2%
2009	2008	19,084,592	18,519,409	97.0%	533,586	19,052,995	99.8%	31,597	0.2%
2010	2009	18,975,624	18,120,891	95.5%	833,946	18,954,837	99.9%	20,787	0.1%
2011	2010	19,286,610	18,322,654	95.0%	951,760	19,274,414	99.9%	12,196	0.1%
2012	2011	19,143,158	18,695,063	97.7%	361,005	19,056,068	99.5%	87,090	0.5%
2013	2012	19,097,895	18,350,887	96.1%	551,582	18,902,469	99.0%	195,426	1.0%
2014	2013	19,427,727	18,853,042	97.0%	-	18,853,042	97.0%	574,685	3.0%

- (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	Tax Year	Real Residential Property	Real Commercial Property	Personal Property	Public Utilities	Total Taxable Assessed Value (1)	Total Direct Tax Rate	Estimated Actual Taxable Value	Taxable Assessed Value as a Percentage of Actual Taxable Value
2005	2004	\$ 274,953,825	\$ 200,439,682	\$ 53,451,907	\$ 10,153,519	\$ 538,998,933	2.87	\$ 1,797,548,472	30%
2006	2005	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)	30% (2)
2007	2006	334,908,739	231,506,227	58,065,289	11,091,196	635,571,451	2.55	2,132,117,298	30%
2008	2007	347,866,446	268,472,911	44,405,787	9,269,913	670,015,057	2.65	2,227,521,739	30%
2009	2008	354,598,524	280,288,355	44,651,529	9,427,296	688,965,704	2.77	2,285,093,952	30%
2010	2009	360,138,810	275,346,400	40,958,797	8,596,571	685,040,578	2.77	2,281,080,692	30%
2011	2010	434,209,725 (2)	314,892,290 (2)	47,347,150 (2)	10,508,868 (2)	806,958,033 (2)	2.39 (2)	2,701,000,491 (2)	30% (2)
2012	2011	434,510,575	314,409,168	45,795,106	9,960,967	804,675,816	2.39	2,694,826,422	30%
2013	2012	428,632,500	313,900,532	44,521,899	10,420,634	797,475,565	2.39	2,666,634,267	30%
2014	2013	427,197,050	323,818,832	51,305,149	10,554,576	812,875,607	2.39	2,708,542,582	30%

- (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% with all bank accounts and \$7,500 of all other items in the hands of a taxpayer exempt; Commercial and Industrial - Real at 40% and Personal at 30% except that the Personal Property of eligible Banks is 40%; Public Utilities (excluding Railroads and Telecommunications) - All Property both Real and Personal at 55%; Railroads and Telecommunications - Real and Personal at 40%.

- (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 2013 and 9 Years Ago - For FY 2014 and 2005**

Taxpayer	Type of Business	Tax Year 2013			Tax Year 2004		
		Taxable Assessed Valuation	Rank	Percentage of Total Assessed Valuation	Taxable Assessed Valuation	Rank	Percentage of Total Assessed Valuation
UT-Battelle	Management Contractor (ORNL)	\$ 44,228,213	1	5.44%	\$ 24,743,044	1	4.72%
Oak Ridge Projects LLC	Real Estate Developer	36,615,687	2	4.50%	-		-
Oak Ridge Tech Center Oak Ridge Corp Partners	Office Complex	13,386,915	3	1.65%	10,838,880	3	2.07%
R&R Properties/Richard Chinn	Entrepreneur	12,224,583	5	1.50%	7,241,320	6	1.38%
Methodist Medical Center of Oak Ridge	Health Services	10,456,410	6	1.29%	7,291,840	5	1.39%
Scientific Ecology Group (AKA GTS Duratek)	Environmental Services	12,805,030	4	1.58%	4,091,334	10	0.78%
Wilkinson Realty	Apartment Complexes	8,217,604	7	1.01%	-		-
A & M Enterprises Inc.	Real Estate Developer	5,757,280	9	0.71%	-		-
BellSouth	Communications	6,228,130	8	0.77%	7,406,636	4	1.41%
Advanced Measurement Tec (ORTEC)	Manufacturing and Services	4,861,672	10	0.60%	-		-
Boeing Tennessee Inc.	Manufacturing and Engineering	-		-	12,699,771	2	2.42%
Crown America	Shopping Mall/Misc. Development	-		-	5,693,600	7	1.09%
International Environmental Resources (AKA Manufacturing Sciences)	Environmental Services	-		-	5,057,257	8	0.94%
BNFL, Inc.	Environmental Services	-		-	5,010,305	9	0.96%
<b>TOTAL</b>		<b>\$ 154,781,523</b>		<b>19.04%</b>	<b>\$ 90,073,987</b>		<b>16.66%</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 (1)	Per Capita (1)
	General Obligation Bonds	QZAB	Notes Payable	Capital Leases	Electric Revenue Bonds	General Obligation Bonds	Notes Payable	Capital Leases			
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	7,641,275	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	18.23%	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	17.96%	5,811
2013	36,920,000	4,075,347	54,162,053	930,736	2,980,000	31,165,000	34,844,047	535,338	165,612,521	17.52%	5,629
2014	35,092,745	3,565,929	53,658,053	531,707	1,885,000	49,411,399	23,289,801	411,096	167,845,730	(1)	5,705

