

# FY 2011 BUDGET

## MAYOR

BARBARA “SAMI” BARILE

## COUNCILMEMBERS

GENE BROOKS  
BOB GARRETT  
CLAUDE JINKS  
FRANK MCGUFFIN  
WILLIAM “DOC” ROONEY  
KAY SENTER



FOR FISCAL YEAR BEGINNING JULY 1, 2010  
AND ENDING JUNE 30, 2011



# FY 2011 Budget Overview

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## ***FY 2011 Budget Message***

July 1, 2010

Mayor & Council:

With this letter, I hereby present the approved budget for the City of Morristown for fiscal year 2010-11. I have attempted to provide an overview of the budget and its key points. This plan meets current needs as well as long-term objectives. A very significant amount of detail is provided in this document to assist the reader's evaluation of the proposed plan.

### **A Difficult Economy**

While budget preparation is never an easy proposition, several factors have combined to make it especially difficult this year. Discussions about the downturn in the national economy are sprinkled with terms like ~~un~~precedented" and ~~un~~paralleled". While the extent of the slowdown and its historical context can be debated, it is certain that the nation is experiencing a broad based slowing in diverse economic sectors. The national recession has dealt the State of Tennessee a huge blow. The State's revenue forecasts remain weak in fiscal year 2011. Morristown's economy must be evaluated in the context of this larger environment. In order to prepare this budget, we must assess the impact of these trends on our local economy and the City's ability to generate revenue and provide the services that our residents want and need. A review of the assumptions about the economy and how they will impact our local financial condition is essential to understand this budget.

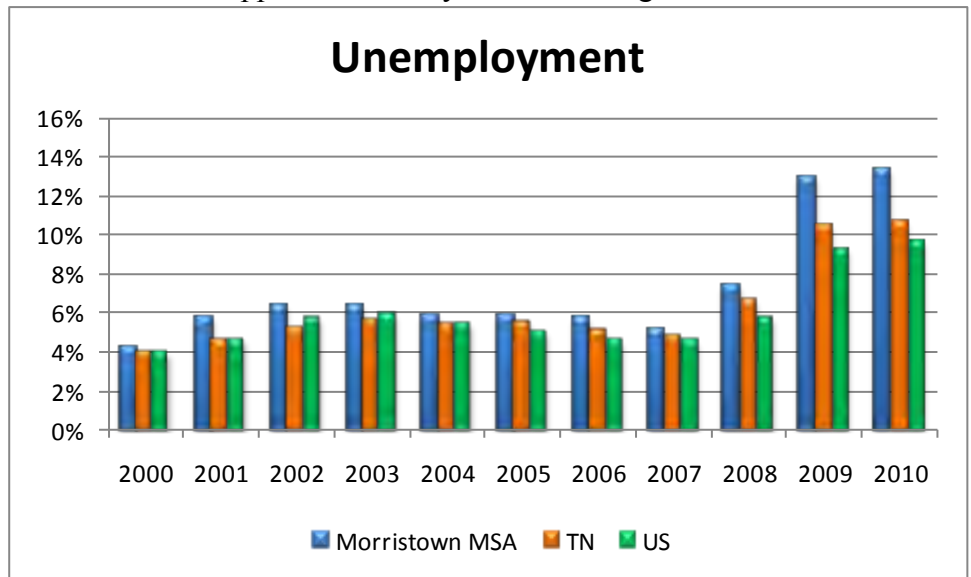
National - Inflation has not yet emerged as a short term threat but remains a long-term concern. The Federal Reserve maintained interest rates throughout 2009 at a level very close to 0.0 percent. There are signs the Federal Reserve is beginning to unwind intervention. The labor market continued to lag other sectors of the economy in recovery during 2009. Growth is expected to be slow and gradual. Employment will see gains in 2010, but jobs will still be down compared to 2009. The unemployment rate will average 10 percent for 2010 and remain above 9 percent into 2011. Consumer sentiment will improve, and total consumption will grow, but consumption will not be a major driver of recovery. Residential investment will improve thanks to the extension of the tax credit for first time home buyers, improved lending conditions and falling home prices. Business investment in structures will continue its decline. Federal government spending will grow, driven by federal spending for stimulus and defense. The U.S. economy is showing some weak-to-moderate signs of recovery

State – The state economy is finally starting to show signs of movement away from the bottom of the current business cycle. Unfortunately what this means is slower rates of economic decline—broad-based economic growth has yet to emerge in Tennessee. The recession that began in December 2007 has now had more than two years to wreak havoc on the state economy. It will take well over two years for the economy to fully rebound. Statewide unemployment continues at a rate in excess of 10 percent. Taxable sales and state sales tax revenue continue to contract, though now at somewhat lower rates. To illustrate the depth of the problem, taxable sales in 2009 were below the level of sales recorded in 2005.

The state economy should begin seeing improvement in economic conditions as 2010 unfolds. However, a strong and vigorous rebound is not expected. Even if rapid growth does emerge it would be at least two years before economic conditions return to their pre-recession levels. The labor market is expected to see a slow recovery. The state unemployment rate will likely average 10.4 percent through 2010 and remain stuck above 10 percent through 2011.

East Tennessee – The East Tennessee region’s economy is a mixture of agriculture, manufacturing and institutional sectors. The Tri-cities area is driven by institutions like East Tennessee State University and the Veteran’s Administration. They also depend heavily on some large industries like Eastman. Knoxville’s economy also has large institutional economic engines like the University of Tennessee and the Oak Ridge National Laboratory. These large institutions help to balance economic conditions because they are not as closely tied to the business cycle as areas which are dominated by manufacturing. East Tennessee has been hit by the recession, but overall it has fared better than much of the State.

Morristown – The City of Morristown is the center of the Morristown Metropolitan Statistical Area (MSA). The region is typified by strong manufacturing and the City is a regional retail hub. While manufacturing is diversified, there is a concentration of automobile suppliers. The City serves as a regional medical center and is the home of Walters State Community College. The surrounding counties are largely agricultural with Morristown serving as the employment center. While institutions like Walter’s State and the medical sector have helped the City to manage through the recession, the decline in manufacturing has hurt both the industrial and retail sectors. As can be seen from the graph to the right, our unemployment has exceeded both the State and National trends during this downturn.



With fewer employees commuting to the City, retail sales have slumped. For the purposes of forecasting this budget, we assume that the local economy will begin to see improvement as the national economy strengthens, but due to the large unemployment rate, will tend to lag behind the State and National rate of recovery.

## Pay and Benefit Issues

Personnel issues cut across all funds. Most of the significant issues for the 20010-11 budget involve personnel. The most significant is that this budget restores the reduction in hours worked for all employees to “normal” levels before the December budget reductions. The reader will also note that the cost of benefits especially health insurance are increased.

Council also elected to eliminate seven vacant positions in the Fire and Police departments.

## General Fund

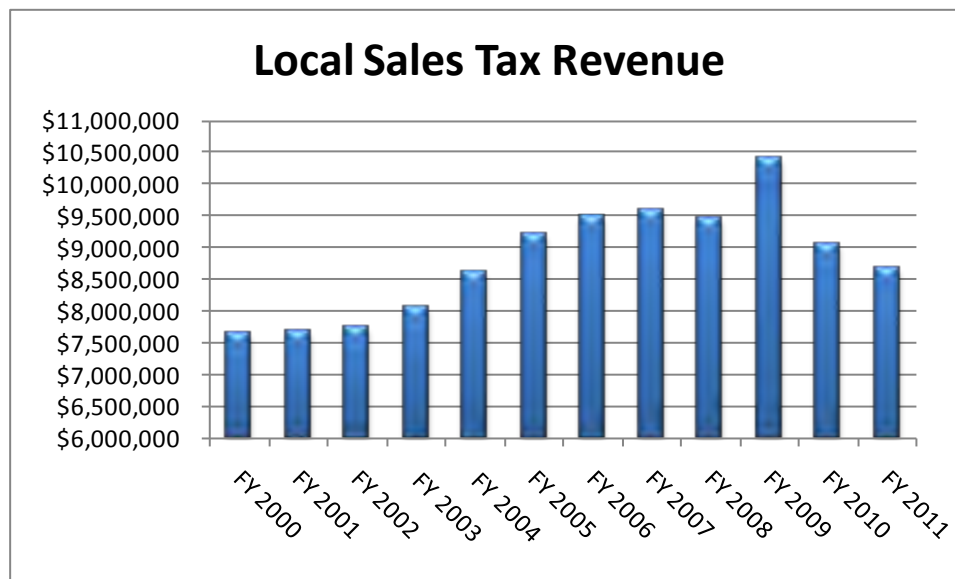
### Revenue

Total revenues for fiscal year 2010-11 in the General Fund are expected to be \$26,733,400, a decrease of \$2,608,105 or 9 % less than the FY 2010 adopted budget. These increases come from a variety of sources, which are explained in detail below.

### Property Tax

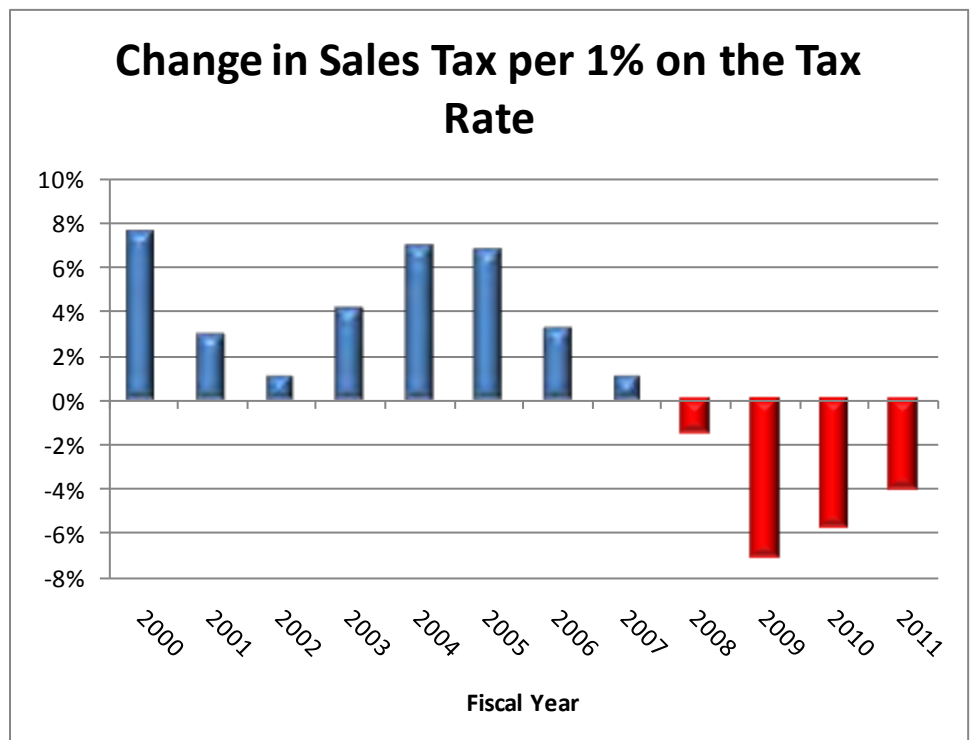
The budget for FY 11 includes no property tax increase. In fact, since Hamblen County is conducted a reassessment of property, the City's tax rate actually declined. An adjusted tax rate of \$1.05 was certified by the State of Tennessee so that the impact of the reassessment is revenue neutral. The budget assumes that revenue from property taxes will be the same as in Fiscal Year 2010. The original budget was adopted with an estimated rate of \$0.98 pending certification from the State. When the certified rate of \$1.05 was approved by the State as revenue neutral, the budget ordinance was amended to reflect this rate.

### Sales Tax



One of the major sources of revenue for the General Fund is the local sales tax. A cursory review of Sales tax collections might lead one to conclude that the period from fiscal year 2008 through 2011 was extremely volatile. In order to assess sales taxes, one must take into account several factors. First, of course, is the national recession that has seen retail sales fall across the nation. A second factor is that some of the surrounding jurisdictions have seen the development of

shopping centers that detract from Morristown's position as a regional hub. Finally one must take into account the fact that in FY 2009 increased its sales tax rate from 1.25% to 1.5%. In 2010, Hamblen County followed suit and adjusted their rate; this change in the County's rate made the effective rate for the City 1.38%. The chart below attempts to help the reader account for these changing rates. The graph reflects the annual change in revenue generated by each 1% on the tax





rate. With this adjustment, sales activity is a little clearer. The City was seeing growth in 2004-5, but began to see losses in 2006. These initial losses were most likely due to regional competition. The continued decline in sales reflects the impact of the recession. With the FY 2011 budget, we assume that the rate of decline will slow, but we will continue to see shrinkage in sales. The assumption for Sales Tax is that revenues will decline another 4% in Fiscal Year 2011.

### Hotel / Motel Tax



In December 2009, the City recognized that revenue collections were well below budget for the year and took a number of actions to address the issue. In addition to significant expenditure reductions, the City began the process of getting State approval to increase the cap on the lodging tax rate from 5% to 7%. Both the State and the City Council approved legislation that increased the rate to 7%, offsetting recent declines in revenue collections in this category.

### Expenses

The total General Fund budget is \$26,043,494, down 14% from the prior year's budget. The most significant reason for this decline is a reduction in the subsidy required to support garbage collection.

### **Stormwater Fund**

In FY 08, the City established a stormwater utility to meet the regulatory requirements of the Tennessee Department of Environment and Conservation for operation of a general storm sewer system (MS4). With the implementation of this new utility, a fee was established that assessed users based on the amount of impervious surface on their property which covers the cost of operating this utility. Unfortunately, difficulties in getting the fee implemented meant that in its initial year, revenues were not adequate to cover expenses. The City made an interfund loan from the Sewer Fund to the Stormwater Fund to cover this deficiency (\$649,477). City Council approved repayment of up to \$140,000 for this loan as a midyear amendment to the FY 10 budget. With the FY 11 budget, the City proposes to repay that loan over a period of 5 years. The budget provides \$140,000 for depreciation expenses, since this is not a cash expense, the City anticipates that this will allow for another installment for this interfund loan.

## **Sewer Fund**

The Sewer fund is experiencing a significant level of stress. Revenues are in a decline due largely to slowdowns in manufacturing, but expenses remain high. Expenses have not fallen along with use for two major reasons; 1) significant costs associated with this operation are fixed and do not fluctuate with flow rates and 2) the system is seeing a significant level of inflow and infiltration (I&I). With I&I, ground and surface water enter the system and must be treated, but there is no customer to pay for the expense. This level of I&I is part of the reason that the system is under a “Commissioners order.” To comply with the Commissioner’s order, the City is developing a Comprehensive Management, Operations and Maintenance Program (MOM). This program will develop a system to monitor the system, identify issues and address them to better manage the system. We are currently undertaking a system-wide assessment to identify areas which need to be addressed and develop priorities for repairs. This assessment and some necessary capital projects to meet system deficiencies, means that sewer expenses will increase for FY 11. In order to provide for these efforts and the on-going needs of the system, rates have been adjusted. More detail on the nature of the rate adjustments can be found in the Sewer Fund section of this document.

## **Solid Waste Fund**

With this budget, Morristown will begin treating the Solid Waste Fund as an Enterprise Fund. This means that fees should support the cost of the operation. Council approved a rate of \$10.00 per can per month to offset the cost of refuse collection.

## **Council Work Plan**

In light of financial and operational issues facing the City, Council has developed an ambitious plan to take on some difficult topics in the coming year. Among the issues that Council will consider are:

- Debt Management Policy
- Comprehensive Land Use Plan
- Capital Improvements Plan
- Fee Review – Are user fees covering the cost of services
- FY 10 Audit review
- Equipment Replacement Plan
- 5 Year Financial Plan
- Police Accreditation
- Sign Ordinance
- Recycling
- City Property - Review of parcels that might be put back on the tax roll.
- Sidewalk Pedestrian Plan
- Transportation Planning / Pavement Management
- Bulk Waste Management
- Sewer – Maintenance, Expansion, MOM,
- Memo of Understanding – Agencies
- Sewer Treatment Plant - Lowland
- Long Range Park and Recreation Plans
- Greenway Plan Revisited
- Stormwater regulations, infrastructure and financing

This document reflects months of very hard work by the City staff. The various departments and agencies responded to a challenge to review their operations and seek ways to accomplish more with less. The City should be thankful for a sincere effort by department heads in preparing their requests. This budget could not have been prepared without a major effort from the staff.

It is my honor to present this budget plan for the coming fiscal year. The staff and I stand ready to assist you in implementing this plan to meet the goals and objectives of the City of Morristown.

Sincerely,

Anthony W. Cox  
City Administrator

# Budget Ordinance

AN ORDINANCE OF THE CITY OF MORRISTOWN, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011.

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys, regardless of the source except in accordance with a budget ordinance and the governing body shall not make any appropriation in excess of estimated available funds, and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) for the funds required by state law in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider the final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MORRISTOWN, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

<b>GENERAL FUND</b>	<b><i>FY 2009 Actual</i></b>	<b><i>FY 2010 Budget</i></b>	<b><i>FY 2010 Projected</i></b>	<b><i>FY 2011 Proposed</i></b>
Local Taxes	22,434,740	22,672,900	22,022,000	21,638,600
Intergovernmental	5,099,803	4,920,230	4,175,113	3,376,300
Licenses, Permits & Fees	1,341,291	1,383,375	1,524,800	1,433,500
Use of Money & Property	246,631	235,000	448,000	140,000
Bond Proceeds	1,473,604	2,500,000	3,360,000	-
Service Charges & Fees	132,712	130,000	145,000	145,000
Total Revenues	30,728,781	31,841,505	31,674,913	26,733,400
Fund Balance				(111,253)
Total Available Funds				26,622,147

<b>NARCOTICS FUND</b>	<b><i>FY 2009 Actual</i></b>	<b><i>FY 2010 Budget</i></b>	<b><i>FY 2010 Projected</i></b>	<b><i>FY 2011 Proposed</i></b>
Program Income	155,790	325,000	226,844	200,000
Transfer From General Fund	295,000	125,895	201,802	293,912
Total Revenue	450,790	450,895	428,646	493,912
Fund Balance				-
Total Available Funds				493,912

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>LAMTPO FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
ETHRA Reimbursements	-	-	268,284	258,750
Transportation Planning Reimbursements	-	-	133,449	124,865
Transfer From General Fund	-	-	85,248	133,530
Section 5307 Reimbursements	-	-	57,179	69,397
Total Revenue	-	-	544,160	586,542
Fund Balance				-
Total Available Funds				586,542

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>CDBG FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
CDBG Reimbursements	-	-	520,133	927,434
Total Revenue	-	-	520,133	927,434
Fund Balance				-
Total Available Funds				927,434

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>STORM WATER FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
Storm Water Utility Fees	566,373	549,000	578,000	578,000
Capital Contributions	321,865	150,000	70,000	-
Transfer From General Fund	-	-	-	115,000
Total Revenue	888,238	699,000	648,000	693,000
Total Available Funds				693,000

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>SOLID WASTE FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
Solid Waste User Fees	-	-	-	1,000,000
Intergovernmental	240,644	239,550	239,550	238,100
Transfer From General Fund	1,630,864	1,660,001	1,621,153	560,529
Total Revenue	1,871,508	1,899,551	1,860,703	1,798,629
Total Available Funds				1,798,629

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>SEWER FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
Sewer Charges and Fees	6,221,247	6,712,600	6,297,284	8,649,007
Debt Proceeds	-	1,350,000	-	4,600,000
Total Revenue	6,221,247	8,062,600	6,297,284	13,249,007
Total Available Funds				13,249,007

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>
<b>GENERAL FUND</b>				
General Government	4,132,579	4,359,258	2,745,243	2,903,380
Public Safety	13,721,952	12,903,246	12,552,609	12,877,517
Public Works	5,060,090	7,063,038	4,563,131	4,824,857
Parks & Recreation	1,809,427	1,648,229	1,507,919	1,640,158
Civic Support	1,168,915	580,500	587,716	588,900
Economic Development	633,660	210,500	190,003	210,500
Other	564,004	590,650	1,220,600	662,600
Transfers to Other Funds	1,876,147	1,785,899	1,908,202	457,600
Debt Service	2,178,459	2,960,186	2,228,615	2,335,582
Total Appropriations	31,145,233	32,101,506	27,504,038	26,501,094

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>
<b>SOLID WASTE FUND</b>				
Sanitation	728,672	778,302	730,883	860,658
Recycling	224,787	224,699	219,056	249,924
Landfill	677,405	656,000	671,213	400,000
Superfund	-	1,000	-	1,000
Debt Service	240,644	239,550	239,550	247,047
Depreciation	-	-	-	40,000
Total Appropriations	1,871,508	1,899,551	1,860,702	1,798,629

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>
<b>NARCOTICS FUND</b>				
Narcotics Enforcement	489,067	515,908	431,844	493,912
Total Appropriations	489,067	515,908	431,844	493,912

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>
<b>LAMTPO FUND</b>				
Transportation Planning Admin	-	-	103,637	106,081
Transportation Planning Programs	-	-	63,174	50,000
Section 5307 Administration	-	-	66,295	80,461
Section 5307 Programs	-	-	311,054	350,000
Total Appropriations	-	-	544,160	586,542

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>CDBG FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
CDBG Administration	-	-	88,570	186,093
CDBG Programs & Activities	-	-	431,563	696,341
Total Appropriations	-	-	520,133	882,434

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>STORM WATER FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
Storm Drains & Ways	208,569	245,580	258,573	267,657
Street Cleaning	122,964	152,983	125,214	154,381
Storm Water Management	86,439	127,398	108,243	123,533
Depreciation	125,463	135,977	135,977	140,000
Debt Service	-	-	-	4,474
Total Appropriations	543,435	661,938	628,007	690,045

	<i><b>FY 2009</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2010</b></i>	<i><b>FY 2011</b></i>
<i><b>SEWER FUND</b></i>	<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>
Operations	4,559,058	4,398,782	5,323,000	5,133,091
Depreciation	1,915,848	-	2,000,000	2,100,000
Sewer Capital Expenditures	-	1,350,000	-	4,971,643
Debt Service	632,883	2,670,363	475,000	2,886,220
Total Appropriations	7,107,789	8,419,145	7,798,000	15,090,954

SECTION 3: At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

<i><b>FUND</b></i>	<i><b>FY 2010 Projected</b></i>
General Fund	4,636,074
Narcotics Fund	-

SECTION 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

<i><b>FUND</b></i>	<i><b>FY 2011 Principal Payment</b></i>	<i><b>FY 2011 Interest Payment</b></i>	<i><b>Other Estimated Debt Expense</b></i>	<i><b>Total FY 2011 Debt Service</b></i>
General Fund	1,277,683	987,982	60,000	2,325,665
Storm Water Fund	2,134	2,339	-	4,473
Solid Waste Fund	224,268	22,779	-	247,047
Sewer Fund	1,617,144	1,224,076	45,000	2,886,220
Totals	3,121,229	2,237,176	105,000	5,463,405

<b>FUND</b>	<b><i>Principal Outstanding July 1, 2010</i></b>	<b><i>Issuance of New Debt</i></b>	<b><i>Principal Outstanding June 30, 2011</i></b>
General Fund	21,513,931	-	20,236,248
Storm Water Fund	81,459	-	79,325
Solid Waste Fund	612,919	-	388,651
Sewer Fund	28,151,066	4,600,000	31,133,922
<b>Totals</b>	<b>50,359,375</b>	<b>4,600,000</b>	<b>51,838,146</b>

SECTION 5: During the coming fiscal year the governing body has no planned capital expenditures for the General Fund.