Notes: Under Tennessee State law, the City's outstanding general obligation debt is not limited.

(1) See Table 17 for personal income and population data.

## Computation of Direct & Overlapping Debt – June 30, 2014

Jurisdiction	Net Debt Outstanding	of Debt Applicable To the City	City's Share of Debt
Debt Repaid with Property Taxes:			
Direct Debt:			
City of Oak Ridge -			
General Obligation Bonds	\$ 35,092,745	100%	\$ 35,092,745
Notes Payable	53,658,053	100%	53,658,053
Qualified Zone Academy Bonds (QZAB)	3,565,929	100%	3,565,929
Capital Lease	531,707	100%	531,707
Debt Service Fund	(10,098,497)		(10,098,497)
Total Direct Debt	<u>82,749,937</u>		<u>82,749,937</u>
Overlapping Debt:			
Anderson County, Tennessee	20,955,753	39.81%	*
Roane County, Tennessee	<u>28,785,000</u>	12.26%	*
Total Overlapping Debt	<u>49,740,753</u>		<u>11,871,526</u>
Total Direct and Overlapping Debt	<u>\$ 132,490,690</u>		<u>\$ 94,621,463</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	Waterworks (1)			
	Electric Revenue	Water Revenue	Wastewater Revenue	Total
2005	\$ 35,724,771	\$ 5,311,562	\$ 5,756,389	\$ 46,792,722
2006	38,922,932	5,968,647	5,788,969	50,680,548
2007	41,971,757	6,067,214	6,377,350	54,416,321
2008	45,608,826	7,714,345	6,774,328	60,097,499
2009	52,597,386	8,405,879	7,632,541	68,635,806
2010	48,737,266	8,146,360	7,501,780	64,385,406
2011	54,868,484	7,778,140	7,274,937	69,921,561
2012	55,021,285	7,720,479	7,322,581	70,064,345
2013	55,712,659	8,421,005	9,137,319	73,270,983
2014	56,683,842	8,744,456	9,542,067	74,970,365

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 9 Years Ago

Customer	2014					2005				
	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
Energy Solutions (AKA Scientific Ecology, GTS Duratek, Manufacturing Sciences)	98,155	31,011,172	\$ 2,042,225	1	3.66%	(1)	21,811,514	\$ 1,105,856	3	3.15%
City of Oak Ridge	67,231	25,159,212	3,025,566	2	5.43%	58,950	11,584,841	1,886,662	1	5.38%
US Department of Energy	60,982	33,284,325	2,690,476	3	4.83%	17,092	8,173,180	500,710	7	1.43%
Methodist Medical Center	53,468	26,267,026	2,504,934	4	4.49%	43,938	12,087,109	1,371,242	2	3.91%
Oak Ridge Board Of Education	39,729	14,106,516	1,529,963	5	2.74%	33,222	2,565,001	862,065	6	2.46%
USEC Inc.	33,873	17,287,997	1,638,742	6	2.94%	-	-	-	-	-
Oak Ridge Project LLC	29,260	14,252,000	1,338,371	7	2.40%	-	-	-	-	-
Oak Ridge Tech Ctr	18,751	7,876,067	789,903	8	1.42%	-	-	-	-	-
BWXT Y-12	15,714	6,539,322	653,134	9	1.17%	17,432	8,169,238	475,962	9	1.36%
Advanced Measurement	14,321	7,511,400	687,798	10	1.23%	15,450	8,307,500	492,638	8	1.41%
Rogers Group Inc.	-	-	-	-	-	22,680	4,511,167	442,468	10	1.26%
BNFL	-	-	-	-	-	30,302	6,520,000	1,010,098	5	2.88%
Boeing	-	-	-	-	-	(1)	21,466,016	1,033,415	4	2.95%
<b>Total</b>			<b>\$ 14,858,887</b>		<b>26.65%</b>			<b>\$ 8,075,260</b>		<b>23.04%</b>

**Note:**

(1) This customer is on the ESP program offered through the Tennessee Valley Authority.

**City of Oak Ridge, Tennessee  
Pledged - Revenue Coverage  
Last Ten Fiscal Years**

Electric Revenue Debt							
Fiscal Year	Operating Revenues	Operating Expenses (1)	Net Available Revenue	Principal	Interest	Total	Coverage Ratio
2005	\$ 35,671,697	\$ 32,545,257	\$ 3,126,440	\$ 820,000	\$ 694,765	\$ 1,514,765	2.06
2006	38,881,488	35,131,961	3,749,527	835,000	764,318	1,599,318	2.34
2007	41,915,066	38,798,182	3,116,884	992,673	923,836	1,916,509	1.63
2008	45,573,802	41,103,159	4,470,643	984,750	854,487	1,839,237	2.43
2009	52,565,380	46,957,765	5,607,615	1,009,087	862,630	1,871,717	3.00
2010	48,691,801	43,330,957	5,360,844	1,043,424	883,244	1,926,668	2.78
2011	54,822,625	48,037,377	6,785,248	1,083,095	927,875	2,010,970	3.37
2012	54,954,964	48,781,668	6,173,296	1,122,765	891,920	2,014,685	3.06
2013	55,708,671	48,714,134	6,994,537	1,137,769	850,604	1,988,373	3.52
2014	56,683,842	49,977,956	6,705,886	1,130,310	802,839	1,933,149	3.47

(1) Operating expenses do not include interest, depreciation or in-lieu of taxes paid to other City funds

Water and Sewer Revenue Debt							
Fiscal Year	Operating Revenues	Operating Expenses (1)	Net Available Revenue	Principal	Interest	Total	Coverage Ratio
2005	\$ 11,064,913	\$ 9,113,823	\$ 1,951,090	\$ 1,030,368	\$ 868,746	\$ 1,899,114	1.03
2006	11,755,265	10,064,683	1,690,582	1,070,673	1,163,287	2,233,960	0.76
2007	12,443,469	11,549,776	893,693	1,274,724	1,312,552	2,587,276	0.35
2008	14,631,506	12,311,926	2,319,580	1,373,195	1,258,007	2,631,202	0.88
2009	17,623,161	12,393,252	5,229,909	1,424,187	1,024,740	2,448,927	2.14
2010	17,246,951	11,958,264	5,288,687	1,476,696	944,845	2,421,541	2.18
2011	16,664,365	12,682,614	3,981,751	1,517,889	993,162	2,511,051	1.59
2012	16,653,517	12,704,883	3,948,634	1,585,275	1,182,886	2,768,161	1.43
2013	19,120,259	13,315,440	5,804,819	1,750,948	1,251,386	3,002,334	1.93
2014	20,135,093	11,417,546	8,717,547	1,832,322	1,250,989	3,083,311	2.83

(1) Operating expenses do not include interest, depreciation or in-lieu of taxes paid to other City funds.