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the Tennessee Code Annotated.

SECTION 7: Money may be transferred from one appropriation to another in the same fund by the City Administrator, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

SECTION 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 10: There is hereby levied a property tax of \$0.98 per \$100 of assessed value on all real and personal property.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances with the exception of capital projects and expenditures which shall remain appropriated and authorized until completion of the project or purchase of the capital item is made.

SECTION 12: This ordinance shall take effect July 1, 2010, the public welfare requiring it.



ENTITLED AN ORDINANCE TO AMEND THE FISCAL YEAR 2011 BUDGET

SECTION 1. BE IT ORDAINED BY THE CITY COUNCIL OF MORRISTOWN that there is hereby levied a property tax of \$1.05 per \$100 of assessed valuation on all real and personal property.

SECTION 2. This ordinance shall take effect July 1, 2010 the public welfare requiring it.

# Fund Summaries

## All Funds

### ALL FUNDS TOTAL BUDGET SUMMARY

	ALL FUND TOTALS				FY 2011 BUDGET	
	FY 2009 Actual	FY 2010 Budget	FY 2010 Rev. Bud.	FY 2010 Projected	General	LAMTPO
Revenues:						
Property taxes	\$8,766,697	\$9,135,000	\$8,954,077	\$9,100,000	\$9,040,000	-
Local option sales taxes	10,389,929	9,562,900	8,528,767	9,085,000	8,721,600	-
Other local taxes	4,122,884	3,975,000	4,035,000	3,837,000	3,877,000	-
Licenses, permits & fees	1,341,291	1,383,375	1,690,860	1,524,800	1,433,500	-
Use of money & property	246,631	235,000	187,658	448,000	140,000	-
Service charges & fees	132,712	130,000	130,000	145,000	145,000	-
Intergovernmental	5,099,803	4,920,230	3,229,100	4,175,113	3,376,300	\$453,012
Total Revenues	30,099,947	29,341,505	26,755,462	28,314,913	26,733,400	453,012
Expenditures:						
General administration	3,086,410	2,734,048	2,600,901	2,745,243	2,903,380	-
Public safety	14,211,019	13,419,154	12,895,479	12,984,453	12,877,517	-
Public works, streets & transportation	7,948,241	10,519,210	9,005,036	7,220,473	4,824,857	\$586,542
Parks & recreation	1,809,427	1,648,229	1,582,224	1,507,919	1,640,158	-
Civic support	1,168,915	580,500	580,500	587,716	588,900	-
Airport	302,588	112,600	112,600	742,550	112,600	-
Community & economic development	840,513	565,500	565,500	623,798	210,500	-
Debt service	2,419,103	3,199,736	2,469,611	2,468,165	2,335,582	-
Other	261,416	478,050	478,050	478,050	550,000	-
Depreciation	-	-	-	-	-	-
Total expenditures	32,047,632	33,257,027	30,289,902	29,358,367	26,043,494	586,542
Transfers (to) from:						
CDBG Fund	-	-	-	-	45,000	-
General Fund	(1,616,434)	(1,525,896)	(1,738,672)	(1,628,202)	-	133,530
LAMTPO Fund	-	-	101,189	85,248	(133,530)	-
Narcotics Fund	295,000	125,895	300,000	201,802	(293,912)	-
Sewer Fund	(309,430)	(260,000)	(260,000)	(260,000)	571,183	-
Solid Waste Fund	1,630,864	1,660,001	1,617,483	1,621,152	(560,529)	-
Storm Water Fund	-	-	(20,000)	(20,000)	(85,813)	-
Net transfers	-	-	-	-	(457,600)	133,530
Net increase (decrease) in fund reserves	(1,947,685)	(3,915,522)	(3,534,440)	(1,043,454)	232,306	-

# All Funds

## ALL FUNDS TOTAL BUDGET SUMMARY

FY 2011 BUDGET							
	CDBG	Narcotics	Sewer	Storm Water	Solid Waste	All Funds Total	Variance in budget
Revenues:							
Property taxes	-	-	-	-	-	\$9,040,000	(\$95,000)
Local option sales taxes	-	-	-	-	-	8,721,600	(841,300)
Other local taxes	-	-	-	-	-	3,877,000	(98,000)
Licenses, permits & fees	-	\$200,000	-	-	-	1,633,500	250,125
Use of money & property	-	-	4,600,000	-	-	4,740,000	4,505,000
Service charges & fees	-	-	8,649,007	\$578,000	\$1,000,000	10,372,007	10,242,007
Intergovernmental	\$927,434	-	-	-	238,100	4,994,846	74,616
Total Revenues	927,434	200,000	13,249,007	578,000	1,238,100	43,378,953	14,037,448
Expenditures:							
General administration	-	-	970,000	-	-	\$3,873,380	\$1,139,332
Public safety	-	493,912	-	-	-	\$13,371,429	(\$47,725)
Public works, streets & transportation	-	-	8,561,734	516,385	1,511,582	\$16,001,100	\$5,481,890
Parks & recreation	-	-	-	-	-	\$1,640,158	(\$8,071)
Civic support	-	-	-	-	-	\$588,900	\$8,400
Airport	-	-	-	-	-	\$112,600	\$0
Community & economic development	882,434	-	-	-	-	\$1,092,934	\$527,434
Debt service	-	-	2,886,220	4,473	247,047	\$5,473,322	\$2,273,586
Other	-	-	-	-	-	\$550,000	\$71,950
Depreciation	-	-	2,100,000	140,000	40,000	\$2,280,000	\$2,280,000
Total expenditures	882,434	493,912	14,517,954	660,858	1,798,629	44,983,822	11,726,795
Transfers (to) from:							
CDBG Fund	-	-	-	-	-	45,000	45,000
General Fund	(45,000)	293,912	(573,000)	85,813	560,529	455,783	2,194,455
LAMTPO Fund	-	-	-	-	-	(133,530)	(234,719)
Narcotics Fund	-	-	-	-	-	(293,912)	(593,912)
Sewer Fund	-	-	-	-	-	571,183	831,183
Solid Waste Fund	-	-	-	-	-	(560,529)	(2,178,012)
Storm Water Fund	-	-	-	-	-	(85,813)	(65,813)
Net transfers	(45,000)	293,912	(573,000)	85,813	560,529	(1,817)	(1,817)
Net increase (decrease) in fund reserves	-	-	(1,841,947)	2,955	-	(1,606,686)	2,308,836

# General Fund

	<i>FY 2009 Actual</i>	<i>FY 2010 Budget</i>	<i>FY 2010 Projected</i>	<i>FY 2011 Budget</i>	<i>Increase (Decrease)</i>
<b>REVENUES</b>					
Total Taxes	22,434,740	22,672,900	22,022,000	21,638,600	(1,034,300)
Total Licenses, Permits and Fees	1,341,291	1,383,375	1,524,800	1,433,500	50,125
Total Use of Money and Property	246,631	235,000	448,000	140,000	(95,000)
Total Service Charges and Fees	132,712	130,000	145,000	145,000	15,000
Total Intergovernmental Revenues	5,099,803	4,920,230	4,175,113	3,376,300	(1,543,930)
<b>Total Revenues</b>	<b>29,255,177</b>	<b>29,341,505</b>	<b>28,314,913</b>	<b>26,733,400</b>	<b>(2,608,105)</b>
<b>EXPENDITURES</b>					
Total General Government	4,132,579	4,359,258	2,745,243	2,903,380	(1,455,878)
Total Public Safety	13,721,952	12,903,246	12,552,609	12,877,517	(25,729)
Total Public Works	5,060,090	7,063,038	4,563,131	4,824,857	(2,238,180)
Total Parks and Recreation	1,809,427	1,648,229	1,507,919	1,640,158	(8,071)
Total Civic Support	1,168,915	580,500	587,716	588,900	8,400
Total Miscellaneous	1,197,664	801,150	1,410,603	873,100	71,950
Total General Fund Debt Service	2,178,459	2,960,186	2,228,615	2,335,582	(624,604)
<b>Total Expenditures</b>	<b>29,269,086</b>	<b>30,315,607</b>	<b>25,595,836</b>	<b>26,043,494</b>	<b>(4,272,112)</b>
<b><u>Other Financing Sources (Uses)</u></b>					
Storm Water In Lieu of Tax	0	0	0	14,187	14,187
Sewer In Lieu of Tax	0	0	0	296,183	296,183
Storm Water Administrative Fee	0	0	20,000	15,000	15,000
Sewer Administrative Fee	309,430	260,000	260,000	275,000	15,000
Narcotics Transfer (Out)	(295,000)	(125,898)	(201,802)	(293,912)	(168,014)
Solid Waste Transfer (Out)	(1,630,864)	(1,660,001)	(1,621,153)	(560,529)	1,099,472
Storm Water Transfer Out	0	0	0	(115,000)	(115,000)
LAMPTO Transfer (Out)	0	0	(85,248)	(133,530)	(133,530)
Other Transfers In (Out)	844,770	0	0	45,000	45,000
Bond Proceeds	1,473,604	2,500,000	926,133	0	(2,500,000)
Total Other Financing Sources (Uses)	701,940	974,101	(702,069)	(457,600)	(1,431,701)
<b>Net Change in Fund Balance</b>	<b>688,031</b>	<b>(1)</b>	<b>2,017,007</b>	<b>232,306</b>	<b>232,306</b>

## Solid Waste Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Solid Waste Fees	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Intergovernmental	240,644	239,550	239,550	238,100	(1,450)
Transfer From General Fund	1,630,864	1,660,001	1,621,153	560,529	(1,099,472)
Total Revenues	1,871,508	1,899,551	1,860,703	1,798,629	(100,922)
<b><u>Expenditures</u></b>					
Sanitation	728,672	778,302	730,883	860,658	82,356
Recycling	224,787	224,699	219,056	249,924	25,225
Depreciation				40,000	40,000
Landfill	677,405	656,000	671,213	400,000	(256,000)
Superfund	0	1,000	0	1,000	0
Debt Service	240,644	239,550	239,550	247,047	7,497
Total Expenditures	1,871,508	1,899,551	1,860,703	1,798,629	(100,922)
Net Change in Fund Balance	0	0	0	0	

## Stormwater Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
Operating Revenues					
Storm Water Utility Fees	\$566,373	\$549,000	\$578,000	\$578,000	\$29,000
Total Operating Revenues	566,373	549,000	578,000	578,000	29,000
Operating Expenditures					
Right of Way Mowing	208,569	245,580	258,573	267,657	22,077
Street Cleaning	122,964	152,983	125,214	154,381	1,398
Storm Water Management	86,439	127,398	108,243	123,533	(3,865)
Debt Service				4,473	
Depreciation	125,463	135,977	135,977	140,000	4,023
Total Operating Expenditures	543,434	661,938	628,007	690,045	23,634
Operating Income (loss) before contributions	22,939	(112,938)	(50,007)	(112,045)	5,366
Non-Operating Activities					
Capital Contributions	321,865	150,000	70,000	0	(150,000)
Transfer From General Fund	0	0	0	115,000	115,000
Total Non-Operating Activities	321,865	150,000	70,000	115,000	(35,000)
Change in Net Assets	344,804	37,062	19,993	2,955	(29,634)
Net Assets - Beginning	(346,633)	1,710,516	1,710,516	1,730,509	
Prior Period Adjustment	1,712,345	0	0	0	
Net Assets - Ending	\$1,710,516	\$1,747,578	\$1,730,509	\$1,733,464	

# Sewer Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 YTD</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>
<b>Revenues</b>					
Sewer Penalty and Recovery Fees	0	0	0	850,000	0
Interest on Investments	562	0	951	500	0
Sewer Service Charges	5,764,270	6,312,600	4,543,493	5,971,784	8,169,007
Sewer Connection Charges	170,220	150,000	46,121	45,000	75,000
Pre-Treatment Program	236,547	210,000	193,157	235,000	365,000
Septic Haulers	45,540	40,000	37,150	45,000	40,000
SRF	0	0	0	1,350,000	600,000
Bond Proceeds	0	1,350,000	685,000	450,000	4,000,000
Miscellaneous Revenues	4,670	0	0	0	0
Total Revenues	6,221,809	8,062,600	5,505,872	8,947,284	13,249,007
<b>Expenditures</b>					
Sewage Treatment Plant	2,792,650	2,186,384	2,296,851	3,253,715	2,015,959
Collection System Maintenance	666,978	962,436	940,061	1,065,355	3,094,456
Pumping Station	118,955	481,822	32,209	35,976	2,502,676
Sewer Construction	916,134	1,098,178	1,196,808	1,620,245	948,643
Sewer Administration	0	1,019,962	622,473	1,033,397	1,543,000
Depreciation	1,915,848	0	0	2,000,000	2,100,000
Bond Principal	0	1,476,463	0		1,676,784
Bond Interest	633,445	1,168,900	185,000	370,000	1,164,436
Bond Expense	45,549	25,000	33,750	45,000	45,000
Total Expenditures	7,089,559	8,419,145	5,307,152	9,423,688	15,090,955
Change in Net Assets	(867,750)	(356,545)	198,719	(476,405)	(1,841,947)

# Narcotics Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Program Income	\$155,790	\$325,000	\$226,844	\$200,000	(\$125,000)
Transfer From General Fund	295,000	125,895	201,802	293,912	168,017
Total Revenues	450,790	450,895	428,646	493,912	43,017
<b><u>Expenditures</u></b>					
Narcotics Enforcement	489,067	515,908	431,844	493,912	(21,997)
Total Expenditures	489,067	515,908	431,844	493,912	(21,997)
Net Change in Fund Balance	(38,277)	(65,013)	(3,198)	0	
Beginning Fund Balance	41,475	3,198	3,198	0	
Ending Fund Balance	\$3,198	(\$61,815)	\$0	\$0	



# LAMPTO Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
ETHRA Reimbursements	\$0	\$0	\$268,284	\$258,750	\$258,750
Other Grants & Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0
State Grants	\$0	\$0	\$0	\$0	\$0
Transportation Planning Reimbursements	\$0	\$0	\$133,449	\$124,865	\$124,865
Section 5307 Reimbursements	\$0	\$0	\$57,179	\$69,397	\$69,397
Total Revenues	\$0	\$0	\$458,912	\$453,012	\$453,012
<b><u>Expenditures</u></b>					
Transportation Planning Administration	\$0	\$0	\$103,637	\$106,081	\$106,081
Transportation Planning Programs & Activities	\$0	\$0	\$63,174	\$50,000	\$50,000
Section 5307 Administration	\$0	\$0	\$66,295	\$80,461	\$80,461
Section 5307 Programs & Activities	\$0	\$0	\$311,054	\$350,000	\$350,000
Other MTPO Programs & Activities	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$544,159	\$586,542	\$586,542
Transfer from General Fund	\$0	\$0	\$85,248	\$133,530	\$133,530
Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0

## CDBG Fund

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
CDBG Reimbursements	\$0	\$0	\$520,133	\$927,434	\$927,434
Transfer from General Fund	\$0	\$0	\$0	\$0	\$0
Other Grants & Reimbursements	\$0	\$0	0	0	0
Total Revenues	0	0	520,133	927,434	927,434
<b><u>Expenditures</u></b>					
CDBG Administration	0	0	88,570	186,093	186,093
CDBG Programs & Activities	0	0	431,563	696,341	696,341
Total Expenditures	0	0	520,133	882,434	882,434
Transfer to General Fund	0	0	0	(45,000)	(45,000)
Net Change in Fund Balance	0	0	0	0	0

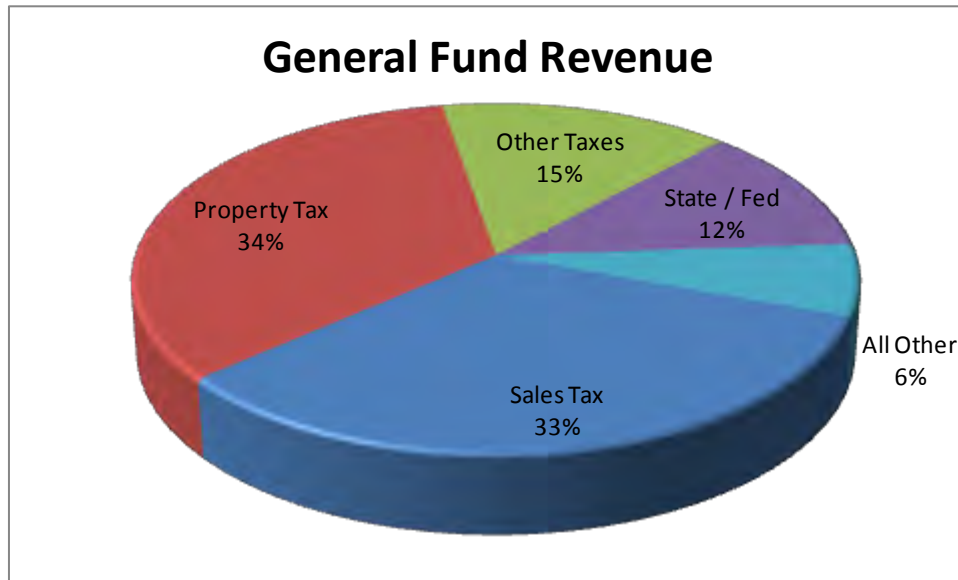
## GENERAL FUND



MAIN STREET, LOOKING WEST FROM HENRY STREET.

# Revenue Analysis

Estimated revenues for the General Fund total \$26,693,400, a decrease of \$ 2,648,105 or 9 % less than the FY 2010 adopted budget. Revenues for the General Fund are divided into 5 major categories: taxes, licenses, permits and fees, use of money and property, service charges and intergovernmental revenue. Taxes include both property tax and local sales tax. These two areas each reflect about 1/3 of the revenues for the General Fund.

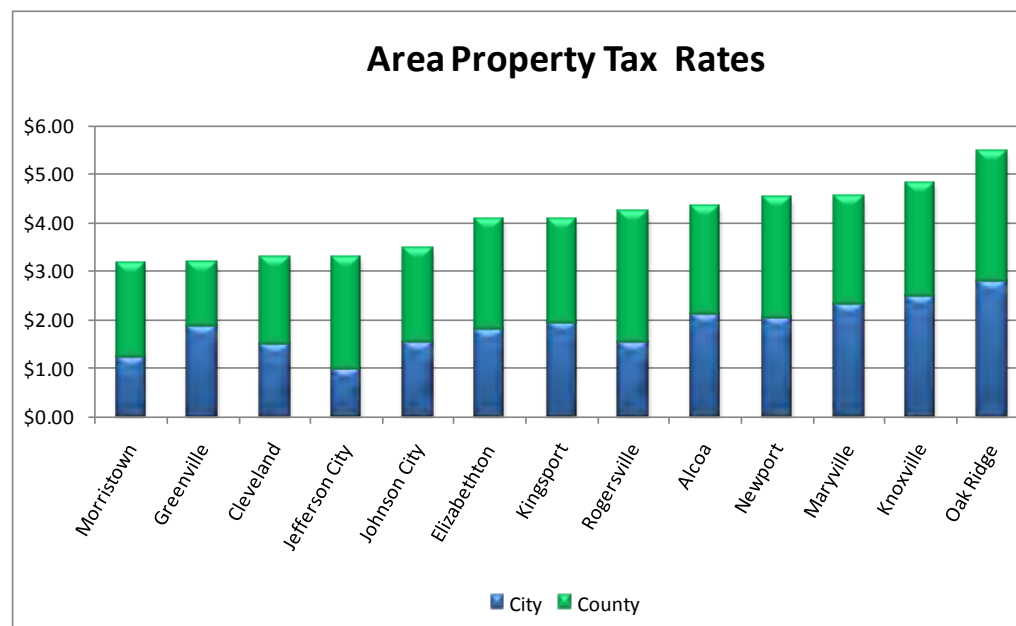


An analysis of significant changes in general fund revenue projections follows:

## Taxes:

### Property Taxes:

Projections for the property tax collections in Fiscal Year 2010 were adjusted midyear by the Council. Collections are expected to meet this adjusted level. The proposed budget for FY 11 assumes that there will



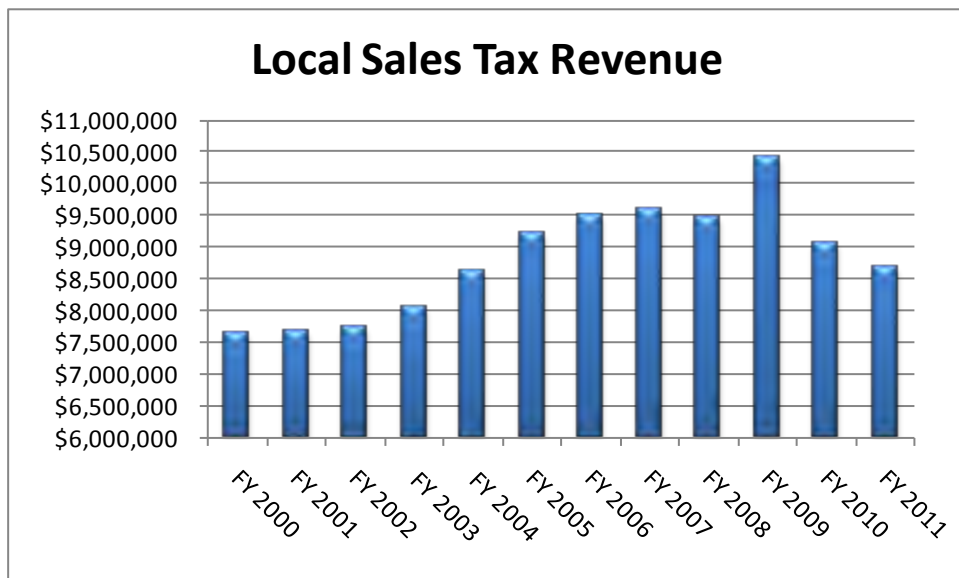
be no property tax increase. In fact, since Hamblen County is conducting a reassessment of property, the City's tax rate will actually decline. This adjusted tax rate will be certified by the State of Tennessee so that the impact of the reassessment will be revenue neutral. Since the appeals process has not yet been completed, the rate has not been established; the budget assumes that revenue from property taxes will be the

same as in Fiscal Year 2010. As can be seen from the chart to the left, property tax rates in Morristown are the lowest in the region. With the equalized rate following the reappraisal, the rate will be even lower.

**Cable Franchise Tax:** Cable franchise taxes declined in FY 2010 as households reduced their discretionary budgets. In Fiscal Year 2011, Collections are projected to remain at this lower level.