# 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
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
2013	13,908	1,826	376	62	11,250	1,658	10,982	1,207
2014	13,961	1,803	393	62	11,216	1,668	10,948	1,199

## Electric, Water and Wastewater Rates – Last 10 FY

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Electric (1)</b>										
<b>Residential</b>										
Base Charge	\$ 7.30	\$ 7.37	\$ 7.46	\$ 7.70	\$ 7.70	\$ 7.70	\$ 9.70	\$ 9.70	\$ 9.70	\$ 9.83
All kWh	0.66790	0.07732	0.07622	0.08800	0.09300	0.09250	0.09589	0.09760	0.09748	0.10284
<b>Commercial</b>										
GSA1										
Base Charge	\$ 17.00	\$ 17.17	\$ 17.37	\$ 17.93	\$ 17.93	\$ 17.93	\$ 17.93	\$ 17.93	\$ 17.93	\$ 18.14
All kWh	0.07382	0.08571	0.08432	0.09686	0.10211	0.10250	0.10805	0.10989	0.10977	0.11535
GSA2										
Base Charge	\$ 55.00	\$ 55.56	\$ 56.20	\$ 58.00	\$ 58.00	\$ 58.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.95
1st 15,000 kWh	0.07746	0.08938	0.08903	0.10069	0.10594	0.10633	0.10967	0.11151	0.11139	0.11699
Additional kWh	0.03935	0.04601	0.04557	0.05463	0.05873	0.05624	0.06139	0.06212	0.06201	0.06600
kWh, 51-1,000	10.93	12.55	12.25	13.31	13.65	14.58	14.58	14.93	14.93	15.42
GSA3										
Base Charge	\$ 150.00	\$ 151.52	\$ 153.28	\$ 158.19	\$ 158.19	\$ 158.19	\$ 200.00	\$ 200.00	\$ 200.00	\$ 202.38
All kWh	0.04087	0.04754	0.04712	0.05623	0.06033	0.05784	0.06277	0.06350	0.06339	0.06739
kWh, 0 - 1,000	10.09	11.95	11.61	12.69	13.05	14.03	14.03	14.40	14.40	14.89
kWh, 1,001 - 5,000	12.02	14.27	13.88	15.17	15.59	16.75	16.75	17.18	17.18	17.76
<b>Outdoor Light</b>										
All kWh	\$ 0.04622	\$ 0.05265	\$ 0.05166	\$ 0.05943	\$ 0.06368	\$ 0.06110	\$ 0.06429	\$ 0.06524	\$ 0.06512	\$ 0.06926
<b>Water</b>										
Minimum Bill (0-2,000 gallons)	\$ 8.01	\$ 8.01	\$ 9.65	\$ 11.50	\$ 11.50	\$ 11.50	\$ 11.50	\$ 13.50	\$ 13.50	\$ 14.85
Next 8,000 gallons per 1,000 gallons	3.10	3.10	3.75	4.55	4.55	4.55	4.55	5.25	5.60	6.16
Next 40,000 gallons per 1,000 gallons	2.77	2.77	3.35	4.05	4.05	4.05	4.05	4.55	5.10	5.61
Next 150,000 gallons per 1,000 gallons	2.29	2.29	2.75	3.20	3.20	3.20	3.20	3.75	5.10	4.57
Next 800,000 gallons per 1,000 gallons	1.90	1.90	2.30	3.20	3.20	3.20	3.20	3.75	5.10	4.57
Next 1,000,000 gallons per 1,000 gallons	1.56	1.56	2.30	3.20	3.20	3.20	3.20	3.75	5.10	4.57
<b>Wastewater</b>										
Minimum Bill (0-2,000 gallons)	\$ 10.50	\$ 11.50	\$ 11.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 18.50	\$ 18.50	\$ 21.28
Next 8,000 gallons per 1,000 gallons	3.75	4.13	4.13	5.15	5.15	5.15	5.15	6.45	7.75	8.91
Next 40,000 gallons per 1,000 gallons	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75	7.75	8.91
Next 50,000 gallons per 1,000 gallons	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75	7.75	8.91
Next 4,999,900 gallons per 1,000 gallons	5.05	5.55	5.55	6.45	6.45	6.45	6.45	7.75	7.75	8.91
All over 5,000,000 gallons per 1,000 gallons	5.90	5.55	5.55	6.45	6.45	6.45	6.45	7.75	7.75	8.91

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, 1990, and 2000 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
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	922,311,180	31,446	(3)	9.4%	4,458
2012	29,330	948,737,510	32,347	(3)	8.6%	4,468
2013	29,419	945,291,308	32,132	43.4	7.4%	4,458
2014	29,419	(3)	(3)	(3)	7.0%	4,671