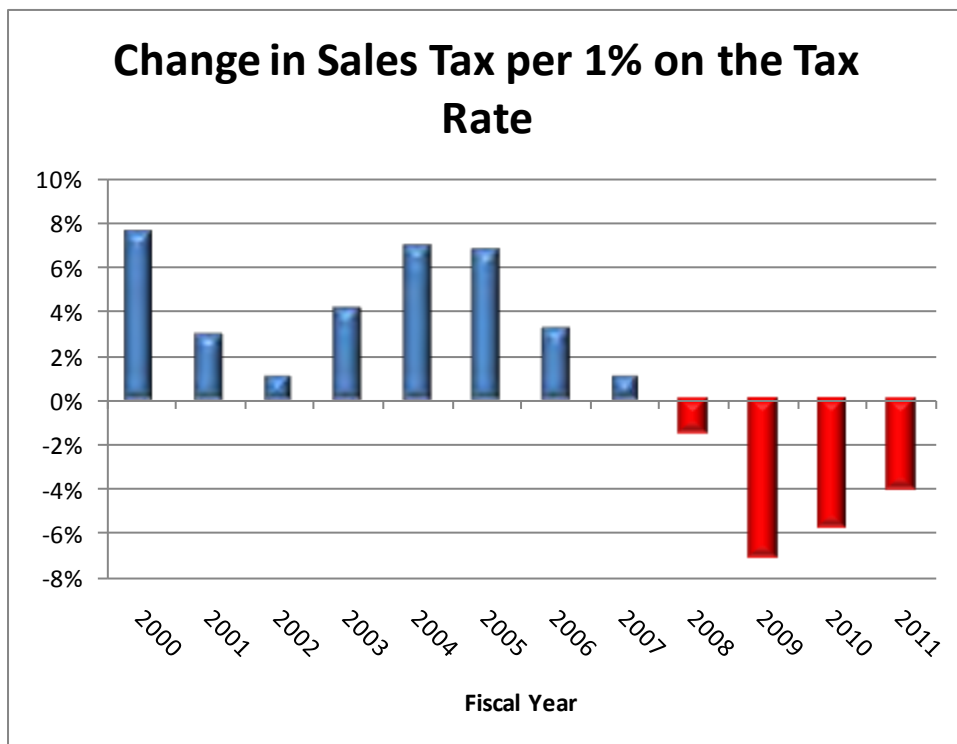
**Gas Franchise Tax:** Despite a colder winter, gas franchise payments are down and for Fiscal Year 2010. As residents learn to be more fuel efficient, they use less gas. This in combination with falling prices for natural gas results in lower franchise payments. We project that Fiscal Year 2011 will remain about the level seen in 2010.

#### Local Sales Tax:



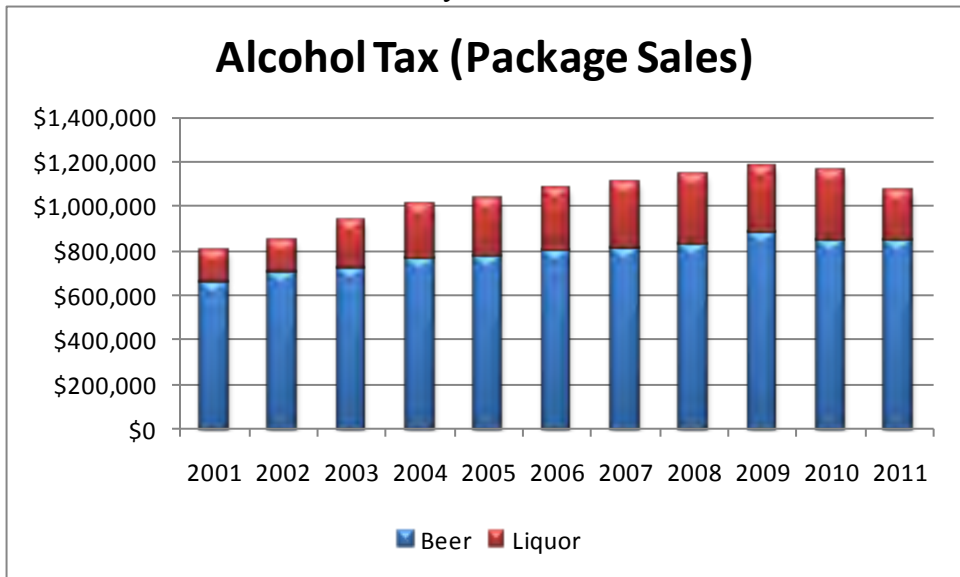
One of the major sources of revenue for the General Fund is the local sales tax. A cursory review of Sales tax collections might lead one to conclude that the period from fiscal year 2008 through 2011 was extremely volatile. In order to assess sales taxes, one must take into account several factors. First, of course, is the national recession that has seen retail sales fall across the nation. A second factor is that some of the surrounding jurisdictions have seen the development of

shopping centers that detract from Morristown's position as a regional hub. Finally one must take into account the fact that in FY 2009 increased its sales tax rate from 1.25% to 1.5%. In 2010, Hamblen County followed suit and adjusted their rate; this change in the County's rate made the effective rate for the City 1.38%. The chart below attempts to help the reader account for these changing rates. The graph reflects the annual change in revenue generated by each 1% on the tax rate. With this adjustment, sales activity is a little clearer. The City was seeing growth in 2004-5, but began to see losses in 2006. These initial losses were most likely due to regional competition. The continued decline in sales reflects the impact of the recession.



With the FY 2011 budget, we assume that the rate of decline will slow, but we will continue to see shrinkage in sales. The assumption for Sales Tax is that revenues will decline another 4% in Fiscal Year 2011.

Alcohol Taxes: Historically, revenue from the package sale of alcohol has not declined significantly even with tough economic times, but current collections have seen slight decreases. We anticipate that collections from alcohol sales will continue to decline in fiscal year 2011.



Hotel / Motel Tax:



Receipts from the lodging tax have historically been on the increase due to construction of additional rooms and robust economic activity. In recent years, the recession has seen a decline in this area.

In December 2009, the City recognized that revenue collections were well below budget for the year and took a number of actions to address the issue. One of these was that the City began the process of getting State approval to increase the cap on the lodging

tax rate from 5% to 7%. This budget assumes that the rate will be increased to 7%, offsetting recent declines in revenue collections in this category.

Licenses, Permits and Fees:

Court Fines and Costs: Fines increased significantly in FY 2009 with the installation of traffic enforcement cameras in the City. The cameras have been effective in reducing accidents and violations. Drivers are learning to comply with traffic law. We project that as drivers change their behavior, fines will continue to decrease.

### **Revenues from Use of Money and Property:**

The sale of a parcel of property to the Morristown Utility Commission resulted in a jump in this area in FY 2010.

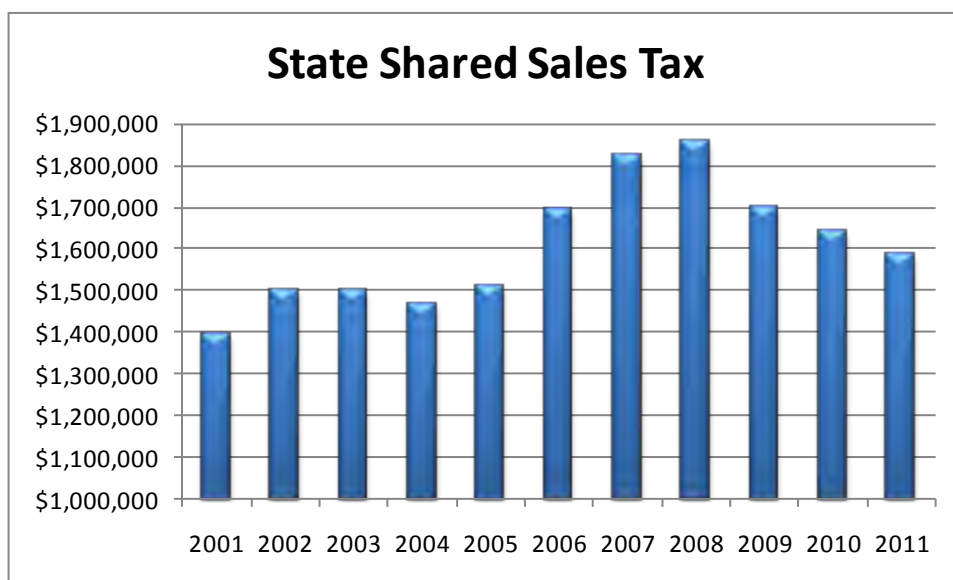
### **Service Charges and Fees:**

Recreation fees are expected to remain nearly constant.

### **Intergovernmental Revenues:**

#### **State Sales Tax:**

The State shares a portion of statewide sales tax receipts with localities; this revenue is allocated among jurisdictions based on population. As can be seen from the chart below, this revenue has been in decline with the overall decline of retail activity. We project that this area will continue to decline in FY 11.



**State Gas Tax:** This revenue is shared with localities based on population. Collections fluctuate with the cost of fuel and the amount sold. Declines in both areas have resulted in significant reductions in this revenue source.

# Revenue Detail

		<i>FY 2009</i>	<i>FY 2010</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>Increase</i>
		<i>Actual</i>	<i>Budget</i>	<i>Projected</i>	<i>Proposed</i>	<i>(Decrease)</i>
<b><u>Taxes</u></b>						
31100	Property Taxes - Current	\$8,419,799	\$8,725,000	\$8,650,000	\$8,650,000	(\$75,000)
31200	Property Taxes - Prior	203,358	245,000	250,000	225,000	(20,000)
31300	Penalty & Interest	86,054	90,000	95,000	85,000	(5,000)
31400	Property Taxes - Delinquent	57,485	75,000	105,000	80,000	5,000
31500	In Lieu of Taxes	0	810,000	767,000	770,000	(40,000)
31550	Cable Franchise Tax	313,694	270,000	270,000	265,000	(5,000)
31560	Gas Franchise Tax	470,671	560,000	450,000	450,000	(110,000)
31600	Local Sales Tax - City	10,389,929	9,562,900	9,085,000	8,721,600	(841,300)
31710	Beer Tax	878,783	870,000	850,000	850,000	(20,000)
31720	Liquor Tax	299,603	300,000	310,000	220,000	(80,000)
31800	Business and Gross Receipts Tax	947,659	815,000	860,000	860,000	45,000
31920	Hotel/Motel Tax	367,704	350,000	330,000	462,000	112,000
	Total Taxes	22,434,740	22,672,900	22,022,000	21,638,600	(1,034,300)
<b><u>Licenses, Permits and Fees</u></b>						
32215	Beer Permits	13,466	14,000	12,500	12,000	(2,000)
32600	Building, Electrical and Plumbing Permits	113,988	125,000	115,000	125,000	0
32650	Development Fees	3,341	7,000	6,800	3,000	(4,000)
32720	Alcohol Awareness Fees	7,195	6,500	6,500	6,500	0
35110	Court Fines and Costs	1,106,748	1,149,575	1,300,000	1,200,000	50,425
35120	Sex-Offender Registry Fees	3,450	1,300	0	3,000	1,700
35150	DUI Fines	93,103	80,000	84,000	84,000	4,000
	Total Licenses, Permits and Fees	1,341,291	1,383,375	1,524,800	1,433,500	50,125
<b><u>Use of Money and Property</u></b>						
36120	Interest on Investments	31,202	35,000	15,000	15,000	(20,000)
36210	Rental of Property	137,483	160,000	110,000	115,000	(45,000)
36300	Sale of Property	18,867	10,000	300,000	0	(10,000)
	Donations	16,940		10,000	0	0
36700	Miscellaneous	42,139	30,000	13,000	10,000	(20,000)
	Total Use of Money and Property	246,631	235,000	448,000	140,000	(95,000)
<b><u>Service Charges and Fees</u></b>						
34700	Recreational Fees	132,712	130,000	145,000	145,000	15,000
	Total Service Charges and Fees	132,712	130,000	145,000	145,000	15,000



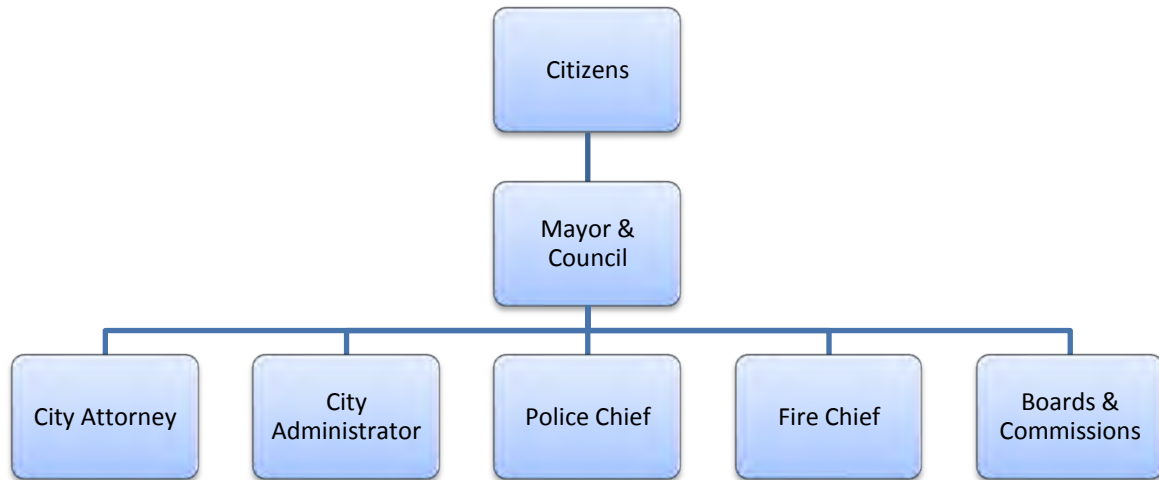
		<i><b>FY2009</b></i>	<i><b>FY2010</b></i>	<i><b>FY2010</b></i>	<i><b>FY2011</b></i>	<i><b>Increase</b></i>
		<i><b>Actual</b></i>	<i><b>Budget</b></i>	<i><b>Projected</b></i>	<i><b>Proposed</b></i>	<i><b>(Decrease)</b></i>
<b><u>Intergovernmental Revenues</u></b>						
33195	Summer Feeding	90,506	90,000	90,000	90,000	0
33320	TVA Gross Receipts Tax	247,413	254,900	283,813	284,000	29,100
33510	State Sales Tax	1,700,784	1,685,500	1,670,000	1,603,200	(82,300)
33515	Telecommunication Sales Tax	3,135	3,300	2,400	2,300	(1,000)
33520	State Income Tax	174,358	150,000	175,000	175,000	25,000
33530	State Beer Tax	13,457	14,500	13,800	13,800	(700)
33551	State Gas Tax	678,242	675,000	675,000	625,000	(50,000)
33552	State Public Transportation Tax	55,433	64,000	55,399	55,400	(8,600)
33580	Department of Transportation Proj.	0	0	0	0	0
33585	Department of Transportation - Airport	76,810	0	480,000	0	0
33590	Other State Reimbursement	25,127	0	0	0	0
33591	Matching Grant		0	0	0	0
33593	State Excise Tax	55,653	56,000	48,000	47,800	(8,200)
33594	Fred Miller Part Grant	0	0	0	0	0
33596	Airport Grants	0	13,500	0	0	(13,500)
	State Public Safety Supplements	0	0	106,800	106,800	106,800
33599	Law Enforcement Grants	0	0	180,000	0	0
33601	MTPO Revenue	1,005,505	1,269,090	0	0	(1,269,090)
33604	Dept. of Justice Grants	45,077	0	0	40,000	40,000
33605	Fire Department Grants	95,886	0	56,000	0	0
33606	Project Safe Neighborhood	11,257	0	13,000	13,000	13,000
33610	TIIPS Grant	234,226	0	0	0	0
33615	CDBG	296,935	354,440	0	0	(354,440)
33800	Other County Revenue	290,000	240,000	240,000	280,000	40,000
	ESG Grant	0	50,000	45,000	0	(50,000)
34750	MHA Cost-Sharing	0	0	40,000	40,000	40,000
37860	Legacy Trees	0	0	900	0	0
Total Intergovernmental Revenues		5,099,803	4,920,230	4,175,113	3,376,300	(1,543,930)
<b>Total Revenues</b>		29,255,177	29,341,505	28,314,913	26,733,400	(2,608,105)

# General Government



DOWNTOWN SKYWALKS GET A FACELIFT

# Mayor & Council Organization Chart



# Mayor & City Council

The Mayor and City Council, the legislative and policy-making body of the City, is composed of seven (7) citizens elected to, –serve for a term of four years, and until their successors are elected and qualified.” The Mayor is the presiding officer at official meetings and represents the City at all functions. The Mayor can vote on all issues.

The responsibilities of the Mayor and City Council include the enactment of ordinances, resolutions and polices; adopting the annual budget through the setting of the property tax rate; appointing the City Administrator, City Attorney, and numerous citizens to the various boards and commissions; establishing policies and measures to promote the general health, welfare and safety of the citizens of Morristown; and attending official functions as representatives of the City.

The Mayor and City Council conduct their business in public sessions held in the City Center on the first and third Tuesday of each month. Work sessions are held periodically on an as needed basis to review basic issues before public action is taken.

## **❑ Comments on Prior Year Actual and FY10 Projections**

Expenses are expected to be near the budget in this area.

## **❑ Significant Changes for FY 11:**

Increases in dues reflect actual expenses for the groups to which the City belongs. Travel has historically been significantly higher than the current budget level; this account has been increased to reflect those actual expenses. A contingency of \$100,000 has been included to allow the Council to address unforeseen circumstances that may arise during the year.

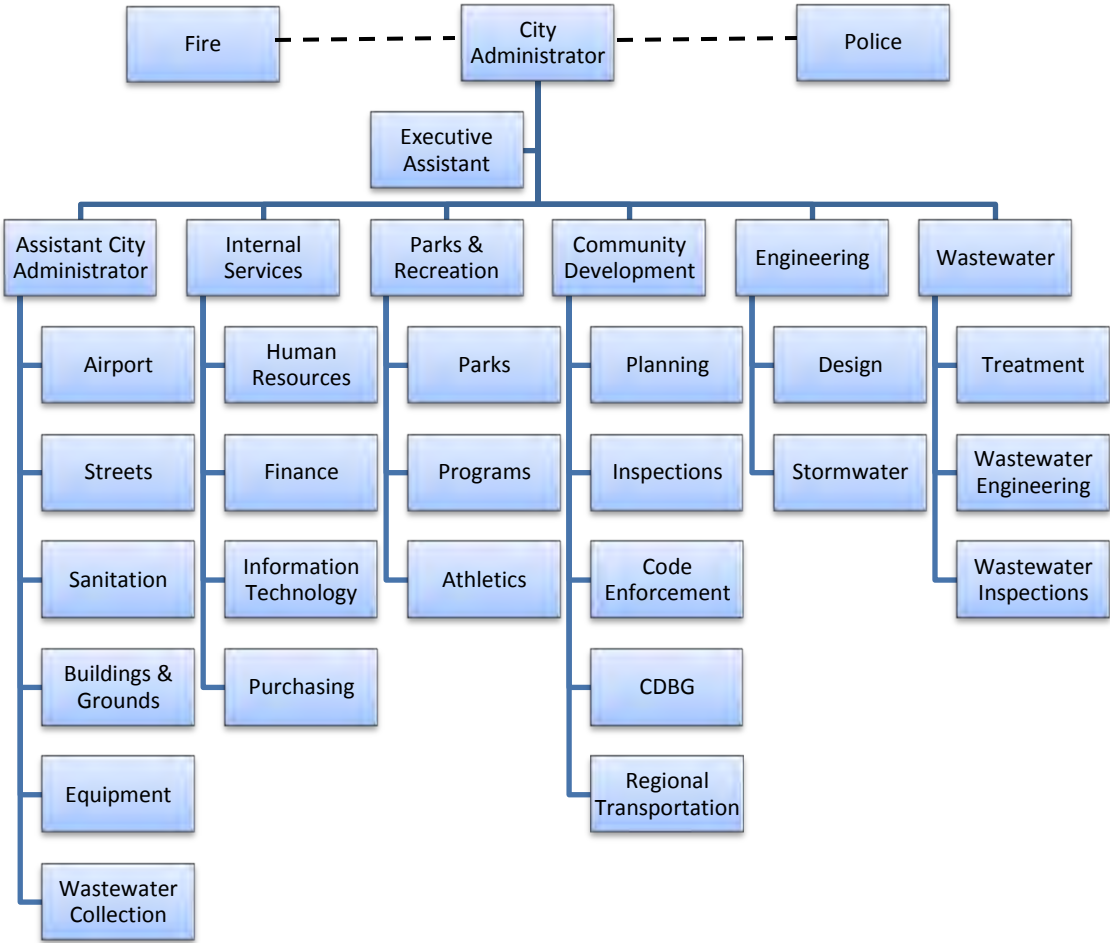
## **❑ Personnel Summary**

MAYOR AND COUNCIL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MAYOR AND COUNCIL	1	1	1	1	1	1
COUNCILMEMBERS	6	6	6	6	6	6
TOTAL MAYOR AND COUNCIL	7	7	7	7	7	7

## Budget Expense Detail

<b>41100 Mayor &amp; City Council</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	35,820	37,200	37,247	37,200	-
134	Christmas Bonus	774	925	850	987	62
141	FICA	2,231	2,917	2,305	2,921	5
142	Hospitalization & Life Insurance	41,557	58,291	58,173	64,207	5,916
211	Mailing	461	200	189	200	-
220	Reproduction & Printing	2,121	2,500	2,695	2,500	-
233	Publications	284	200	90	200	-
235	Memberships & Fees	18,474	13,000	15,326	18,000	5,000
237	Advertising & Publicity	1,332	1,500	908	1,500	-
250	Professional & Consulting	613	-	-	-	-
280	Travel	15,774	5,500	2,723	15,000	9,500
290	Other Contractual	700	-	419	-	-
294	Rental & Maintenance Contracts	5,494	3,700	3,878	3,700	-
299	Contracts With Other Agencies	341	-	-	-	-
311	Office Supplies	1,641	1,000	1,041	1,000	-
312	Small Tools & Minor Equipment	33	-	-	-	-
324	Janitorial Supplies	17	-	-	-	-
390	Other Supplies	2,477	2,000	440	1,500	(500)
510	Insurance - Fire, Liability, Auto	(810)	4,000	4,772	5,000	1,000
700	Grants & Subsidies	-	-	-	100,000	100,000
<b>TOTALS</b>		<b>129,335</b>	<b>132,932</b>	<b>131,057</b>	<b>253,915</b>	<b>120,983</b>

# City Administrator Organization Chart



# City Administrator

The City Administrator is hired by the City Council and serves as the Chief Executive Officer of the organization, planning, organizing and directing the resources of the City. In carrying out these responsibilities, the City Administrator interprets and implements City Council determined policies; coordinates department efforts, analyzes production; handles citizen complaints and service requests; enforces all laws and ordinances of the City, prepares special management reports; recommends legislation that appears necessary and desirable for the general health and welfare of the citizens of Morristown; represents the City in its relations with the public, the press and other governmental jurisdictions; and executes all policies set by City Council.