(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	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>General Government</b>										
Ordinances Adopted	15	17	22	31	20	17	22	19	20	16
Resolutions Adopted	144	127	108	107	113	108	120	114	103	124
Number of Court Cases-City Violations	1,709	2,881	3,483	3,566	4,198	4,861	4,412	3,905	4,776	3,672
<b>Administrative Services</b>										
Applications Received and Processed	891	784	839	804	1,527	774	1,122	1,029	634	981
Purchase Orders Issued for Departments	4,524	4,525	4,106	4,619	4,720	4,778	4,979	4,947	4,648	4,052
Purchase Orders Issued for Stock Purchases	1,219	1,350	1,328	1,138	706	836	853	803	754	834
Business Licenses Issued	1,345	1,392	1,344	1,339	1,295	N/A	1,071	1,164	1,134	1,523
New Business Licenses Issued	N/A	N/A	N/A	N/A	N/A	N/A	224	174	163	152
<b>Police</b>										
Serious Crimes	544	539	551	475	481	437	438	488	1,379	1,289
Burglaries	394	394	348	378	426	417	319	266	200	156
Total Arrests	2,691	2,938	2,871	2,780	3,571	3,228	3,075	2,157	2,044	2,142
Total Calls for Services	32,854	35,544	37,055	35,159	38,660	30,999	31,157	26,505	33,215	27,060
Animal Apprehensions	2,500	2,850	2,342	1,805	2,341	2,077	2,592	1,440	939	1,208
Registered Animals	4,400	4,200	4,000	2,000	2,515	1,592	1,466	2,132	2,314	2,211
<b>Fire</b>										
Number of Calls	3,560	3,743	3,721	4,095	4,489	4,457	4,528	4,549	4,825	5,015
Public Fire Education	10,993	9,000	10,750	11,000	11,000	11,000	5,000	8,860	9,874	11,612
Violations Reported by Department Inspection	850	900	1,060	1,642	520	941	1,405	1,183	1,828	2,091
Average Response Time (Mins.)	4.0	4.0	4.3	4.5	4.1	4.1	5.38	5.20	6.11	6.15
Average Control Time (Mins.)	4.0	4.0	4.0	4.5	4.0	10.4	6.45	15.58	5.15	5.00
<b>Community Development</b>										
Site Plans Reviewed										
Non-Residential	18	19	6	9	15	13	11	14	11	16
Residential	110	112	108	39	45	0	22	13	13	11
Building Permits	582	599	567	552	488	497	440	413	301	201
Plumbing Permits	400	518	584	474	440	390	376	306	296	209
Electrical Permits	530	643	629	507	434	520	492	369	373	225
Nuisance Abatement	1,691	757	620	733	726	1,076	1,285	1,110	920	314
Abandoned Vehicles	416	416	150	127	289	219	234	196	139	55
Housing Inspections	48	66	62	64	149	101	109	111	37	20
<b>Park and Recreation</b>										
City-Wide Special Events										
Cold Facts Program Participants	2,341	2,327	2,353	2,387	2,401	2,409	2,429	2,433	2,246	2,251
Pool Attendance	60,775	75,741	77,153	78,689	70,759	66,182	82,861	79,535	67,535	64,074
Summer Camp Enrollment	1,100	870	949	997	1,000	1,050	1,093	1,005	1,126	1,125
Athletic Activities										
Youth Participants	186	147	155	166	189	223	196	202	270	229
Adult Participants	1,845	1,784	1,579	1,707	1,898	1,774	1,562	1,724	1,581	1,356
Youth Teams	18	16	17	16	19	21	20	20	24	23
Adult Teams	138	129	113	124	142	125	118	127	117	97
<b>Library</b>										
Total Volume										
Total Non-Fin Material	114,707	114,707	112,550	113,890	115,159	117,310	122,250	124,714	121,729	115,523
Total Circulation	52,415	52,415	57,241	57,673	59,258	60,683	60,386	54,420	53,322	54,234
Registered Patrons	204,585	182,400	186,215	180,293	181,826	174,906	174,292	160,978	160,876	152,007
Reference Questions and Reader Service	23,735	23,455	22,171	20,209	22,301	22,520	24,111	22,624	22,943	22,569