## ❑ Goals for FY 11

- To assist the Mayor & Council to develop a long term vision for the community.
- To improve financial management and planning.
- To develop operational plans in the following areas:
  - Transportation
  - Street maintenance
  - Sewer maintenance and operation
  - Stormwater maintenance
- To help develop a plan to come into compliance with the Commissioner's order concerning our sewer system.
- To continue efforts that assure the staff is professional, efficient and effective through various development programs.
- To assess programs that will facilitate the health and safety of employees as well as reduce costs for workers compensation, health and liability insurance.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Turnover in the City Administrator's position resulted in a significant overrun in this area.

## ❑ Significant Changes for FY 11:

The budget provides for a contingency of \$30,000 for the City Administrator to address unforeseen circumstances that may arise in the year. Travel includes attendance at state and one national conference.

## ❑ Personnel Summary

CITY ADMINISTRATOR	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ADMINISTRATOR	1	1	1	1	1	1
CITY CLERK/EXECUTIVE SECRETARY	1	1	1	1	1	1
CITIZEN INFORMATION SPECIALIST	1	1	0	0	0	0
TOTAL CITY ADMINISTRATOR	3	3	2	2	2	2

## □ Budget Expense Detail

<b>41200</b>	<b>City Administrator</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	200,394	196,231	317,959	199,572	3,342
112	Overtime	699	-	346	346	346
114	Wages & Salaries Temporary Employees	25,603	26,000	24,100	26,000	-
134	Christmas Bonus	1,810	1,461	1,355	1,277	(184)
141	FICA	15,136	17,112	16,781	15,365	(1,747)
142	Hospitalization & Life Insurance	17,696	18,037	18,001	19,739	1,702
143	Retirement	27,907	27,281	15,771	29,344	2,063
146	Workers' Compensation	2,771	3,050	3,365	3,050	-
147	Unemployment	-	-	5,280	5,280	5,280
148	Employee Education & Training	660	750	-	2,000	1,250
211	Mailing	137	150	81	81	(69)
220	Reproduction & Printing	72	-	42	42	42
233	Publications	710	800	806	806	6
235	Memberships & Fees	3,821	1,000	1,589	2,000	1,000
237	Advertising & Publicity	1,028	500	2,020	2,020	1,520
250	Professional & Consulting	-	1,000	-	-	(1,000)
280	Travel	7,664	3,750	22,064	22,064	18,314
290	Other Contractual	29,668	-	-	-	-
294	Rental & Maintenance Contracts	4,468	4,500	3,500	3,500	(1,000)
299	Contracts With Other Agencies	80	-	-	-	-
311	Office Supplies	418	1,000	764	764	(236)
312	Small Tools & Minor Equipment	9	-	60	60	60
390	Other Supplies	17,861	2,200	840	840	(1,360)
521	Bonds	70	-	-	-	-
700	Grants & Subsidies	-	-	-	30,000	30,000
947	Office Equipment	-	-	1,834	1,834	1,834
<b>TOTALS</b>		<b>358,683</b>	<b>304,822</b>	<b>436,555</b>	<b>365,983</b>	<b>61,161</b>



## Assistant City Administrator

This office serves as the City Administrator's staff arm in improvements, public information and "trouble shooting" citizen complaints.

The Assistant City Administrator serves as liaison between the City and other local, State and Federal agencies. This office also oversees the operations of the City's airport and serves as a coordinator for the Public Works department.

### ☐ Comments on Prior Year Actual and FY10 Projections:

There are no major variances in this account

### ☐ Significant Changes for FY 11:

There are no significant changes in this area.

### ☐ Personnel Summary

ASSISTANT CITY ADMINISTRATOR	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
ASSISTANT CITY ADMINISTRATOR	1	1	1	1	1	1
TOTAL ASSISTANT CITY ADMINISTRATOR	1	1	1	1	1	1

## Budget Expense Detail

<b>41300</b>	<b>Assistant City Administrator</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	95,397	92,622	90,229	92,622	-
134	Christmas Bonus	984	816	831	825	9
141	FICA	7,237	7,148	6,842	7,149	1
142	Hospitalization & Life Insurance	10,971	8,964	8,946	9,809	845
143	Retirement	13,169	12,894	12,457	13,653	758
146	Workers' Compensation	1,385	1,525	1,402	1,525	-
211	Mailing	13	30	28	28	(2)
235	Memberships & Fees	246	750	157	157	(593)
250	Professional & Consulting	162	-	-	-	-
280	Travel	2,397	1,450	1,399	1,399	(51)
290	Other Contractual	6	-	-	-	-
294	Rental & Maintenance Contracts	646	800	561	700	(100)
311	Office Supplies	113	250	111	111	(139)
331	Gasoline, Fuels & Lubricants	568	-	42	42	42
332	Automotive Parts & Accessories	-		144	144	144
390	Other Supplies	-	250	-	-	(250)
510	Insurance - Fire, Liability, Auto	314	375	447	485	110
<b>TOTALS</b>		<b>133,609</b>	<b>127,874</b>	<b>123,598</b>	<b>128,648</b>	<b>774</b>

# Elections

This is account is used to pay the Hamblen County Election Commission all expenses incurred in holding a City General or Special Election.

## ☐ Comments on Prior Year Actual and FY10 Projections:

In FY 2008 the City held a Sales Tax referendum. Expenses in FY 2009 were for the election of three members of City Council. There was no local election in FY 2010

## ☐ Significant Changes for FY 11

There will be a general election for the Mayor and three City Council seats.

## ☐ Personnel Summary

There are no personnel assigned to this department.

## ☐ Budget Expense Detail

<b>41400 Elections</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
290	Other Contractual	14,158	-	-	15,000	15,000
<b>TOTALS</b>		<b>14,158</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>

# Finance

The Finance Department handles all of the financial transactions for the City including the collection of property tax, and all other revenue; issuing permits; maintaining records of the City; property transactions; payroll; purchasing disbursements; financial report; fund accounting; providing records and assistance for the independent auditors; and any other financial activity of the City.

## ❑ Workload Measures

Task	FY 07	FY 08	FY 09
Vendor checks prepared	7,552	7,208	7,248
Payroll checks prepared	8,170	8,418	8,326
Direct Deposit checks prepared	4,659	5,355	5,681
Real Estate Tax Payments	12,819	12,931	13,207
Personal Property Tax Payments	1,862	1,849	1,839
License Payments	1,948	1,688	1,598
Miscellaneous Payments	12,970	14,285	19,303
General Billing Payments	1,165	1,212	1,404

## ❑ Goals and Objectives

**Goal:** A City that provides financial statement users with accurate, useful and timely information

- To prepare the City's Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles and obtain an unqualified opinion on the financial statements from the City's independent auditor
- Seek the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- To provide interim financial information to internal users within ten business days of month end

**Goal:** A city which maintains a highly trained, professional staff capable of utilizing the latest in technology and achieving continuous improvement

- Maintain at least one certified municipal finance officer as required by the State of Tennessee
- To require each staff member to attend at least one job related training course or professional seminar during the year

**Goal:** A City that bills and collects all City tax revenues within planned time frames and consistent with state and local revenue codes

- To bill real and personal property taxes annually in July; collect 95% of taxes in the year of billing; levy on delinquent accounts in subsequent year achieving 99% collection rate
- To receive and process hotel/motel tax returns monthly; begin compliance reviews on 33% of businesses annually

**❑ Comments on Prior Year Actual and FY10 Projections:**

A Payroll Technician position was eliminated in FY 2010. The Finance Department made changes to the payroll process, giving departments the ability to complete all functions with one less employee.

**❑ Significant Changes for FY 11:**

Office equipment will provide for computer and software upgrades.

**❑ Personnel Summary**

FINANCE DEPARTMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FINANCE DIRECTOR	1	1	1	1	1	1
ACCOUNTING CLERK	2	2	2	2	2	2
REVENUE OFFICE MANAGER	1	1	1	1	1	1
ADMINISTRATIVE COORDINATOR	1	1	1	1	1	1
ACCOUNTING TECHNICIAN	1	1	1	1	1	0
SENIOR ACCOUNTING TECHNICIAN	0	0	0	0	0	1
PAYROLL TECHNICIAN	1	1	1	1	0	0
TOTAL FINANCE DEPARTMENT	7	7	7	7	6	6

## □ Budget Expense Detail

<b>41530 Finance</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	314,188	262,182	247,375	262,182	(0)
112	Overtime	32	-	-	-	-
114	Wages & Salaries Temporary Employees	-	-	3,161	-	-
134	Christmas Bonus	4,455	1,798	1,860	2,010	212
141	FICA	23,215	20,194	18,574	20,211	16
142	Hospitalization & Life Insurance	50,581	51,770	51,666	56,841	5,071
143	Retirement	41,526	36,429	34,221	38,598	2,169
146	Workers' Compensation	9,697	9,150	8,412	9,150	-
148	Employee Education & Training	1,431	3,000	1,658	3,000	-
211	Mailing	3,788	6,000	4,581	6,000	-
220	Reproduction & Printing	945	1,500	838	750	(750)
233	Publications	291	250	60	250	-
235	Memberships & Fees	9,813	1,000	899	1,750	750
237	Advertising & Publicity	2,854	1,800	913	1,000	(800)
250	Professional & Consulting	112,311	91,000	122,801	93,800	2,800
280	Travel	4,957	4,000	4,337	6,000	2,000
290	Other Contractual	-	3,000	-	3,000	-
294	Rental & Maintenance Contracts	7,591	5,780	6,533	5,780	-
299	Contracts With Other Agencies	5,171	5,000	7,391	-	(5,000)
311	Office Supplies	6,864	3,900	5,949	4,500	600
312	Small Tools & Minor Equipment	105	-	2	-	-
332	Automotive Parts & Accessories	168	-	-	-	-
390	Other Supplies	2,850	500	96	500	-
510	Insurance - Fire, Liability, Auto	1,048	1,100	1,500	1,650	550
521	Bonds	-	-	84	-	-
947	Office Equipment	-	-	-	12,239	12,239
949	Other Machinery & Equipment	3,025	-	-	-	-
<b>TOTALS</b>		<b>606,907</b>	<b>509,353</b>	<b>522,910</b>	<b>529,211</b>	<b>19,857</b>

# Purchasing

The primary function of the Purchasing Department is to provide departments with the products and items they need in order to carry out their functions. In accordance with purchasing laws and policies the Purchasing Agent buys materials and other items by obtaining bids and quotes whenever prescribed by law. The Purchasing Agent also provides accurate cost accounting records and all the necessary paper work involved in carry out the purchasing function. An annual inventory is performed as there is a small inventory of products maintained in the warehouse.

## ❑ Significant Changes for FY 11:

There are no major changes in this area.

## ❑ Personnel Summary

PURCHASING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PURCHASING AGENT	1	1	1	1	1	1
TOTAL PURCHASING	1	1	1	1	1	1

## **□ Budget Expense Detail**

<b>41610 Purchasing</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	44,794	44,391	43,184	44,391	-
134	Christmas Bonus	97	100	103	268	168
141	FICA	3,289	3,404	3,168	3,416	13
142	Hospitalization & Life Insurance	7,656	8,633	8,616	9,479	845
143	Retirement	6,132	6,140	5,912	6,525	385
146	Workers' Compensation	1,385	1,525	1,402	1,525	-
211	Mailing	165	200	94	200	-
235	Memberships & Fees	636	750	-	350	(400)
250	Professional & Consulting	76	500	142	500	-
280	Travel	448	-	472	-	-
290	Other Contractual	149	-	53	-	-
294	Rental & Maintenance Contracts	2,040	2,025	1,910	2,025	-
311	Office Supplies	488	650	612	650	-
312	Small Tools & Minor Equipment	2	100	133	100	-
331	Gasoline, Fuels & Lubricants	65	-	-	-	-
336	Electrical, Plumbing, Hardware & Chemicals	65	-	-	-	-
390	Other Supplies	30	250	-	50	(200)
510	Insurance - Fire, Liability, Auto	943	950	1,133	950	-
521	Bonds	-	100	-	-	(100)
<b>TOTALS</b>		<b>68,464</b>	<b>69,717</b>	<b>66,932</b>	<b>70,428</b>	<b>711</b>



# Information Technology

The Information Technology Department division provides high quality information and communications systems to the City. Included within this scope are communications support; user training; hardware and software installation and maintenance; and the evaluation and acquisition of computer hardware, software, network design and maintenance and other related components. The Department consists of two employees who provide these services to the entire city. The City maintains approximately 120 personal computers, 10 servers, 16 switches, 117 printers, 80 mobile data terminal and various department-specific software applications. The City's website, [www.mymorristown.com](http://www.mymorristown.com), is also maintained by the IT Department

## System Description

Systems Supported	
	2010
Computers	150
Laptops	40
Servers	14
MDT's	80
Data Phones	20
Network Devices	50
Printers and copiers	150

### Hardware

- Network Infrastructure - Network infrastructure consists of cabling, switches and fiber optic connections to the outlying areas of the city (Public Works, Fire Administration, Purchasing, etc.). We are currently running Cisco Switches with Fiber, to outlying areas, Hamblen County Government, 911, Public Works, Purchasing, and Parks and Recreation/ Fire Administration. In City Hall we have fiber between floors.
- Servers - The IT Department maintains 14 servers with multiple operating systems and hardware variations.
- PCs - The IT department maintains about 150 PCs, and 40 laptops. We have an inventory of all the PCs across all the departments in every building the City owns.
- Mobile Data Terminals / Cameras - We currently have 80 MDTs. Our main issues with MDTs are the 24 hour/7 day hours of operation, communication and upgrades to the system. We have worked closely with the Police Department and have a police officer on every shift that is our first level of troubleshooting. These officers have been trained in the troubleshooting, the most common problems associated with the MDTs. We have shown them how to make minor adjustments to the software in order to increase communication between IT and multiple shifts.

### Software

- Munis - This is the finance department's software package.
- Cisco - The Police Department uses Cisco for records management, this includes accident reports, offence reports, tickets, and court related information and the Computer Aided Dispatch system for 911.
- Bio-Key - Bio Key is the software used in the MDTs which allows them to communicate with each other, Nashville, and the 911 center.
- Titan/TRAcS - This is the software on the MDT's that allows officers to complete offence reports.
- Document Management/DocStar - DocStar has over 968,000 documents for Finance, Police and Administration.

- EnerGov. - Planning department software.
- Antivirus / Spyware - This area changes from year to year. You cannot have one simple solution to the problem of viruses and spyware. Currently we use Comodo and Microsoft for antivirus and various online spyware programs.

**❑ Significant Accomplishments 2009-2010:**

- Upgraded the mapping system at the 911 center for location dispatching, this new system will allow 911 to dispatch police vehicles based on their actual location and will improve efficiency for the police department.
- Upgraded Bio-Key software in all 77 police vehicles, this allowed them to receive pictures of driver's licenses in their vehicles, and improved functionality in the MDT's. This upgrade also allowed us to maintain NCIC standards for audit purposes.
- Helped install the Interlink radio system for the Police Department.
- Created an online bulletin board system for the internal operations of the city.
- Created a Computer Matrix using Live Mesh for the computers in the Fire Department, which allows them to share data and travel less. It also allows the IT department to travel less, and be more efficient.
- Installed storage solution for the Police Department's new video cameras, and supplied support for the new system.
- Created a computer security policy for all city owned computers.
- Maintained and updated the city's computers and network system, as well as antivirus and intrusion detection 24 hours a day 7 days a week.
- Maintained the websites for the City, LAMTPO, Community Development, Online bill pay, Morristown's Most Wanted, and all city departments.
- Maintained all e-mail accounts.
- Had MTAS do a departmental audit to determine our effectiveness as compared to other Information Technology departments in the State of Tennessee
- Worked with LOGITT and Connected Tennessee to help improve government technology, and increase awareness in technology at the state level.
- Worked with the Lakeway Information Technology Alliance to improve technology relations and increase awareness at the local level.
- Maintained 99% network uptime for the past year.

**Goals and Objectives**

- Continue to apply technology enhancements to help the city departments become more efficient in their operations.
- Enhance the functionality and ease of use of the current website to create a more open and efficient government.
- Collaborate with other government organizations to learn from their best practices.
- Create an off-site backup system and policy that meet the needs of the city.

**❑ Comments on Prior Year Actual and FY10 Projections:**

There were no major variances in this area.

**❑ Significant Changes for FY 11:**

New software to manage virus protection is included in this account.

## **Personnel Summary**

INFORMATION TECHNOLOGY	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
IT DIRECTOR	1	1	1	1	1	1
COMPUTER TECHNICIAN	1	1	1	1	1	1
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## **Budget Expense Detail**

<b>41640 Computer Operations</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	119,670	117,358	114,774	117,358	-
112 Overtime	1,995	-	946	-	-
134 Christmas Bonus	420	374	392	710	336
141 FICA	9,031	9,007	8,580	9,032	26
142 Hospitalization & Life Insurance	22,213	17,468	17,433	19,158	1,690
143 Retirement	16,683	16,247	15,868	17,250	1,003
146 Workers' Compensation	2,771	3,050	2,804	3,050	-
148 Employee Education & Training	397	3,000	629	4,000	1,000
211 Mailing	1	-	3	-	-
233 Publications	18	100	22	50	(50)
235 Memberships & Fees	-	-	419	-	-
250 Professional & Consulting	1,328	600	-	1,000	400
260 Repairs & Maintenance	173	250	-	250	-
280 Travel	2,734	1,000	1,600	2,000	1,000
290 Other Contractual	606	-	-	-	-
294 Rental & Maintenance Contracts	18,205	22,000	17,908	20,000	(2,000)
311 Office Supplies	1,041	400	193	200	(200)
312 Small Tools & Minor Equipment	702	400	79	200	(200)
326 Uniforms	245	250	247	250	-
331 Gasoline, Fuels & Lubricants	352	-	147	400	400
390 Other Supplies	64	500	842	12,500	12,000
510 Insurance - Fire, Liability, Auto	4,190	4,200	6,012	5,400	1,200
<b>TOTALS</b>	<b>202,841</b>	<b>196,204</b>	<b>188,898</b>	<b>212,808</b>	<b>16,604</b>

# Human Resources

Human Resources is responsible for administering the classification and compensation program; developing policies, rules and regulations for City employees; administering the City's group insurance programs; assisting departments in the personnel management function; keeping apprised of new laws and regulations in personnel management; and assisting departments with training programs.

## ☐ Comments on Prior Year Actual and FY10 Projections:

This account should be near budget levels.

## ☐ Significant Changes for FY 11:

Overall, there is a small decrease in this area.

## ☐ Personnel Summary

HUMAN RESOURCES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HUMAN RESOURCES COORDINATOR	1	1	1	1	1	1
HUMAN RESOURCES/BUDGET DIRECTOR	1	1	1	1	1	1
TOTAL HUMAN RESOURCES	2	2	2	2	2	2

## Budget Expense Detail

<b>41650 Human Resources</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	113,838	111,195	107,532	111,195	-
134	Christmas Bonus	634	548	567	566	18
141	FICA	8,512	8,548	8,132	8,550	1
142	Hospitalization & Life Insurance	21,476	17,406	17,371	19,096	1,690
143	Retirement	15,639	15,421	14,610	16,328	908
146	Workers' Compensation	2,771	3,050	2,804	3,050	-
147	Unemployment	-	-	4,926	-	-
148	Employee Education & Training	23,325	18,000	24,638	18,000	-
211	Mailing	468	250	236	150	(100)
215	Employee Education & Training	300	750	150	750	-
220	Reproduction & Printing	2,942	3,000	664	1,000	(2,000)
233	Publications	212	250	64	50	(200)
235	Memberships & Fees	794	550	1,126	550	-
237	Advertising & Publicity	1,903	200	-	1,000	800
250	Professional & Consulting	153	2,000	3,826	-	(2,000)
260	Repairs & Maintenance	(41)	-	-	-	-
280	Travel	2,952	1,250	2,246	3,000	1,750
294	Rental & Maintenance Contracts	3,060	3,300	1,433	2,000	(1,300)
311	Office Supplies	1,623	750	1,385	800	50
312	Small Tools & Minor Equipment	2	-	3	-	-
390	Other Supplies	14,195	8,000	1,064	4,000	(4,000)
510	Insurance - Fire, Liability, Auto	4,991	3,700	5,297	4,900	1,200
947	Office Equipment	604	-	-	-	-
<b>TOTALS</b>		<b>220,352</b>	<b>198,168</b>	<b>198,075</b>	<b>194,985</b>	<b>(3,183)</b>

## Legal Services

Legal services is comprised of the City Attorney and the City Court.

The City Attorney is appointed by City Council. They render professional legal services to the City through legal counseling to the City Council, City Administrator and City staff; prosecution of violations of the City ordinances and state laws; formulation and completion of special projects regarding legalities; representation before all levels of courts; reviews and approves all ordinances and resolutions submitted for City Council consideration and approves contracts and documents executed on behalf of the City.

The City Court is presided over by the City Judge who is appointed for a four (4) year term by City Council. The court functions as a forum where citizens may receive a swift trial concerning violation of City ordinances. Money received for fines, court costs and appearance bonds is deposited the General Fund of the City.

### **❑ Comments on Prior Year Actual and FY10 Projections:**

Attorney's fees are significantly higher than in FY 09, but are expected to be less than the budget amount.

### **❑ Significant Changes for FY 11**

A decline in the number of hours required to handle the City's legal representation will allow for a small decrease in this area.

### **❑ Personnel Summary**

LEGAL SERVICES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ATTORNEY	1	1	1	1	1	1
CITY JUDGE	1	1	1	1	1	1
TOTAL LEGAL SERVICES	2	2	2	2	2	2

## Budget Expense Detail

41660 Legal Services		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	11,095	10,395	10,255	10,395	-
134	Christmas Bonus	282	345	287	1,476	1,131
141	FICA	135	822	35	908	86
142	Hospitalization & Life Insurance	11,534	16,653	16,620	18,344	1,690
165	Judgements, Fees & Court Costs	33,312	500	51	500	-
233	Publications	2,658	500	2,765	2,500	2,000
235	Memberships & Fees	-	2,000	-	-	(2,000)
250	Professional & Consulting	45,296	81,482	74,383	70,000	(11,482)
326	Uniforms	173	-	-	-	-
510	Insurance - Fire, Liability, Auto	943	1,000	1,193	1,350	350
<b>TOTALS</b>		<b>105,427</b>	<b>113,697</b>	<b>105,589</b>	<b>105,472</b>	<b>(8,224)</b>

# Community Development



Local architect Hubert Bebb was fascinated by the Chester Rows, an interconnected network of second-level balconies that began about 700 years ago in Chester, England. Bebb brought the idea to Morristown as part of the massive 1960's urban renewal project. The goal was to create two "Main Streets" in one and double the downtown shopping district. Our unique SkyMart is the only one of its kind, a unique attraction that made newspaper headlines around the world. From London to New York to Miami, SkyMart put Morristown on the map. Although the dream of a two-level shopping district never materialized, the SkyMart remains as testimony to the extraordinary vision and drive Morristown residents had in the mid-twentieth century.



# Community and Economic Development

Community and Economic Development establishes and directs short term and long range programs to enhance the quality of life and physical environment within the Morristown Community.

An administrative process of management and professional assistance coordinates the activities of this department in a cohesive fashion to facilitate the goals and objectives of the department. The department serves as a front-line advocate to elected and appointed officials where growth and development are concerned.

This department works closely with the City's Planning Commission with regards to annexations, zonings, signage issues and other related planning functions. The City's Planning Commission has been given status as the Regional Planning Commission for Hamblen County.

## Community Development and Planning Mission:

1. Provide the City Administrator, other city departments, public officials and the general public with prompt, courteous, educated, professional, and valuable service
2. Develop, maintain and implement an operative Comprehensive Planning System for the City and surrounding region.
3. Encourage economic growth through establishing and maintaining the most current growth management and land development codes for the City of Morristown and surrounding region.
4. Develop and maintain a functional and useful Geographic Information System for the City of Morristown and surrounding region.
5. Continue to grow and expand the services and informational resources of our department through emerging technology and advancement in communication techniques.

Current planning involves working with the development community including realtors, engineers, surveyors, appraisers, builders, developers, architects, and business owners. The staff assists developers in preparing plans that meet regulations and guides them through the approval process. Once approved, staff reviews the site to maintain compliance through bonding procedures, site inspections, and updates to the commission.

Long-range planning involves preparing studies, guidelines and policies to be implemented by the Morristown Regional Planning Commission or the Morristown City Council over periods of time ten years or greater into the future.

#### **❑ Significant Accomplishments 2009-2010:**

- Completed the draft plan of the Sign Ordinance revisions
- Jointly hosted a stormwater training program for the community and commissioners
- Complete Sidewalk Master Plan study
- Administered ten performance bonds on existing sites
- Approved twenty-nine subdivisions
- Completed seven rezoning studies and one de-annexation study
- Hosted eleven meetings of the Morristown Regional Planning Commission
- Assisted in obtaining Three Star Community Status from the State of Tennessee

#### **❑ Goals and Objectives 2010-2011:**

- Adopt a New Sign Ordinance
- Complete a revised General Plan including a new Land Use Plan and Thoroughfare Plan
- Implement the various recommendations from the Sidewalk Master Plan into the regulations
- Continue to service the development community as required in completing subdivisions, annexations and rezoning of development property.
- Obtain AICP Certification for the Senior Planner and secure the Development Director's Certification Maintenance for 2012

#### **❑ Comments on Prior Year Actual and FY10 Projections:**

One of the planning positions was split and partially funded out of this division and partially funded by the Morristown Development Corporation division.

#### **❑ Significant Changes for FY 11:**

The Community Development and Planning Department lost one full-time employee responsible for Geographic Information System (GIS) administration and upkeep due to budget cuts.

#### **❑ Personnel Summary**

COMMUNITY AND ECONOMIC AFFAIRS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PLANNER	2	2	2	1.5	1.5	1.5
DEVELOPMENT DIRECTOR	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	0.5	0.4	0.4	0.3	0.3	0.3
GIS TECHNICIAN	1	1	1	1	1	0
HOUSING COORDINATOR	1	1	1	0	0	0
TOTAL COMM. AND ECONOMIC AFFAIRS	5.5	5.4	5.4	3.8	3.8	2.8

## Budget Expense Detail

41700 Community & Economic Affairs		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	244,474	235,512	185,548	190,068	(45,444)
114	Wages & Salaries Temporary Employees	1,378	-	-	-	-
134	Christmas Bonus	1,042	1,572	1,131	1,955	383
141	FICA	18,265	18,137	13,818	14,690	(3,447)
142	Hospitalization & Life Insurance	38,241	33,279	24,589	27,004	(6,275)
143	Retirement	33,542	32,582	25,209	27,883	(4,700)
146	Workers' Compensation	5,403	5,795	5,328	4,270	(1,525)
148	Employee Education & Training	1,522	3,000	323	2,000	(1,000)
211	Mailing	1,140	1,000	887	1,000	-
220	Reproduction & Printing	177	500	24	500	-
233	Publications	999	500	131	500	-
235	Memberships & Fees	1,927	1,250	1,584	1,250	-
237	Advertising & Publicity	2,498	3,000	468	3,000	-
250	Professional & Consulting	38	100	673	-	(100)
280	Travel	4,810	3,000	3,893	3,000	-
290	Other Contractual	42	200	-	200	-
294	Rental & Maintenance Contracts	3,243	2,200	401	-	(2,200)
299	Contracts With Other Agencies	-	1,000	1,023	2,000	1,000
311	Office Supplies	1,908	2,000	1,150	3,000	1,000
312	Small Tools & Minor Equipment	-	500	-	-	(500)
331	Gasoline, Fuels & Lubricants	1,146	1,500	1,328	1,500	-
332	Automotive Parts & Accessories	288	500	352	300	(200)
390	Other Supplies	3,019	2,500	538	1,200	(1,300)
510	Insurance - Fire, Liability, Auto	943	950	1,360	1,200	250
700	Grants & Subsidies	290	1,000	706	-	(1,000)
<b>TOTALS</b>		<b>366,334</b>	<b>351,577</b>	<b>270,463</b>	<b>286,519</b>	<b>(65,058)</b>

# Codes Enforcement

This office reports to the Development Director and is responsible to establish and direct short-term and long-term programs that enhance the quality of life and physical environment within the City.

The Codes Enforcement Officer's primary duties are to ensure the overall improvement of the Morristown environment, including scenic quality, safe and sanitary conditions, and citizen response through the enforcement of the codes which are established for the overall well being of the City.

## ❑ Significant Accomplishments 2009-2010:

- Prosecuted violations of the city code through City court when other remedies were unsuccessful.
- Continued the public education program for illegal signs and bonded political campaign signs as well as temporary signs in the right-of-way.
- Responded to hundreds of citizen complaints by telephone and in person concerning codes violations and other environmental issues in the City of Morristown.
- Assisted other city departments in cleaning up the city and administering a variety of other city programs.

## ❑ Goals and Objectives 2010-2011:

- Continue to pursue violators of the city municipal code and serve the citizens in a proactive manner to prevent many codes issues before they become problem situations.
- Continue to seek educational and training opportunities that will enhance the performance of the department.
- Continue to assist other city departments to administering a variety of other city programs where codes enforcement is needed.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Expenses in this area should be near budget levels.

## ❑ Significant Changes for FY 11

The adjustment for the allocation of liability insurance accounts for the small increase in this account.

## ❑ Personnel Summary

CODES ENFORCEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CODES ENFORCEMENT OFFICER	1	1	1	1	1	1
TOTAL CODES ENFORCEMENT	1	1	1	1	1	1

## **□ Budget Expense Detail**

<b>41710</b>	<b>Codes Enforcement</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	36,355	36,015	35,120	36,015	-
134	Christmas Bonus	312	269	278	278	9
141	FICA	2,906	2,776	2,662	2,776	1
142	Hospitalization & Life Insurance	3,245	8,571	8,554	9,416	845
143	Retirement	5,105	5,007	4,827	5,302	295
146	Workers' Compensation	1,385	1,525	1,402	1,525	-
148	Employee Education & Training	425	500	-	500	-
211	Mailing	31	50	103	50	-
235	Memberships & Fees	75	100	-	75	(25)
280	Travel	2,593	1,000	957	1,000	-
290	Other Contractual	1,090	500	-	500	-
294	Rental & Maintenance Contracts	555	500	2	400	(100)
299	Contracts With Other Agencies	230	500	782	-	(500)
311	Office Supplies	63	150	-	100	(50)
312	Small Tools & Minor Equipment	48	50	21	100	50
331	Gasoline, Fuels & Lubricants	181	500	969	500	-
332	Automotive Parts & Accessories	350	500	-	500	-
339	Vehicle Expense	-	200	-	-	(200)
390	Other Supplies	38	250	365	100	(150)
510	Insurance - Fire, Liability, Auto	-	-	-	1,000	1,000
<b>TOTALS</b>		<b>54,988</b>	<b>58,962</b>	<b>56,044</b>	<b>60,137</b>	<b>1,175</b>

## **Clean & Green**

Clean & Green is a program developed beginning in FY 2008. The program focuses on targeting resources in an effort to improve the visual appearance of areas of the city. Community meetings and walk-throughs identified situations within neighborhoods in each Ward of the City ranging from broken sidewalks, codes issues, lacking smoke alarms, neighborhood watch groups, suspected drug activity, overgrown lots and others.

The program was discontinued in 2009 due to budget constraints

# Morristown Development Corporation

The Morristown Community Development Corporation (MCDC), originally chartered in 1979, focuses on preservation, revitalization, economic development and community planning issues. It seeks to encourage citizen participation in community improvement programs and acts as a bridge between the public and private sectors. It also assists with CDBG related rehabilitation programs. MCDC is a government non-profit with the Mayor and City Council serving as the Board of Directors.

The MCDC serves as the administrative home for the Crossroads Partnership, a Tennessee Main Street program governed by its own board of directors. The Partnership focuses on preservation and revitalization efforts within the 138 acre Crossroads District using the National Main Street Center's Four Point Approach, an established process emphasizing economic development, tourism promotion, historic preservation, quality urban planning and network building. The Partnership is a volunteer-driven program whose board is comprised of representatives from the City of Morristown, Hamblen County, Morristown Area Chamber of Commerce, Downtown Morristown Association, Rose Center, Walters State Community College and private property and business owners.

## ❑ Significant Accomplishments 2009-2010:

- Achieved Tennessee Main Street Designation
- Main Street 101 Training for Crossroads Partnership board
- Received \$15,000 TN Main Street Innovation Grant
- Assisted in applying for \$88,000 downtown LED lighting project through The Energy Efficiency and Conservation Block Grant (EECBG) Program
- Developed the Pedestrian Enhancement Plan for Downtown
- Created the SkyMart Renovation Master Plan
- Established the first downtown façade grant program with \$50,000 from CDBG funding
- Drafted design guidelines for the Crossroads District
- Designed and printed 200 copies of the first downtown visitor's guide
- Received scholarship to attend the 2009 National Preservation Conference in Nashville
- Developed a comprehensive database of businesses, building owners and interested volunteers for downtown projects
- Worked with LAMTPO and private parties on transferring the Morristown College Enhancement Grant to the Millennium Square project downtown
- Nominated Morristown college to the East Tennessee Preservation Alliance (ETPA) Most Endangered Heritage Sites in East Tennessee and the National Trust's 11 Most Endangered Sites in America
- Served on the application review board for Tennessee Downtowns
- Served on the following boards: Rose Center, East Tennessee Preservation Alliance, East Tennessee Quality Growth, Inc, Downtown Morristown Association, Tennessee Urban Forestry Council
- Served on the following committees: Retail and Commercial Development, Historic Morristown Cemetery Restoration, Rose Center Planning and Executive, ETPA Advocacy and Education

## ❑ Goals and Objectives 2010-2011:

- Establish a local historic zoning ordinance and district for downtown
- Have the new Historic Zoning Commission define the district boundaries and propose development guidelines
- Apply for and implement a \$6,000 Tennessee Green Streets Grant project
- Administer the second round of downtown building façade grants (\$50,000 expected)
- Work with Keep Morristown-Hamblen Beautiful on downtown landscape improvements
- Create a redevelopment resource center for potential downtown projects that would include a database of contractors, realtors, architects, financing organizations, building code specialists and others integral to successful building renovations
- Establish a membership base for the Crossroads Partnership
- Launch a new Crossroads Partnership website with expanded content and resources
- Apply for TN Tourism Grant to update downtown visitors guide and get approval to be placed at official Tennessee welcome center.
- Partner with Morristown Utilities Systems Conservation and Environmental Director on a downtown green space development project
- Attend Tennessee Preservation Conference and Main Street summit in Greeneville April 15-16
- Attend Downtown Revitalization Training in Nashville June 28-29 (scholarship provided)
- Revamp Fourth Friday events
- Serve as mentor on downtown revitalization to Jefferson City and Sweetwater through the Tennessee Downtowns project
- Continue serving on the following boards: Rose Center, East Tennessee Preservation Alliance, East Tennessee Quality Growth, Inc, Downtown Morristown Association, Tennessee Urban Forestry Council, Morristown Chamber of Commerce
- Continue serving on committees and volunteer organizations that further advance the development of the program

## ❑ Comments on Prior Year Actual and FY10 Projections:

Addition of special events associated with the Main Street program accounted for this increase in this budget for FY 10. Actual expenses will be below budgeted levels.

## ❑ Significant Changes for FY 11

A reduction in the amount of support for special events offsets several small increases associated with the implementation of the Crossroads Development program.

## ❑ Personnel Summary

MCDC	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PLANNER	0	0	0	0.5	0.5	0.5
TOTAL MCDC	0	0	0	0.5	0.5	0.5



## □ Budget Expense Detail

<b>41750 Morristown Community Dev. Corp.</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	27,136	27,424	27,089	27,424	-
134	Christmas Bonus	49	48	51	211	163
141	FICA	2,056	2,102	2,103	2,114	13
142	Hospitalization & Life Insurance	1,973	4,356	4,347	4,779	423
143	Retirement	3,715	3,759	3,797	3,992	233
146	Workers' Compensation	693	763	701	763	-
148	Employee Education & Training	-	-	120	500	500
211	Mailing	108	-	44	50	50
235	Memberships & Fees	378	-	714	595	595
237	Advertising & Publicity	175	-	-	200	200
280	Travel	1,901	1,750	1,854	1,850	100
299	Contracts With Other Agencies	-	13,000	11,124	10,000	(3,000)
311	Office Supplies	-	-	-	1,200	1,200
390	Other Supplies	586	-	-	300	300
<b>TOTALS</b>		<b>38,770</b>	<b>53,201</b>	<b>51,945</b>	<b>53,977</b>	<b>776</b>

# Engineering

This department is responsible for developing programs for; the sanitary sewer system; storm sewer system; street design and street cuts; traffic coordination; subdivision regulations and specifications; following construction through completion.

In order to fulfill these duties, the department must do, or have done the field and design work required to execute these tasks.

The personnel in this department are split with the Storm Water Fund. This division shares an administrative assistant with Community Development and Sewer.

## **Mission Statement:**

The City Engineer's Office is responsible for overall management of the Department's capital improvement program, including construction requirements for City Council's Decrees and Administrative Orders, ongoing roadway and signal maintenance, city wide traffic management, land development oversight, special project implementation, floodplain management, technical support for the City's industrial recruitment program, management of the City's Storm Water Utility, chairs the City's Traffic Team, and implementation of a right of way management program for the City's roadway system.

The City Engineer's Office also provides design, survey, and consultant/project management services, and is responsible for controlling construction costs and quality. The Department also provides technology services, and has responsibility for implementation of the Department's mapping and geographic information systems

(GIS), computer-aided design (CAD) functions, and storm water and other hydraulic modeling, and coordinates mutual planning interests with the City's Planning Department.

The Department is responsible for watershed protection as it pertains to the NPDES permits that the City currently holds. This includes providing necessary oversight of the City's compliance with mandates from the

Tennessee Department of Environment and Conservation and NPDES permits related to the areas of greenway acquisition, erosion control, and address other legal issues related to stormwater resource management.

The Department serves as the main technical resource for the community when questions arise regarding construction, transportation, waste water & other utilities, storm water, etc.

## **❑ Significant Accomplishments 2009-2010:**

- Fred Miller Park Arboretum Parking Lot Design
- Wayne Hansard Greenway Improvements Project
- Developed Oversized Transport Permit Process
- Construction Administration Services for the Extension of MLK Blvd.
- Misc. Survey Projects Performed in 2009&2010 include:
  - Downtown Alley Survey & Research
  - Car Dealership Right Of Way Survey & Staking
  - West First North Bridge and Entrance Survey
  - Dice Street Public Works Property
  - East High School Right of Way Issues
  - Fred Miller Park
  - Mill Street Boundary Survey
  - North Liberty Hill Public Works Site Survey
  - Wayne Hansard Park Greenway Survey

- Research related to the development of East High School
- Survey of the Lowland Water Treatment Facility
- Develop a Garbage Can Inventory
- Survey of Nolichucky River for Environmental Studies
- Road & Trails Program
  - Extension of the Martin Luther King Jr. Blvd. through Eagle Heights Development
  - Rehabilitation of West First North Street from Henry Street to Fairmont Ave
  - Rehabilitation of East Second North Street from Cumberland Ave to King Ave
  - Improvements along Howerton Road
  - Morristown Medical District Access Improvements Project
  - Design of Veterans Parkway Phase II - Bellwood Road to Sugar Hollow Road
  - Turkey Creek Greenway Phase III
- Traffic Management:
  - Upgraded 5 intersections to video detection from inductive loop detection,
  - Enhanced interconnection at the US25E intersections,
  - Implemented new traffic signal management software Marc NX software, and mapping traffic signal data into the GIS mapping system.
  - Migrated traffic signal controller database information to GIS so that we can see signal relationships as well as aid in our diagnosis of system communication issues.
  - Developed capacity to maintain our system in house by having key Public Works personnel IMSA certified to work on our system.
  - Developed a Regional Intelligent Transportation Systems (ITS) Architecture with the help of members of our Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO). This planning document establishes framework for the implementation and operation of ITS in the Lakeway Region including the City of Morristown.

□

#### □ Comments on Prior Year Actual and FY10 Projections:

Careful management and deferral of expenses will allow this area to end the year well below the budget.

#### □ Significant Changes for FY 11:

Increases in salaries and benefits are partially offset by reductions in most other areas.

#### □ Personnel Summary

ENGINEERING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ENGINEER	1	1	1	1	0.8	0.8
ADMINISTRATIVE SECRETARY	0.375	0.4	0.4	0.3	0.3	0.3
ENGINEERING TECHNICIAN	1	1	2.5	2	2	2
CIVIL ENGINEER	1	1	0	0	0	0
TOTAL ENGINEER	3.375	3.4	3.9	3.3	3.1	3.1

## Budget Expense Detail

41800 Engineering		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	186,848	170,280	162,166	172,506	2,226
114	Wages & Salaries Temporary Employees	1,378	-	-	-	-
134	Christmas Bonus	1,358	1,108	626	1,454	346
141	FICA	14,186	13,111	12,164	13,308	197
142	Hospitalization & Life Insurance	22,317	27,009	26,955	29,646	2,637
143	Retirement	24,813	23,483	22,248	25,215	1,732
146	Workers' Compensation	4,710	4,728	4,346	4,728	-
148	Employee Education & Training	645	-	-	-	-
211	Mailing	481	-	382	-	-
220	Reproduction & Printing	70	-	-	-	-
233	Publications	286	1,200	-	500	(700)
235	Memberships & Fees	883	2,200	1,499	2,200	-
237	Advertising & Publicity	2,218	2,000	655	1,000	(1,000)
250	Professional & Consulting	412	500	639	250	(250)
260	Repairs & Maintenance	-	500	-	-	(500)
280	Travel	2,201	1,500	845	3,000	1,500
290	Other Contractual	48	250	-	100	(150)
294	Rental & Maintenance Contracts	6,493	5,900	5,927	5,800	(100)
299	Contracts With Other Agencies	570	900	1,642	500	(400)
311	Office Supplies	1,911	1,250	2,178	2,000	750
312	Small Tools & Minor Equipment	66	2,500	-	-	(2,500)
326	Uniforms	49	500	-	250	(250)
331	Gasoline, Fuels & Lubricants	2,578	3,800	3,854	3,800	-
332	Automotive Parts & Accessories	925	-	591	500	500
336	Electrical, Plumbing, Hardware & Chemicals	192	-	-	-	-
339	Vehicle Expense	338	500	-	-	(500)
390	Other Supplies	33,765	4,000	505	3,400	(600)
400	Construction Materials	-	1,000	-	500	(500)
510	Insurance - Fire, Liability, Auto	943	1,845	2,201	3,620	1,775
944	Automotive Equipment	94	-	-	-	-
947	Office Equipment	1,656	-	-	-	-
<b>TOTALS</b>		<b>312,434</b>	<b>270,064</b>	<b>249,421</b>	<b>274,276</b>	<b>4,213</b>

# Inspections

The Inspections Department includes all housing, building, electrical, gas and plumbing inspections done within the City. If inspections are done for other departments or agencies, they are charged accordingly.

## ❑ Comments on Prior Year Actual and FY10 Projections:

This department should finish the year under budget.

## ❑ Significant Changes for FY 11:

Increases in the cost of benefits account for the small increase in this account.