Story Time Attendance	35,622	33,217	29,883	31,170	30,914	33,011	34,539	34,263	34,032	35,825
	5,355	4,167	5,262	5,335	4,699	4,797	4,022	5,461	4,217	4,328
<b>Public Works</b>										
Street Sign Maintenance and Installation										
Traffic Control and School Flashing Signals	412	259	370	286	388	296	300	291	381	1
Inventory										
Hours for Maintenance and Installation	390	390	390	390	390	390	390	390	452	452
Public Street Lights	2,508	1,865	2,147	2,040	2,080	2,214	2,062	2,555	3,582	3,328
Inventory										
Hours for Maintenance and Installation	5,426	5,426	5,447	5,426	5,426	5,784	5,784	5,802	5,918	5,084
Mowing of ROW (Acres)	1,606	2,082	1,807	1,133	1,627	1,479	1,400	2,821	1,867	1,994
	15	15	15	15	15	15	15	21	21	21
<b>Electric</b>										
Purchased Power										
Kilowatts-Hours Purchased	534,063,705	539,597,265	547,543,621	557,257,006	545,153,900	550,862,526	558,180,714	554,707,916	552,739,792	558,514,614
Amount	\$ 26,543,605	\$ 28,833,331	\$ 32,063,010	\$ 34,364,532	\$ 40,786,288	\$ 36,808,216	\$ 41,266,396	\$ 41,686,544	\$ 41,620,222	\$ 42,445,405
Electric Sales										
Kilowatts-Hours Sold	514,560,835	505,272,128	521,693,354	528,247,375	522,075,626	520,702,657	532,192,597	528,200,469	531,085,115	538,220,807
Amount	\$ 35,051,657	\$ 38,227,317	\$ 41,184,247	\$ 44,844,650	\$ 51,764,998	\$ 47,916,469	\$ 53,998,663	\$ 52,650,987	\$ 52,891,248	\$ 55,752,732
Cost Per Kilowatt-Hour Purchases	\$0.0497	\$0.0534	\$0.0586	\$0.0617	\$0.0748	\$0.0668	\$0.0739	\$0.0752	\$0.0753	\$0.0760
Percentage of Losses and Unaccounted for KH Purchases	3.65%	6.36%	4.72%	5.21%	4.23%	5.48%	4.66%	4.78%	3.92%	3.63%
<b>Water</b>										
Gallons Treated (Thousands)										
Gallons Purchased (Thousands)	3,700,000	4,045,928	3,367,518	3,732,957	3,921,905	3,687,716	3,438,372	3,209,465	2,721,411	2,984,107
Gallons Pumped (Thousands)	-	-	34,445	23,282	16,025	16,313	18,014	18,004	19,407	21,049
Gallons Sold (Thousands)	-	-	3,370,193	3,673,932	3,937,930	3,704,029	3,456,386	3,227,465	2,740,818	3,005,156
Gallons Sold (Thousands)	3,521,730	3,699,823	2,870,928	3,249,385	3,346,471	3,166,137	2,987,370	2,744,528	2,551,268	2,623,089
Line Losses and Gallons Unaccounted for (Thousands)										
Percentage of Losses and Unaccounted for Gallons to Total Provided (Thousands)	N/A	N/A	533,710	424,547	591,459	537,892	469,016	482,937	189,550	382,067
Average Daily Consumption (Thousands of Gallons)	N/A	N/A	15.7%	11.6%	15.0%	14.5%	13.6%	15.0%	6.9%	12.7%
	9,649	10,137	7,866	8,902	9,168	8,674	8,185	7,519	6,990	7,187
<b>Wastewater</b>										
Clinch River Industrial Park Plant										
Gallons Treated (Thousands)	1,600	1,600	1,200	1,021	1,448	1,890	57	-	-	-
Rarity Ridge										
Gallons Treated (Thousands)	-	-	-	2,433	37,841	37,662	33,138	37,820	47,160	25,028
West End Plant										
Gallons Treated (Thousands)	2,100,000	2,100,000	1,600,000	1,579,946	1,589,821	1,997,308	1,790,493	1,819,991	1,627,351	1,579,620
<b>Schools</b>										
Enrollment	4,280	4,306	4,394	4,362	4,411	4,472	4,532	4,468	4,458	4,671
Average Daily Membership	4,284	4,348	4,364	4,407	4,452	4,472	4,532	4,456	4,438	4,464
Average Daily Attendance	4,061	4,127	4,142	4,185	4,220	4,214	4,288	4,240	4,274	4,212
Average Test Scores (ACT)	24.5	24.3	23.6	23.6	24.7	23.0	23.4	23.2	23.0	23.3

\* 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	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Police</b>										
Stations	1	1	1	1	1	1	1	1	1	1
Marked Vehicles	23	23	23	23	25	30	35	32	32	44
Unmarked Vehicles	6	6	6	8	8	8	11	11	11	14
Animal Control	2	2	2	2	2	2	3	3	3	3
Other Vehicles	9	9	9	8	8	8	6	6	6	10
<b>Fire</b>										
Stations	3	3	3	4	4	4	4	4	4	4
Fire Trucks (Pumpers and Ladder)	6	6	6	9	9	9	9	9	10	10
Rescue Vehicles - Radio Equipped	2	2	2	3	3	3	3	3	3	4
Sedans - Radio Equipped	4	4	4	6	6	8	8	8	8	8
Fire Specialists' Vehicles	5	5	5	5	5	4	4	4	4	2
HazMat Truck	-	-	-	-	-	-	-	-	-	1
Ambulances	-	-	-	-	-	-	-	-	-	2
<b>Park and Recreation</b>										
Parks	14	14	14	14	14	15	15	15	15	15
Parks/Greenbelt (Total Acres)	2,237	2,237	2,237	2,237	2,237	2,300	2,300	2,300	2,500	2,600
Swimming Pools	2	2	2	2	2	2	2	2	2	2
Tennis Courts	22	22	22	22	22	22	22	22	22	23
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	2	2	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	2	2
<b>Library</b>										
Library	1	1	1	1	1	1	1	1	1	1
<b>Public Works</b>										
Miles of Roads and Streets	222.33	226.00	226.00	227.72	227.87	229.59	229.59	229.59	229.59	229.59
Miles of Sidewalks	103.64	104.29	108.36	110.76	110.92	111.23	119.68	119.68	119.68	119.68
<b>Electric</b>										
Miles of Electric Lines	282.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00	286.00
Number of Regular Street Lights	5,426	5,447	5,463	5,463	5,463	5,784	5,802	5,802	5,918	5,084
Number of Private Outdoor Lights	1,577	1,577	1,568	1,574	1,385	1,385	1,393	1,393	1,393	1,355
<b>Water</b>										
Miles of Water Main	225.77	231.90	231.90	240.86	241.35	243.12	244.00	244.00	245.69	249.05
Number of Fire Hydrants	2,700	2,580	2,574	2,683	2,845	2,845	2,845	2,845	2,845	2,541
Treatment Plants	1	1	1	1	2	2	2	2	2	2
<b>Wastewater</b>										
Miles of Sewer Main	245.87	245.87	250.00	259.78	260.07	260.59	261.27	261.27	262.23	262.10
Treatment Plants	2	2	2	3	3	3	2	2	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: Americans 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, Golf Course Fund, and West End 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	FCA	Fuel Cost Adjustment
ACHS	Anderson County Health Council	FEMA	Federal Emergency Management Association
ADA	Americans 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	ORRCA	Oak Ridge Reservation Communities Alliance
EOC	Emergency Operations Center	PILOT	Payment in Lieu of Taxes
EPA	Environmental Protection Agency	QZAB	Qualified Zone Academy Bonds
ERRF	Equipment Replacement Rental Fund	RMS	Records Management Software
ESG	Emergency Shelter Grant	RSMS	Remote Sensor Management System
ETDD	East Tennessee Development District	SALI	Stand Alone Location Identification
ETHRA	East Tennessee Human Resource Agency	SETHEPP	State Employees, Teachers, and Higher Education Employee Pension Plan
ETTP	East Tennessee Technology Park		
FASB	Financial Accounting Standards Board		

SCADA	Supervisory Control and Data Acquisition	TDOT	Tennessee Department of Transportation
SNS	Spallation Neutron Source	TMBF	Tennessee Municipal Bond Fund
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
TEMA	Tennessee Emergency Management Association	VIPS	Volunteers in Police Service
TDEC	Tennessee Department of Environment and Conservation	VOIP	Voice over Internet Protocol
		WSI	Water Safety Instructor
		WWTP	Wastewater Treatment Plant

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