## ❑ Personnel Summary

INSPECTIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CHIEF BUILDING OFFICIAL	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	0	0
BUILDING INSPECTOR	1	1	1	1	1	1
PLUMBING AND GAS INSPECTOR	1	1	1	1	1	1
ELECTRICAL INSPECTOR	1	1	1	1	1	1
TOTAL INSPECTIONS	5	5	5	5	4	4

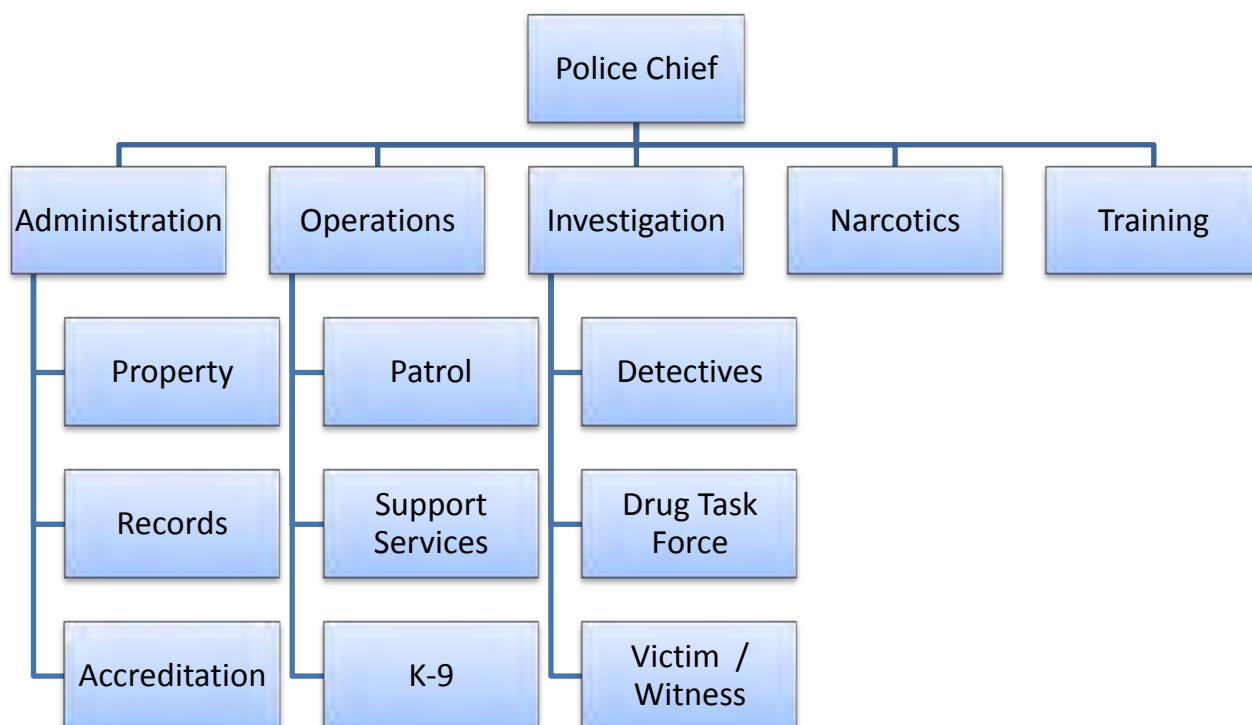
## Budget Expense Detail

<b>42400 Inspections</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	291,801	234,077	227,104	234,077	-
114	Wages & Salaries Temporary Employees	-	-	3,431	-	-
134	Christmas Bonus	5,413	3,302	4,285	3,662	360
141	FICA	23,344	18,159	17,707	18,187	28
142	Hospitalization & Life Insurance	39,529	34,929	34,859	38,309	3,381
143	Retirement	38,429	32,758	31,798	34,734	1,975
146	Workers' Compensation	6,927	6,100	5,608	6,100	-
148	Employee Education & Training	329	2,200	1,023	2,400	200
211	Mailing	92	280	38	300	20
220	Reproduction & Printing	225	300	42	300	-
233	Publications	253	-	-	400	400
235	Memberships & Fees	1,206	700	446	600	(100)
237	Advertising & Publicity	140	50	-	50	-
250	Professional & Consulting	38	600	740	400	(200)
280	Travel	1,150	1,100	996	350	(750)
290	Other Contractual	48	-	-	-	-
294	Rental & Maintenance Contracts	4,662	1,920	4,411	1,600	(320)
299	Contracts With Other Agencies	260	-	1,023	-	-
311	Office Supplies	372	600	208	250	(350)
326	Uniforms	750	800	743	800	-
331	Gasoline, Fuels & Lubricants	4,403	5,000	5,456	5,000	-
332	Automotive Parts & Accessories	819	1,800	1,572	1,800	-
339	Vehicle Expense	-	500	-	400	(100)
390	Other Supplies	167	400	-	400	-
510	Insurance - Fire, Liability, Auto	1,828	1,900	2,267	1,900	-
<b>TOTALS</b>		<b>422,183</b>	<b>347,475</b>	<b>343,757</b>	<b>352,019</b>	<b>4,544</b>

## ***Police Department***



# Police Organization Chart





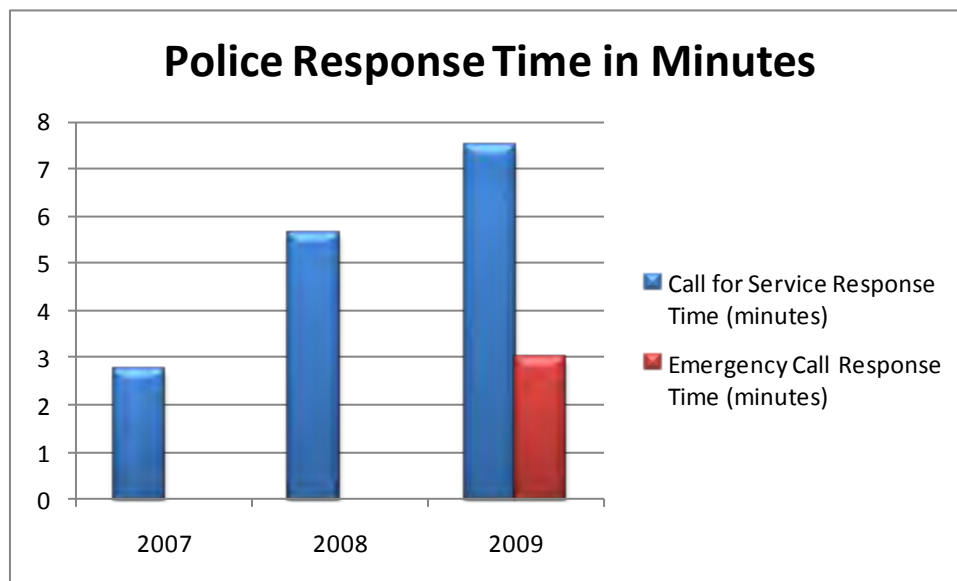
# Police Supervision

The goals of the Morristown Police Department are the protection of the public by preventive effort, the detection, arrest and prosecution of criminals; control and direction of traffic; accident investigation and analysis; and the general preservation of peace. The Chief administers the department and supervises activities, evaluating the results of activities, planning and initiating programs for the department.

These tasks are accomplished by utilizing the training and expertise of individuals assigned to specific functions within the department.

## ❑ Workload Measures

Task	2007	2008	2009
Calls for Service/ Officer Contacts	45,204	54,234	47,256
Cases Assigned for Investigation	4,798	4,583	4,230
Cases Closed	3,163	3,022	3,248
Reported Property Loss	\$3,528,355	\$3,160,603	\$2,610,224
Property Recovered	\$1,714,024	\$1,860,134	\$1,648,317
Traffic Crashes	1,756	1,652	1,311
Total Physical Arrests	3,999	3,435	2,104
Total Arrest Charges	7,572	6,487	5,118
Traffic Citations	7,934	14,809	11,767
Call for Service Response Time (minutes)	2.74	5.63	7.49
Emergency Call Response Time (minutes)	*	*	2.99
Community Events	86	90	83
Narcotics/ Vice Enforcement Charges	190	144	163



*Note: Response times shown reflect an increase in response time for all calls for service. 2009 emergency call response time calculated separately due to the necessity to prioritize calls created by reduction of personnel and resources.*

<b>Morristown Police Department Reported Part 1 Crimes</b>			
<b>Classification</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Criminal Homicide	1	1	1
Forcible Rape	28	29	30
Robbery	64	52	36
Assault	674	652	691
Burglary	208	205	157
Larceny	1,834	1,917	1,743
Auto Theft	124	125	82
Arson	16	12	7

#### ❑ **Significant Accomplishments 2009-2010:**

- The following grants were received during 2009 which required no local match:
  - American Recovery Act Grant \$112,663
  - Local Justice Assistance Grant \$27,408
  - Homeland Security Grant \$61,300
  - Internet Crimes Against Children Grant \$87,595
  - Obtained Grants for Hamblen County Sheriff's Office as follows:
    - Recovery Grant \$54,567
    - Justice Assistance Grant \$13,275
- Reduced Crime Rates by 8.08%.
- Reduced Traffic Crash Rates by 26 %.
- At no cost to the City of Morristown, the MPD obtained Interoperability Equipment that earned us the distinction of "Center of Excellence" by the National Emergency Preparedness Network.
- Successfully implemented TITAN/Tracs electronic reporting with the State of Tennessee.
- Maintained NCIC, TIBRS, and TIES Certifications.
- Implemented arraignment procedures in Municipal Court which reduced officer hours/overtime by \$42,000.
- Worked with City engineers to build a City-owned impound lot for confiscated vehicles which will offer a savings of \$20,000/year.

#### ❑ **Goals and Objectives 2010-2011:**

##### ADMINISTRATION

- Goal: Begin the state accreditation process.
  - Objective: To become compliant with state accreditation standards.
  - Performance Indicator: Number of state accreditation standards documented as in-compliance.
- Goal: Apply for state and federal grant funds.
  - Objective: To provide financial support to existing and new police programs.
  - Performance Indicator: Number of grants applied for and number of awards received.

- Goal: Conduct a staff inspection of all divisions and processes.
  - Objective: To evaluate the department's compliance with accreditation standards and operational processes.
  - Performance Indicator: Completion of staff inspection and analysis of data collected.
- Goal: Complete an annual file review of national CALEA accreditation files.
  - Objective: To ensure compliance with CALEA accreditation standards.
  - Performance Indicator: Successful completion of an annual file review.
- Goal: Completion of a city-owned impound lot.
  - Objective: To reduce cost of maintaining confiscated vehicles.
  - Performance Indicator: Completion of impound lot and compare cost savings to previous year.
- Goal: Develop quick reference check sheet for critical event response for crisis negotiation.
  - Objective: To ensure primary tasks and critical responsibilities are effectively completed.
  - Performance Indicator: Development of check sheet and training of personnel.
- Goal: Complete a system for identifying latent prints in-house.
  - Objective: To reduce the time required to identify latent prints and reduce the cost of processing.
  - Performance Indicator: Development of a system and number of prints processed in-house.

## SUPPORT SERVICES

- Goal: Provide sworn officers with 40-hour state mandated training in-house.
  - Objective: To ensure officers receive required training while maintaining needed budget reductions.
  - Performance Indicator: Number of officers trained in-house.
- Goal: Conduct Citizen's Survey of police services.
  - Objective: To analyze citizen's perception of police services provided.
  - Performance Indicator: Rate of response and analysis of data collected.
- Goal: Participate in at least three (3) recruiting events in the upcoming year.
  - Objective: To provide potential applicants with information about employment with the Morristown Police Department as well as attract applicants which represent the community demographic.
  - Performance Indicator: Number of recruiting events attended.
- Goal: To maintain participation in requested community events.
  - Objective: To effectively interact with community members and provide proactive police services.
  - Performance Indicator: Comparison of the number of community events participated in this year with previous years.

## ❑ Comments on Prior Year Actual and FY10 Projections:

In FY 10, the department's budget saw a reduction of 10%; as a result, a number of programs and services were reduced or eliminated. The following areas were significantly impacted:

- 2 Patrol Officers (Frozen)
- 2 School Resource Officers (Frozen)
- Chaplain Certification Training (Eliminated)
- Citizen's Police Academy (Eliminated)
- Kiwanis Membership (Eliminated)
- Mall Office (Eliminated)
- Boot Vouchers (Eliminated)
- Training was reduced to only state and federally mandated training or training required by grant programs or accreditation.
- Firearms training was decreased due to reduction in ammunition purchase ability.
- Targeted enhanced crime and traffic enforcement was reduced due to the loss of manpower hours.
- Officers Base Pay Cut by 3 hours per pay period
- Educational Incentive cut 50%
- Holiday Pay for Officers Not Working Shifts cut 50%
- Perfect Attendance Pay cut 20%
- Clothing and Uniform Budget cut 42%
- Car Wash Service eliminated
- Travel cut 50%
- Training cut 39%
- Overtime cut 43%
- Narcotics Enforcement Funds cut 27%
- Equipment Deferred – 2010
  - 12 Patrol Cars
  - 8 Digital Video Recording Systems
  - Laptop and Desktop Computers

## ❑ Significant Changes for FY 11

The contracts account now includes the regional Emergency Management operation; this expense was previously accounted for elsewhere in the budget.

## ❑ Personnel Summary

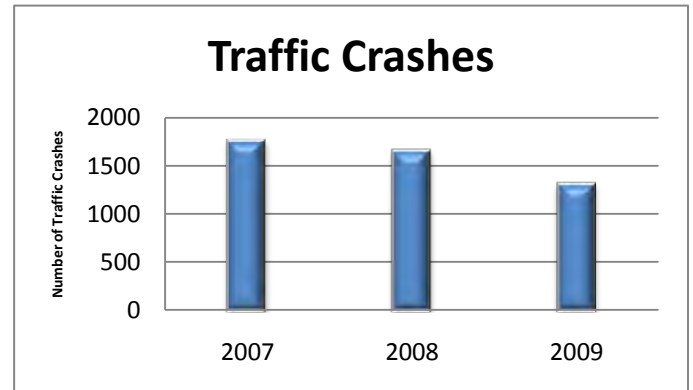
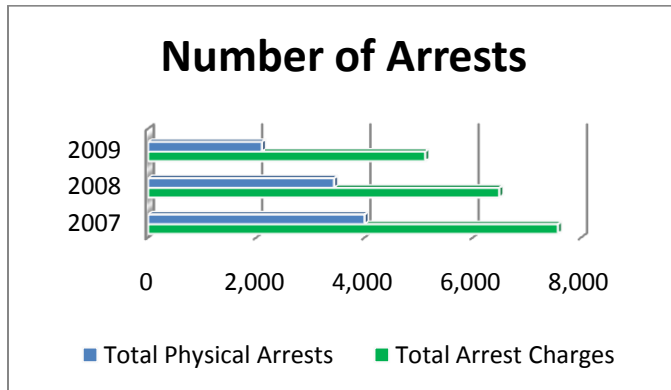
POLICE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
POLICE CHIEF	1	1	1	1	1	1
POLICE RECORDS CLERK	1	2	2	2	3	3
POLICE RECORDS TECHNICIAN	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	0	0	0	0	0
POLICE ACCREDITATION MANAGER	1	1	1	1	1	1
TOTAL POLICE SUPERVISION	5	5	5	5	6	6

## Budget Expense Detail

42110 Police Supervision		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	263,188	260,487	255,873	265,949	5,463
112	Overtime	2,523	2,500	-	1,000	(1,500)
114	Wages & Salaries Temporary Employees	1,515	-	-	-	-
134	Christmas Bonus	2,554	1,791	2,232	2,641	850
141	FICA	20,077	20,255	19,199	20,624	368
142	Hospitalization & Life Insurance	42,368	51,741	51,638	56,851	5,110
143	Retirement	35,454	36,532	35,371	39,299	2,768
146	Workers' Compensation	6,927	9,150	8,412	9,150	-
147	Unemployment	4,694	-	7,194	-	-
148	Employee Education & Training	1,918	3,000	1,980	2,300	(700)
165	Judgments, Fees & Court Costs	-	5,000	-	-	(5,000)
211	Mailing	2,394	1,200	1,494	1,200	-
220	Reproduction & Printing	272	700	-	300	(400)
233	Publications	983	850	594	850	-
235	Memberships & Fees	1,150	1,200	993	900	(300)
237	Advertising & Publicity	400	400	-	200	(200)
250	Professional & Consulting	2,685	3,000	892	1,500	(1,500)
260	Repairs & Maintenance	53	50	-	50	-
280	Travel	10,411	6,000	7,727	6,000	-
290	Other Contractual	2,104	1,800	1,337	1,800	-
294	Rental & Maintenance Contracts	21,971	21,957	18,960	21,957	0
299	Contracts With Other Agencies	63,473	4,768	55,547	54,768	50,000
311	Office Supplies	1,312	1,700	962	1,200	(500)
312	Small Tools & Minor Equipment	51	500	90	500	-
324	Janitorial Supplies	99	500	-	250	(250)
326	Uniforms	700	950	881	950	-
331	Gasoline, Fuels & Lubricants	3,916	5,000	3,276	5,000	-
332	Automotive Parts & Accessories	-	500	303	500	-
339	Vehicle Expense	-	150	-	150	-
390	Other Supplies	350	1,600	-	1,100	(500)
510	Insurance - Fire, Liability, Auto	6,286	5,400	6,442	6,750	1,350
700	Grants & Subsidies	2,043	-	883	-	-
944	Automotive Equipment	2,400	-	-	-	-
947	Office Equipment	1,614	-	-	-	-
949	Other Machinery & Equipment	2,240	-	-	-	-
<b>TOTALS</b>		<b>508,122</b>	<b>448,680</b>	<b>482,280</b>	<b>503,739</b>	<b>55,059</b>

## Patrol & Traffic

The primary function of the Patrol and Traffic Division is the protection of life and property of the citizens of Morristown, and prevention and control of crime through routine patrol.



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Note: These figures include 3 fatalities in calendar year 2007, 7 in 2008, and 1 in 2009.

### ❑ Significant Accomplishments 2009-2010:

#### Patrol

- Officer Maxey was commended by the Terrorist Screening Center (Washington, D.C.) for exceptional work performed in determining that an individual was a positive match to a known or suspected terrorist on the Terrorist Screen Center watchlist. Through Officer Maxey's investigative efforts, he was able to collect intelligence that may prove to be of great value to the Federal Bureau of Investigation as well as the Intelligence Community.
- On May 14, 2009, Sgt. Fassler apprehended Richard Gulley in the armed robbery of Rite Aid on South Cumberland Street. Detectives and crime scene persons were called out to assist.
- On September 18, 2009, officers responded to an attempted murder at the Heritage Nursing Home located on McFarland Street. Detectives and crime scene personnel were called to the scene. Chaplains were called to the hospital to assist the victim's family. Minutes after the shooting, Lt. Giles spotted the suspect fleeing the scene and gave chase. The suspect was able to elude law enforcement for the time being. However, later that night information was received that the suspect was at a bar in Newport. Captain Beckner led a team of officers to the bar and the suspect was arrested. Statements vital to the case were taken at the scene and a vehicle which contained evidence was seized.
- On June 3, 2009, West Side Market was robbed at gunpoint by two (2) suspects. Officers responded and within minutes found the getaway car a few blocks away. Officers set up a perimeter on the apartment where the car was found. While attempting to make contact with the occupants of the apartment, officers received information that the suspects were possibly in another apartment nearby. Due to this information, officers had to set up a perimeter on that apartment as well. The nature of this particular incident meant officers had to deal with three (3) major crime scene areas at one time.

The suspects were captured after the Special Response Team and the Crisis Negotiation Team were called to the apartment where the suspects were found hiding.

- On July 16, 2009, officers responded to a plane crash at Millstone Golf Course. A plane with mechanical problems crash landed on the golf course. Due to the nature of this unusual incident, numerous officers had to be utilized.
- Officers responded to several armed robberies throughout 2009 that resulted in numerous patrol officers, detectives, and crime scene techs having to be used.
- In 2009, officers responded to a large fire at AB Transmission on East Main Street. This was a major incident in the center of town that required numerous officers to set up a large perimeter and block streets. Off-duty officers had to be called in to help with the fire and also answer calls for service.
- The K-9 Division was used by the federal government during several search warrants.
- 11-E Shopping Center was broken into and Officer Sexton and Officer Campbell found the two (2) suspects getting ready to break in to a car wash. Corporal Shockley then found the suspect vehicle and found evidence inside linking the two to the burglaries. This happened close to shift change causing several people to say over and detectives to be called out.

### **Project Safe Neighborhoods (PSN)**

- Twenty-one (21) people were indicted under the PSN strategy in 2009.
- Eight (8) cases from 2009 are still active.
- Conducted eleven (11) Firearms Interstate Nexus for the Federal Attorney's Office (identifying firearms to articulate that they are not manufactured in TN)
- Began working a case for the Internal Revenue Service, which is still ongoing, appraising and identifying all firearms related to the case.
- Corporal Kenneth Hinkle, PSN officer for the Morristown Police Department, named as PSN Violent Crime Task Force Officer of the Year by the U.S. Attorney's Office.

### **Special Response Team (SRT)**

- On January 26, 2009 the S.R.T. conducted two simultaneous high risk search warrants on Central Church Road and on Blue Ridge Road for narcotics. After the location was secured, Narcotics Detectives seized large quantities of cocaine, cash, vehicle, firearms and arrested or detained several suspects.
- On March 17, 2009 the S.R.T. conducted a high risk search warrant on Mullins Road in Hamblen County at the request of MPD Narcotics Detectives. After the location was secure, Detectives located approximately 1.8 pounds of crack cocaine and \$30,810 in cash hidden in the residence.
- On April 2, 2009 the S.R.T. conducted a high risk search warrant on West Economy Road at the request of MPD Narcotics Detectives. After the location was secure, Detectives located crack cocaine, handguns and other items in the residence.
- On June 3, 2010 the S.R.T. was called out to assist with barricaded suspects on Price Drive. The suspects had just committed an armed robbery at Westside Market and fled to Price Drive. The suspects refused to surrender to officers' commands after they were located in an apartment by officers. The suspects later surrendered and were taken into custody.
- On June 4-7, 2009 S.R.T. members were tasked with assisting the Newport P.D., Cocke County S.O. and the THP with the "Rally at the Strip". This event took place at the drag strip in Newport and

several officers were staged at the National Guard Armory to respond to calls for service inside the rally.

- On June 24, 2009 the S.R.T. conducted a high risk search warrant at the Ramada Inn on West A.J. Hwy at the request of MPD Narcotics Detectives. After the location was secure, Detectives located cocaine, paraphernalia, cash and a handgun.
- On October 2, 2009 the S.R.T. was tasked to round up suspects named in sealed indictments in –Operation Orange Crush” conducted by the Narcotics Division. The operation was successful and 14 suspects were arrested out of 22 named in the indictments.

### **Crisis Negotiations Team**

- During 2009, the Crisis Negotiation Team participated in callout for a suicidal subject who surrendered to police without incident after contact was made by officers.
- CNT members successfully negotiated the surrender of three armed robbery suspects who had fled the scene and barricaded inside a nearby residence.
- CNT members participated in three training sessions in 2009 including joint training with the Special Response Team, the Explosive Ordnance Detachment Unit, and Public Information Officers.
- The Crisis Negotiation Team received through federal funding, with no matching costs to the city, a new Direct Link Crisis Phone System which allows negotiators secured phone contact with hostage takers and barricaded subjects while allowing surveillance capabilities to other tactical response teams and on-scene commanders. The total cost of this system was \$30,000.

### **Explosive Ordnance Device (EOD) Unit**

- On May 15, 2009, the Morristown Police Department’s EOD Unit received its first Federal re-certification.
- New technicians, Detective Hurt and Officer Wallen, attended training and received their certifications.
- The Bomb Squad had six (6) calls for service in Morristown, including one abandoned suitcase near Save-a-Lot Grocery; a duffel bag at Morristown City Center; the recovery and disposal of stolen military bomb simulators; two (2) acid bottle bombs; and a suspicious container at the Hamblen County Health Department. The Bomb Squad responded to the College Square Mall for Project Graduation in order to perform a protective sweep and attended a Community Safety Event at Wal-Mart.
- The Bomb Squad had three (3) calls for service in Jefferson County which included a suspicious package left outside the Carson-Newman College Campus; one (1) live World War II hand grenade, which was recovered and destroyed in Jefferson City; a separate incident in New Market resulted in the disposal of sixty-five (65 sticks of deteriorated dynamite.
- The Bomb Squad had three (3) calls for service in Grainger County. Six (6) pipe bombs and bomb making equipment were recovered at the scene of a drug search warrant. Old blasting caps were removed at an abandoned blasting site.
- The Bomb Squad had one (1) call for service in Cocke County which involved the recovery and destroying of three hundred forty-six (346) sticks of deteriorated dynamite.
- The Bomb Squad had one (1) call for service in Hawkins County. The Bomb Squad assisted the Hawkins County Sheriff’s Department with the search of a house using the Bomb Squad’s robot.



- The Bomb Squad had one (1) call for service in Greene County in which we assisted the Greene County Sheriff's Department with the search of a house using the Bomb Squad's robot. A suspect charged with murder was taken into custody using the robot.

### **Support Services**

- Oversaw and coordinated seventy-four (74) community events, with the majority of these events being conducted by the Support Services Division after normal duty hours. Events include parades, Boo-Fest, Easter Eggsellent Adventure, Cultural Diversity, and civic presentations.
- 468 D.A.R.E. classes were taught during 2009 at twelve (12) elementary schools (36 fifth grade classes with 13 lessons each).
- 36 NetSmartz classes were conducted during 2009.
- The Recruiting Unit participated in three (3) recruiting events.
- The following Service Awards were nominated, considered, and awarded to officers and civilian personnel:
  - 2 Medals of Valor
  - 1 Meritorious Service Medal
  - 3 Superior Service Certificates
  - 1 Distinguished Service Certificate
  - 5 Academic Achievement Certificates
  - 51 Good Conduct Certificates
  - 19 Marksmanship Certificates
  - 48 Perfect Attendance Certificates
  - 11 Physical Fitness Certificates
  - 50 Safe Driving Certificates
  - 28 Specialty Award Certificates

### **Criminal Apprehension Unit**

- Composed of three (3) patrol officers and one (1) school resource officer whose positions have been back-filled with school officers during the months that school is out. The Criminal Apprehension Unit is able to arrest individuals who normally would be sought by detectives. This frees the detectives up to work on more cases. In 2009, the Criminal Apprehension Unit served one-hundred sixty-four (164) warrants and arrested one-hundred nineteen (119) suspects.

### **Honor Guard**

- Surrounding agencies, to include the Walters State Community College Law Enforcement Training Academy, depend on the unit to conduct memorial services, funerals, parades, etc. Twenty (20) officers and investigators make up the team. The Honor Guard participated in ten (10) events during 2009.

## ❑ Goals and Objectives 2010-2011:

### PATROL

- Goal: Maintain emergency response time to three (3) minutes or less.
  - Objective: To ensure timely police response to critical situations.
  - Performance Indicator: Analysis of response time to emergency calls for service.
- Goal: Increase traffic enforcement by five percent (5%).
  - Objective: To maintain lower vehicle crash numbers throughout the city.
  - Performance Indicator: Comparison of the number of charges cited to previous year.
- Goal: Obtain canine to replace animal which will be retired.
  - Objective: To maintain effective number of police canine assigned to Patrol division
  - Performance Indicator: Obtain canine, completing training and certification for the Canine Team.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Turnover and tight management will allow for some savings in this area.

## ❑ Significant Changes for FY 11

Increases in personnel expenses are offset by a grant.

## ❑ Personnel Summary

POLICE PATROL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
POLICE OFFICER	49	51	52	50	45	42
POLICE CORPORAL	0	0	4	3	4	4
POLICE SERGEANT	5	5	5	3	3	3
POLICE LIEUTENANT	5	4	6	6	5	5
POLICE CAPTAIN	3	3	3	5	4	4
POLICE MAJOR	0	0	0	0	2	2
TOTAL POLICE PATROL	62	63	70	67	63	60

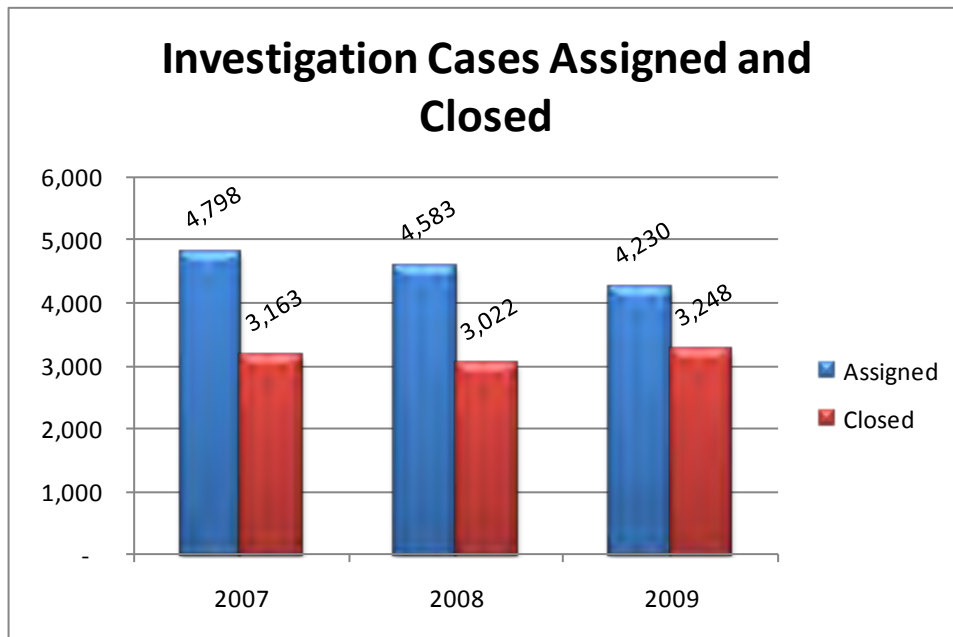
## Budget Expense Detail

42120	Police Patrol & Traffic	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	2,719,701	2,572,439	2,565,013	2,521,450	(50,989)
112	Overtime	110,949	138,912	31,319	84,000	(54,912)
114	Wages & Salaries Temporary Employees	14,763	-	4,365	-	-
119	Holiday Pay	535	45,000	4,780	72,756	27,756
134	Christmas Bonus	25,564	18,198	21,246	21,442	3,244
141	FICA	223,917	213,018	197,385	201,027	(11,991)
142	Hospitalization & Life Insurance	548,016	541,954	540,870	567,081	25,127
143	Retirement	398,469	383,716	357,271	389,292	5,576
146	Workers' Compensation	93,652	96,075	94,260	91,500	(4,575)
148	Employee Education & Training	34,478	40,000	19,982	24,000	(16,000)
165	Judgements, Fees & Court Costs	-	5,000	2,031	-	(5,000)
211	Mailing	331	300	311	300	-
220	Reproduction & Printing	4,284	4,000	330	2,500	(1,500)
233	Publications	-	100	-	-	(100)
235	Memberships & Fees	1,414	2,750	987	1,750	(1,000)
237	Advertising & Publicity	153	500	460	500	-
250	Professional & Consulting	13,184	7,000	7,503	7,000	-
260	Repairs & Maintenance	134	1,500	634	1,500	-
280	Travel	24,225	21,100	20,893	21,100	-
290	Other Contractual	15,812	15,000	5,593	10,500	(4,500)
294	Rental & Maintenance Contracts	20,247	16,893	13,773	16,893	0
311	Office Supplies	11,987	12,000	10,082	10,000	(2,000)
312	Small Tools & Minor Equipment	22,571	23,900	26,284	23,900	-
324	Janitorial Supplies	154	100	-	100	-
326	Uniforms	26,535	33,700	21,890	37,900	4,200
331	Gasoline, Fuels & Lubricants	179,024	200,500	168,787	190,000	(10,500)
332	Automotive Parts & Accessories	58,540	59,000	63,194	59,000	-
336	Electrical, Plumbing, Hardware & Chemicals	1,816	1,000	609	1,000	-
339	Vehicle Expense	7,465	13,000	5,819	9,000	(4,000)
390	Other Supplies	8,734	3,793	7,218	2,293	(1,500)
400	Construction Materials - Bldgs, Land & Roadways	3,274	1,000	498	500	(500)
510	Insurance - Fire, Liability, Auto	105,807	91,000	130,270	118,500	27,500
700	Grants & Subsidies	38,647	-	214,596	-	-
944	Automotive Equipment	271,738	-	-	-	-
947	Office Equipment	6,562	-	1,010	-	-
949	Other Machinery & Equipment	-	-	2,416	-	-
<b>TOTALS</b>		<b>4,992,682</b>	<b>4,562,448</b>	<b>4,541,680</b>	<b>4,486,785</b>	<b>(75,663)</b>

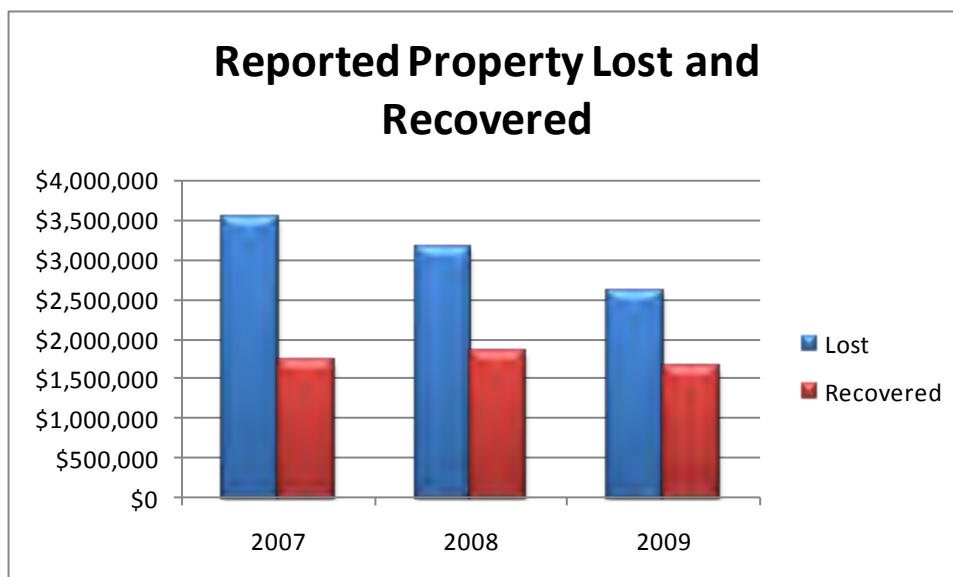
# Investigations

This division is equipped to conduct major case investigations and handle plain clothes assignments. It is also an assignment of this division to prevent crime through a public relations program.

The functions of this division are accomplished through the investigation of crimes, arrest, prosecution and conviction of offenders. The crime prevention program consists of educational material, lectures to churches, schools and civic organizations, and home and business security surveys.



Note: Case closure rate for calendar year 2007 was 65%, 2008 was 65%, and 76% in 2009. The states average clearance rate for Group A crimes was 34.1% in 2008 according to the Tennessee Bureau of Investigation Crime in Tennessee 2008 publication.



Note: Lost property recovery rate for calendar year 2007 was 48%, 58% in 2008, and 63% in 2009.

## ❑ Significant Accomplishments 2009-2010:

### Investigations Division

- In October 2009, one (1) full-time investigator was assigned to the Internet Crimes Against Children Unit. The change, however, has been beneficial to the Department as the assigned investigator can now take a more proactive approach to internet crimes vs. a reactive approach.
- On 09-18-09 a pregnant worker at Heritage Center Nursing Care was shot by the father of her unborn child, which resulted in the call-out of the Homicide Team during its off duty hours. Numerous man hours were expended with investigation, paperwork, and subsequent arrest the following day on a charge of Attempted 1<sup>st</sup> Degree Murder (x2). Due to the extra manpower utilized, the arrest in the case was expedited.
- On 08-18-09 Morristown Police responded to an armed robbery at First TN Bank on E.A.J. Hwy. Due to the nature of the crime Federal authorities were called in for a joint investigation. A surveillance photo of the subject revealed that this unknown individual was also responsible for at least 10 other bank robberies in neighboring states, including an attempt at a bank in Jefferson City approximately 1 hour prior to the one at First TN Bank here in Morristown. Intense investigation by M.P.D. detectives and the F.B.I. revealed the identity of the perpetrator, which had been unknown to authorities in KY, NC, SC, IN, and MO. The subject eluded arrest for almost two weeks after which time he was captured in MO by Federal authorities. He was charged with Bank Robbery (x2) and Use of a Firearm During a Bank Robbery (x2) stemming from the incidents in TN. Additional charges were placed at a later date in relation to the robberies in other states. Chad Schaffner has since worked out a plea agreement for life in prison through Federal Court in Greeneville in connection with this crime spree. During the local investigation numerous officers were utilized in various capacities. The information that was obtained during this case was the catalyst that resulted in the arrest of the subject.
- On 06-30-09 an armed robbery occurred at the Dollar General Store on E.A.J. Hwy. after normal business hours, which resulted in a call-out of a detective and evidence technicians on their off time. The perpetrator in the case was not located and arrested and charged with Aggravated Armed Robbery until 26 days later, and after a multitude of both on-duty and overtime man hours were expended by officers, detectives, and the Department's Criminal Apprehension Unit.
- On 05-20-09 a local attorney reported to the Morristown Police Department that an employee had embezzled over \$30,000 from his personal and business accounts. A four month long investigation resulted in Theft charges (x79) and Money Laundering charges (x13) against the subject responsible, with further charges pending. The enormity of the case involved volumes of paperwork and numerous court appearances, and also involved limited assistance from the City's Engineering Department for preparation of documents to be presented in court.
- On 03-06-09 Morristown Police were notified of a deceased infant who was later determined to be a homicide victim. The M.P.D.'s Homicide Unit was activated during its off duty hours. One team of detectives was sent to Children's Hospital in Knoxville where the infant had been transported to, and the other was utilized within the city limits of Morristown, given the task of locating the suspect. There was a major language barrier in this case, coupled with the fact that it was learned that the suspect was most likely illegal and would probably flee the state and the country if given a chance. It was of the utmost importance that all available officers assisted in the search for the suspect. As a result of the expedient nature of the investigation the subject was subsequently apprehended and charged with Aggravated Child Abuse and Aggravated Child Neglect or Endangerment a mere 13 ½ hours later. The case was later presented to Grand Jury and the charges were upgraded to Aggravated Child Abuse (x2) and 1<sup>st</sup> Degree Felony Murder.

- In December 2008 following three months worth of reported thefts of wheels and tires from vehicles, the M.P.D. assigned one detective and an officer the task of conducting overnight surveillance at various lots in an attempt to apprehend the responsible party/parties. The Narcotics Unit was utilized for specialized equipment and vehicles. Although no overtime dollars were expended, both officers worked a shift other than their usual shift, causing a manpower shortage on their regular shift.
- In addition to the above highlighted items, detectives of the Morristown Police Department were assigned a total of 4,230 cases in 2009. Of these cases, 3,248 were brought to an investigative conclusion. Some of the major crime areas included 87 auto thefts, 143 burglaries, 53 child abuses, 318 forgeries, 290 fraud cases, 30 rape investigations (to include statutory), 35 robberies, and 25 sexual battery cases, all of which required lengthy in-depth investigation. It should be noted that investigators closed 860 cases by arrest in 2009.

#### ❑ Goals and Objectives 2010-2011:

- Goal: increase the number of cases investigated and prosecuted by the Internet Crimes Against Children (ICAC) Unit.
  - Objective: To increase prosecution of child predators who use computers and other technology.
  - Performance Indicator: Number of cases investigated and prosecuted.
- Goal: Complete the development of a system to ensure proper review of open/active cases.
  - Objective: Track the progress of open cases.
  - Performance Indicator: Completion of tracking system and number of cases reviewed.
- Goal: Continue to maintain a higher than national average closure rate on reported crimes.
  - Objective: To ensure that reported cases are investigated and properly prosecuted.
  - Performance Indicator: Comparison of cases closed percentage to national averages published by the Department of Justice.

#### ❑ Comments on Prior Year Actual and FY10 Projections:

Employee turnover and conservative management will produce some savings in this account.

#### ❑ Significant Changes for FY 11

The increased costs of benefits will account for most of the change in this area.

#### ❑ Personnel Summary

POLICE INVESTIGATIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	9	8	8	8	8	8
DETECTIVE CORPORAL	0	0	1	1	1	1
DETECTIVE SERGEANT	2	2	1	3	3	3
DETECTIVE LIEUTENANT	1	1	1	1	1	1
DETECTIVE CAPTAIN	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
TOTAL POLICE INVESTIGATIONS	14	13	13	15	15	15

## □ Budget Expense Detail

<b>42130</b>	<b>Investigations</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	775,631	769,992	750,657	784,957	14,965
112	Overtime	52,343	34,319	16,482	25,319	(9,000)
134	Christmas Bonus	10,830	9,044	9,414	10,288	1,244
141	FICA	58,780	62,222	55,529	62,773	551
142	Hospitalization & Life Insurance	130,688	130,193	129,933	155,919	25,726
143	Retirement	112,869	112,140	111,344	118,657	6,517
146	Workers' Compensation	20,780	22,875	21,089	22,875	-
148	Employee Education & Training	2,991	4,500	624	3,000	(1,500)
165	Judgements, Fees & Court Costs	-	5,000	-	-	(5,000)
211	Mailing	698	500	539	500	-
220	Reproduction & Printing	210	200	67	200	-
233	Publications	33	400	42	400	-
235	Memberships & Fees	531	625	240	625	-
250	Professional & Consulting	362	300	197	300	-
260	Repairs & Maintenance	40	200	-	-	(200)
280	Travel	10,256	4,500	3,004	4,000	(500)
290	Other Contractual	1,964	1,500	623	1,500	-
294	Rental & Maintenance Contracts	17,569	19,106	8,054	14,000	(5,106)
299	Contracts With Other Agencies	-	-	-	-	-
311	Office Supplies	8,141	8,000	6,923	7,000	(1,000)
312	Small Tools & Minor Equipment	1,572	2,000	11	1,500	(500)
324	Janitorial Supplies	91	100	-	100	-
326	Uniforms	11,267	9,900	11,648	500	(9,400)
331	Gasoline, Fuels & Lubricants	15,755	16,500	15,664	16,500	-
332	Automotive Parts & Accessories	5,425	6,800	4,360	6,800	-
336	Electrical, Plumbing, Hardware & Chemicals	-	100	-	-	(100)
339	Vehicle Expense	765	700	934	700	-
390	Other Supplies	1,681	1,500	83	1,000	(500)
510	Insurance - Fire, Liability, Auto	24,304	21,000	25,052	26,500	5,500
<b>TOTALS</b>		<b>1,265,574</b>	<b>1,244,216</b>	<b>1,172,513</b>	<b>1,265,914</b>	<b>21,698</b>

## Vice

The emphasis of this program is investigation, arrest and prosecution of persons violating vice laws, i.e., gaming, prostitution and alcohol.

### ❑ Significant Accomplishments 2009-2010:

- The Narcotics/Vice Division conducted a drug round-up, “Operation Orange Crush”, which resulted in twenty (20) arrests and twenty-nine (29) cases closed by arrest.
- Two (2) drug store robberies were closed by arrest within the first twenty-four (24) hours; the first case closed by arrest within the first twenty-four (24) hours and the second within nine (9) hours.
- A major pill case from 2008 was prosecuted in 2009, with the leader of the group and co-conspirators being sentenced from five (5) to forty-six (46) years to be served in Federal custody.
- The joint operation entitled “Mickey Mouse”, which targeted a crack cocaine ring, resulted in thirty-five (35) defendants arrested and sixty-three (63) cases closed by arrest. The joint operation included the Morristown Narcotics/Vice Division, FBI, and TBI.
- A joint operation with the DEA resulted in the seizure of a sport utility vehicle, a recreational vehicle, and \$45,000.
- The cumulative effort of the Narcotics/Vice Division for 2009 resulted in one-hundred sixty-three (163) arrests.

### ❑ Comments on Prior Year Actual and FY10 Projections:

This account will finish the year under budget.

### ❑ Significant Changes for FY 11

There are no significant changes in this area for FY 11.

### ❑ Personnel Summary

POLICE VICE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	1	1	0	0	0	0
DETECTIVE CORPORAL	0	0	1	0	0	0
DETECTIVE SERGEANT	0	0	0	1	1	1
TOTAL POLICE VICE	1	1	1	1	1	1



## Budget Expense Detail

42190 Vice	FY 2009	FY 2010	FY 2010	FY 2011	Increase
	Actual	Budget	Projected	Budget	(Decrease)
111 Wages & Salaries Permanent Employees	53,415	54,575	52,791	55,825	1,250
112 Overtime	8,119	5,000	2,184	3,500	(1,500)
134 Christmas Bonus	549	463	475	631	168
141 FICA	4,713	4,593	4,228	4,587	(6)
142 Hospitalization & Life Insurance	10,884	8,702	8,685	9,548	845
143 Retirement	8,574	8,270	7,685	8,672	402
146 Workers' Compensation	1,385	1,525	1,402	1,525	-
148 Employee Education & Training	404	650	-	400	(250)
165 Judgements, Fees & Court Costs	-	50	-	-	(50)
211 Mailing	-	50	-	-	(50)
235 Memberships & Fees	-	30	-	-	(30)
250 Professional & Consulting	582	400	-	200	(200)
280 Travel	314	125	78	125	-
290 Other Contractual	66	100	-	-	(100)
294 Rental & Maintenance Contracts	520	950	732	800	(150)
311 Office Supplies	705	650	600	500	(150)
312 Small Tools & Minor Equipment	-	250	211	250	-
326 Uniforms	700	750	780	650	(100)
331 Gasoline, Fuels & Lubricants	1,090	1,500	955	1,500	-
332 Automotive Parts & Accessories	2,845	500	518	500	-
339 Vehicle Expense	13	400	153	400	-
390 Other Supplies	3	155	-	-	(155)
510 Insurance - Fire, Liability, Auto	1,886	1,900	2,267	2,400	500
<b>TOTALS</b>	<b>96,767</b>	<b>91,588</b>	<b>83,743</b>	<b>92,012</b>	<b>423</b>

# Central Communications

Hamblen County 911 Emergency System employs all dispatch personnel. Salaries and benefits are budgeted on a contractual basis to the 911 System. Hamblen County Government pays a portion of the cost for the 911 System as well.

## ☐ Comments on Prior Year Actual and FY10 Projections:

There were no changes in the cost of this regional service.

## ☐ Significant Changes for FY 11:

There were no changes in the cost of this regional service.

## ☐ Personnel Summary

There are no personnel directly budgeted to this account. The City contracts with the regional 911 to pay a portion of the salaries and benefits for the dispatchers.

## ☐ Budget Expense Detail

<b>42180 E-911/Central Communications</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
299	Contracts With Other Agencies	187,488	187,250	187,250	187,250	-
<b>TOTALS</b>		<b>187,488</b>	<b>187,250</b>	<b>187,250</b>	<b>187,250</b>	<b>-</b>

# Fire Department



FY 2011 BUDGET

Fire Organization Chart



**MISSION STATEMENT:** ~~—~~To protect life and property from adverse effect of fire, respond to natural or manmade disasters and provide first response to priority one medical emergencies.”

The Morristown Fire Department is comprised of 87 total personnel with 80 being assigned to fire suppression duties and 7 assigned administrative jobs or other tasks.

We protect a population of approximately 25,000 citizens in an area of 27.1 square miles with an average response time of 3 minutes and 42 seconds.

Our fire suppression personnel work a schedule of 24 hours on and 48 hours off. They are assigned to one of three shifts (A, B or C) with 26 personnel assigned to one shift and 27 assigned to each of the other two. We operate out of six stations and respond with seven front line pieces of apparatus. Additionally, our medical first responder services provide the community a Basic Life Support level of response.

The day to day oversight responsibilities for the department are assigned to the fire chief; his assistants include an administrative chief, an operations chief, the fire marshal, a training officer, a liaison officer and an administrative secretary.

Other services provided to the community include a 20 member Hazardous Materials response team, 12 CPR instructors, 3 child restraint seat technicians, a 10 member honor guard, 3 chaplains, 5 urban search and rescue personnel and an explorer post.

**The department has an ISO rating of class three.**

# Fire Supervision

Fire Supervision is charged with ensuring the accomplishment of the department's mission in a cost efficient and operationally effective manner. They plan, supervise and direct Fire Department operations and activities, administer expenditures, develop policies and procedures, maintain adherence of fire personnel to all established policies, procedures, protocols and practices, create long and short range plans, and prepare the annual department budget. Further, the Fire Supervision unit has responsibility to coordinate, directly supervise or exercise oversight of fire personnel, firefighting equipment, specialized units, fire department facilities and other resources. Additionally, they assist other city departments in planning and coordinating special events.

## ❑ Significant Accomplishments 2009-2010:

- Maintained integrity of the FY10 budget document, including reductions
- Established an Advisory Committee
- Established a Safety Committee
- Established an Accident/Incident Review process
- Created a Line-of-Duty Casualty Response Plan
- Ensured adherence to nationally recognized Codes and Standards
- Complied with Insurance Service Office requirements
- Initiated process of Haz-Mat Team being accredited to Level II

## ❑ Goals and Objectives – FY 11:

- Educate personnel on importance of reducing the number of on-the-job injuries
- Educate personnel in ways to prevent vehicle accidents
- Proactively attempt to reduce the number of Sick days taken by shift personnel
- Maintain Insurance Service Office Public Protection rating of 3
- Operate within confines of approved FY11 budget document
- Continue process of Haz-Mat Team accreditation
- Apply for grant funds as they become available
- Attend monthly, quarterly and annual professional educational opportunities
- Seek ways to improve our record keeping and reduce redundant reports
- Continue to serve citizens of Morristown in a courteous, professional manner

## ❑ Comments on Prior Year Actual and FY10 Projections:

- Reduced subscriptions to professional publications
- Reduced memberships and fees
- Eliminated travel expense

## ❑ Significant Changes for FY 11

Increased Travel line item 280 from -0- to \$600; allowing Fire Chief to attend mandatory training for maintenance of Fire Inspector Certification. Overall this account is slightly less than the budget for FY 10.

## **Personnel Summary**

FIRE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIRE CHIEF	1	1	1	1	1	1
DEPUTY FIRE CHIEF	1	1	2	2	2	2
TRAINING OFFICER	0	0	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
LIAISON OFFICER	1	1	1	1	1	1
<b>TOTAL FIRE SUPERVISION</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

## **Budget Expense Detail**

<b>42210 Fire Supervision</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	347,715	388,922	360,018	381,421	(7,501)
112 Overtime	94	-	156	-	-
134 Christmas Bonus	5,639	3,833	5,422	4,944	1,111
141 FICA	26,306	30,046	27,113	29,557	(489)
142 Hospitalization & Life Insurance	43,504	52,637	52,532	57,620	4,984
143 Retirement	48,202	54,200	49,431	56,010	1,809
146 Workers' Compensation	8,312	9,150	8,412	9,150	-
211 Mailing	12	100	14	50	(50)
220 Reproduction & Printing	-	100	-	-	(100)
233 Publications	810	600	227	300	(300)
235 Memberships & Fees	735	700	557	700	-
280 Travel	88	-	64	600	600
290 Other Contractual	48	-	-	-	-
294 Rental & Maintenance Contracts	6,668	7,920	6,543	7,000	(920)
311 Office Supplies	1,825	1,900	1,354	1,900	-
326 Uniforms	-	300	350	300	-
331 Gasoline, Fuels & Lubricants	3,056	7,500	3,107	5,500	(2,000)
332 Automotive Parts & Accessories	2,626	1,500	1,408	1,500	-
390 Other Supplies	373	200	-	200	-
510 Insurance - Fire, Liability, Auto	2,095	2,100	2,505	2,650	550
521 Bonds	-	-	-	125	125
<b>TOTAL</b>	<b>498,109</b>	<b>561,708</b>	<b>519,212</b>	<b>559,527</b>	<b>(2,181)</b>

# Fire Prevention and Inspection

The Fire Inspections Division of the Morristown Fire Department strives to protect the lives, homes, businesses, schools, churches and other properties of the citizens of Morristown through a modern application of public education programs, proven fire prevention methods and a reasoned enforcement of applicable codes and standards. Additionally, these activities are intended to reduce the number, lessen the impact and help eliminate risks of fire to which our Fire Suppression Division must respond.

Other functions of the Fire Inspections activity include the investigation of suspicious fires, large financial loss fires and fires which result in injury or death to civilian or uniformed personnel. The office has a staff advisory position on the Morristown Planning Commission; input is given on items brought forward for consideration, including proposed annexations. Also, the office reviews new construction and remodeling plans for compliance to applicable codes. An attempt is made to inspect all structures within our jurisdiction; and the office issues permits for any open burning.

## □ Performance/Workload Measures

Public Education and Fire Safety Programs	2007	2008	2009	3 Year Totals
Pub Ed / Fire Safety Programs	83	157	131	371
Extinguisher Classes	12	23	10	45
Children	4,250	13,386	20,745	38,381
Adults	1,754	10,134	7,093	18,981
Literature	11,409	25,565	19,168	56,142
Program Hours	201.5	289.5	237	728

Smoke Alarm Program	2007	2008	2009	3 Year Totals
Households Affected	153	105	169	427
Alarms Installed by FD Personnel	210	206	196	612
Alarms Given Out for Citizens to Install	83	198	461	742
Batteries Distributed	57	52	247	356

Fire Inspections	2007	2008	2009	3 Year Totals
Code Violations	119	187	279	585
Occupancy Inspections	245	309	416	970

Burn Permits	2007	2008	2009	3 Year Totals
Issued	162	103	111	376
Denied	49	66	88	203
Requests	211	169	199	579



## ❑ **Significant Accomplishments 2009-2010:**

### Public Education Programs

- Provided fire safety literature to grades K-6
- Participated in Fire Prevention Week
- Participated in Boo Fest, distributed literature to 3,000 kids
- Conducted fire extinguisher training at various industries and businesses

### Smoke Alarm Program

- Provided smoke alarms to 169 households within the City of Morristown
- Worked in conjunction with several churches to distribute 304 smoke alarms and 216 batteries
- Presented six smoke alarm strobe lights to hearing impaired citizens within the community

### Fire Inspection Program

- Increased the number of inspections from previous year despite frozen position of Assistant Fire Marshal
- Corrected more written violations than previous year
- Inspected 95% of all restaurants in our jurisdiction

### Burning Permits

- Issued 111 burning permits; each request requires a site and materials inspection which hopefully contributed to 28 fewer responses to brush and trash fires (09) than in previous year (08)
- Denied 88 burn requests

## ❑ **Goals and Objectives – FY 11**

### Public Education Programs

- Continue to provide relevant, well structured programs
- Continue the fire extinguisher classes on a request basis
- Expose a greater number of citizens to acceptable fire safety principles and practices
- Effectively disperse more literature to the community

### Smoke Alarm Program

- Find additional avenues for reaching needful households
- Continue to deliver alarms as requested through various agencies
- Dedicated to finding avenues for dispersing strobes to the hearing impaired

### Fire Inspections

- Utilize the certified inspectors in a greater capacity
- Continue to improve safety by insuring corrections of written violations
- Continue to provide a professional and progressive office
- Provide requested inspections in a reasonable time frame

### Burning Permits

- Reduce the number of fire suppression responses for brush and trash fires by continuing strict oversight of open burning
- Continue to inspect all sites and materials prior to authorizing an open burn

**❑ Comments on Prior Year Actual and FY10 Projections:**

Froze the position of Assistant Fire Marshal; we have managed to keep workload measurements up to expectations, but this was done by utilizing shift personnel through overtime pay. This avenue of assistance has been impacted as well, creating more of a burden on the office to meet time constraints, while completing all other tasks assigned to the Fire Marshal. The workload, along with an expectation of timely task completion tends to indicate the necessity of a two person office. If this staffing (2 personnel) could be achieved, we'd still utilize shift personnel, but in a less active role.

**❑ Significant Changes for FY 11**

Increased Travel line item 280 by \$500 to ensure maintenance of certification process by current fire inspectors is complied with; this requires travel to Murfreesboro, TN in November 2010.

**❑ Personnel Summary**

FIRE PREVENTION & INSPECTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIRE MARSHAL	1	1	1	1	1	1
ASSISTANT FIRE MARSHAL	0	0	1	1	0	0
TOTAL FIRE PREVENTION & INSPECTION	1	1	2	2	1	1

## **□ Budget Expense Detail**

<b>42220 Fire Inspection</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	154,468	55,375	59,021	61,289	5,915
112 Overtime	328	-	-	-	-
134 Christmas Bonus	2,004	651	1,322	820	169
141 FICA	11,846	4,286	4,465	4,751	465
142 Hospitalization & Life Insurance	15,505	8,702	8,685	9,587	885
143 Retirement	18,148	7,732	8,069	8,986	1,255
146 Workers' Compensation	2,771	1,525	1,402	1,525	-
149 Public Education & Training	2,968	2,500	2,758	2,500	-
211 Mailing	67	100	11	100	-
233 Publications	817	1,000	108	1,000	-
235 Memberships & Fees	340	400	420	400	-
250 Professional & Consulting	38	-	34	-	-
280 Travel	6,276	4,500	5,359	5,000	500
290 Other Contractual	90	250	-	-	(250)
294 Rental & Maintenance Contracts	380	500	(16)	500	-
299 Contracts With Other Agencies	375	200	334	350	150
311 Office Supplies	88	300	134	300	-
312 Small Tools & Minor Equipment	419	500	-	-	(500)
326 Uniforms	-	600	618	600	-
331 Gasoline, Fuels & Lubricants	2,613	6,250	2,989	5,000	(1,250)
332 Automotive Parts & Accessories	678	1,000	71	1,000	-
339 Vehicle Expense	-	125	-	-	(125)
390 Other Supplies	551	300	225	300	-
510 Insurance - Fire, Liability, Auto	2,095	2,100	2,505	2,650	550
521 Bonds	150	250	150	250	-
<b>TOTALS</b>	<b>223,016</b>	<b>99,146</b>	<b>98,662</b>	<b>106,909</b>	<b>7,764</b>

# Fire Stations

The Fire Stations budget provides funding for expenses associated with building maintenance needs, grounds upkeep, janitorial supplies, furniture and appliances repair/replacement and office supplies for six (6) fire stations and an Administrative building. These properties must be well kept and maintained; the task for ensuring this mandate is assigned to the Liaison Officer, who has oversight responsibility for all maintenance or repair projects. His office maintains records of all maintenance issues, (including fire apparatuses and staff vehicles) maintains databases, makes repair schedules, and coordinates with other city departments (public works, maintenance, etc.) to ensure all facilities and equipment are kept in a ready state. Our department places a highly focused priority on building and grounds appearance, safety concerns, and the proper performance of all comfort or safety systems within our facilities.

## ❑ Fire Department Facility Locations:

- Station 1: 625 South Jackson Street
- Station 2: 1801 Buffalo Trail
- Station 3: 3205 East Andrew Johnson Highway
- Station 4: 3835 West Andrew Johnson Highway
- Station 5: 5700 Air Park Boulevard
- Station 6: 5020 South Davy Crockett Parkway
- Administrative Building: 415 West Louise Avenue

## ❑ Significant Accomplishments 2009-2010:

- Replaced the roof on station #4
- Partial roof replacement on station #2
- Replaced door springs on overhead doors at station #4
- Repaired engine bay door at station #1
- Repaired the vehicle exhaust systems at stations #1, #2, and #3
- Made repairs to lawn equipment at station #6 and purchased a new leaf blower

## ❑ Goals and Objectives – FY11:

- Replace roof on station #1, have had repaired on several occasions
- Paint interior walls and ceilings at station #2 in order to keep a professional appearance. Liaison office has established an average schedule of 5 years on fresh painting projects.
- Install vinyl siding on exterior wood surfaces at stations #1 and #2. After the initial cost of siding, our maintenance budget would save expenditures for exterior paint projects. Siding should have 25-30 years of service life.
- Maintain a safe and clean environment for Public Education classes held at our fire stations
- Safeguard the funding provided for this Budget Unit, keeping in mind the best interest of our Citizens, the City of Morristown and the Fire Department at all times.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Deferred maintenance will allow for a reduced expense in this area.

## ❑ Significant Changes for FY 11

This budget assumes continued deferred maintenance with the hopes that major issues will not arise.

## ❑ Personnel Summary

There are no personnel assigned to this account.

## ❑ Budget Expense Detail

<b>42230 Fire Stations</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
211	Mailing	30	-	9	-	-
233	Publications	85	-	-	-	-
260	Repairs & Maintenance	26,716	28,000	24,679	30,000	2,000
290	Other Contractual	1,899	3,000	2,295	1,000	(2,000)
294	Rental & Maintenance Contracts	1,847	3,000	1,784	2,000	(1,000)
311	Office Supplies	225	500	25	300	(200)
312	Small Tools & Minor Equipment	5,389	5,000	2,319	3,000	(2,000)
324	Janitorial Supplies	16,220	18,000	13,267	16,000	(2,000)
326	Uniforms	138	-	-	-	-
331	Gasoline, Fuels & Lubricants	212	300	34	300	-
336	Electrical, Plumbing, Hardware & Chemicals	734	2,000	145	2,000	-
390	Other Supplies	5,775	5,000	2,830	3,000	(2,000)
510	Insurance - Fire, Liability, Auto	9,428	7,500	8,947	9,300	1,800
949	Other Machinery & Equipment	12,103	-	-	-	-
<b>TOTALS</b>		<b>80,801</b>	<b>72,300</b>	<b>56,334</b>	<b>66,900</b>	<b>(5,400)</b>

# Firefighting

This activity serves to fulfill the mission statement of our department with special emphasis placed on protecting our citizens from harm due to fire or medical emergencies. When summoned, our firefighters respond from 6 strategically located fire stations, operating six frontline fire pumper/engines, an aerial platform and a medical response vehicle.

The firefighting activity incorporates 80 uniformed personnel who are divided into 3 shifts. Each shift has 6 Lieutenants, 6 Driver/ Pumper Operators, a Captain, 12 to 13 firefighters and a Battalion Chief, who acts as shift supervisor. Additionally, the Battalion Chief directs the department's initial emergency response to fire, medical, Haz-Mat or other events.

Oversight of day to day operations is assigned to the Deputy Chief of Operations.

Oversight of the Training Division, which is primarily funded through this Budget Unit and which supports the firefighting activity by ensuring fire personnel meet or exceed all requirements of training, is assigned to the Deputy Chief of Administration. Additionally, the Administrative Chief has operational oversight of the firefighting activity's Hazardous Materials Response Team.

The Administrative Chief and the Operations Chief work together in maintaining the integrity of the firefighting Budget Unit. All requests for spending, funding or purchasing must have approval of the Fire Chief.

## ❑ Performance/Workload Measurement

Engine Company Fire Response								
<i>Company Response</i>	<i>Truck 1</i>	<i>Engine 1</i>	<i>Engine 2</i>	<i>Engine 3</i>	<i>Engine 4</i>	<i>Engine 5</i>	<i>Engine 6</i>	<i>Total</i>
2007	315	577	485	315	353	216	126 <sup>1</sup>	2,387 <sup>2</sup>
2008	412	440	352	257	253	187	176	2,077 <sup>2</sup>
2009	372	410	328	231	235	221	241	2,038 <sup>2</sup>
3 Year Totals	1,099	1,427	1,165	803	841	624	543	6,502 <sup>2</sup>
<sup>1</sup> Station 6 opened in June, 2007								
<sup>2</sup> Multiple engine companies respond on fire calls								

Fire Incidents					
<i>Fire Classification</i>	<i>Structure</i>	<i>Outside of Structure</i>	<i>Vehicle</i>	<i>Brush, Trash, etc.</i>	<i>Total</i>
2007	67	17	56	128	268
2008	62	13	35	91	201
2009	64	9	33	63	169
3 Year Totals	193	39	124	282	638

Fire Call Comparison			
<i>Fire Calls</i>	<i>False Alarms</i>	<i>All Others</i>	<i>Total Calls</i>
2007	355 <sup>1</sup>	472	827
2008	292 <sup>2</sup>	276	568
2009	295 <sup>3</sup>	226	521
3 Year Totals	942 <sup>4</sup>	974	1,916
<sup>1</sup> 43% of total fire calls in 2007			
<sup>2</sup> 51% of total fire calls in 2008			
<sup>3</sup> 57% of total fire calls in 2009			
<sup>4</sup> 49% of total fire calls in 3 years			

Training				
FUNCTION	2007	2008	2009	2010
NTRFTA INSTRUCTORS	10	21	3	0
SPECIALIZED CLASSES	27	25	18	N/A

#### ❑ Significant Accomplishments 2009-2010:

##### Firefighting

- Adhered to all requirements for maintaining an ISO Public Protection Classification of 3 (training, pre-planning, engine company drills, hydrant flows, etc.) resulting in lower insurance rates for the public. Our Class 3 rating also has an added benefit of allowing the City to use the Fire Department as a recruiting tool for industrial prospects.
- Maintained compliance with all applicable TOSHA standards for the fire service, including respiratory standards and confined space as it relates to firefighting and Haz-Mat response.
- Complied with 2 in 2 out at all fire scenes
- Completed training requirements from the TN Commission on Firefighting
- Completed all required annual certifications on firefighting equipment (pump tests and aerial ladders, etc.)
- Graduated 3 recruit firefighters with 468 hours of training through the Northeast Tennessee Regional Fire Training Academy
- CPR instructors conducted CPR training in both high schools as part of the Health curriculum
- Performed daily/weekly/monthly maintenance on facilities and yards at 6 locations
- Performed daily/weekly/monthly/annual maintenance on fire apparatuses and other vital firefighting equipment
- Responded to 2038 calls for service in calendar year 2009

##### Training

- TN Commission on Firefighting: Department completed 40 hr in-service program on the following subjects:
  - CPR – 4 hrs
  - Infection Control/Blood Borne Pathogens – 4 hrs
  - Modular Emergency Radiological Response Transportation Training – 8 hrs
  - Critical Incident Stress Management: Awareness - 4 hrs
  - Trauma Emergencies – 8 hrs
  - Medical Emergencies – 8 hrs
  - Domestic Violence – 2 hrs
  - Incident Command System & Size –Up for Initial Response to Structure Fires – 2 hrs

- Insurance Services Organization: ISO requires a documented training program to meet ISO standards and keep the city's class 3 ISO rating. The requirements are:
  - 240 hours of individual training per person.
  - At least 8 hands-on drills per year.
  - Each drill must last at least 3 hours.
  - All drills must be kept on a drill sign-in sheet documenting the date, number of hours, start and stop times of the drill, person conducting the drill, description of the drill and the signatures on the roster of the personnel that participated in the drill.
  - At least 4 drills must be multi-company drills.
  - At least 2 drills must be night drills.
  - At least 1 drill must be an aerial drill.

The Morristown Fire department surpassed the minimum requirements by completing the individual and company training.

- The individual training package is subdivided into seven (7) categories.
  - Company Training
  - Officer Training
  - Driver Training
  - New Driver Training
  - Hazardous Materials Training
  - Pre-Planning
  - New Recruit Training
- ISO Drills
  - Aerial Training Day Drills
  - Aerial Training Night Drills
  - Pump Operations & Hose Lays
  - Emergency Vehicle Operations Course (EVOC)
  - Pump Operations, Hose Loads & Fire Streams
  - Ground Ladders
  - Vehicle Extrication
  - Thermal Imaging and Search & Rescue
  - EMS Equipment Familiarization
  - Rapid Intervention Techniques
  - Personal Protection Equipment & Self Contained Breathing Apparatus

#### Certifications:

- All members of the department are certified at the Firefighter I and II level by the TN Commission on Firefighting
- All Officers are certified at the Fire officer I and instructor I level by the TN Commission on Firefighting
- All Drivers are certified as Apparatus Operators by the TN Commission on Firefighting
- All current relief drivers have completed the 3 week (120 hrs.) Apparatus Operator course offered by the TN State Fire Academy
- All current senior relief drivers have completed the 4 week (160 hrs.) Fire Officer course offered by the TN State Fire Academy
- Three recruits graduated from the Northeast Tennessee Regional Fire Training Association's 468 hour recruit class 2009-1 and have been assigned to their respective shifts.



- 85 personnel are certified First Responders, Emergency Medical Technicians, or Paramedics.
  - First Responders – 59
  - Emergency Medical Technicians - 24
  - Paramedics – 2
- The department has one (1) certified Arson Investigator.
- The department has six (6) certified Fire Safety Compliance Officers.
- The department has one (1) certified Level II Instructor.

Specialized Services: The department has 8 special units.

- Chaplains
- Child Restraint Technicians
- CPR Instructors
- Explorer Post
- Fire Safety Clowns
- Hazardous Material Response Team
- Honor Guard
- Urban Search & Rescue

Public Education: Encompassed 104 sanctioned events that brought exposure to the fire department by direct public contact with over 10,000 people and enhanced department and city image via favorable articles in the local press.

- In-Service Training: The department sent 33 personnel to 9 different specialized classes. Funding for the majority of these classes came from fy2008/2009 funds.

Grants: The department has submitted a grant application for the purchase of Personal Protection Equipment (firefighting boots).

## ❑ **Goals and Objectives - FY 11**

### Firefighting

- Reduce response time average (3:42 in 2009)
- Proactively work to reduce number of false alarms
- Improve number of Pre-Fire Plans accessible to on-scene personnel
- Continue systematic approach to Pre-Fire Planning (ISO requirement)
- Reduce number of on-the-job injuries
- Continue improvements to access by personnel to policies, procedures, vital information, etc.
- Flow and pressure test each fire hydrant twice annually per ISO mandate (1132 hydrants in our system)
- Continue to provide outside Utility Districts flow/pressure documentation on individual hydrants in their system
- Paint (color code per NFPA) approximately 1/3 of fire hydrants in our system
- Test/certify each section of firefighting hose (ISO requirement)
- Test/certify each fire engine pump, 6 frontline and 2 reserves (ISO requirement)
- Test/certify each aerial apparatus, 5 total (ISO requirement)
- Continue participation in Tennessee Fire Incident Reporting System
- Expand databases to track equipment inventory and maintenance issues
- Maintain adherence to all required codes, standards and mandates for firefighting methods, practices and procedures as they relate to operational effectiveness and personnel safety.

## Training

- Stress Safety First in all aspects of our daily activities to protect our personnel and reduce injuries and time off work.
- Maintain a positive attitude for continued individual and department improvement.
- Maintain all TN Fire Commission and ISO standards of training.
- Maintain and increase fire personnel local and state certifications.
- Continue classroom and drill ground instruction on the wide assortment of topics relative to firefighting and emergency services response.
- Attend as much specialized training as can be arranged.
- Continued mentoring to assist personnel in reaching their full potential which in turn will benefit the individual, the department and the public we serve.
- To train selected personnel to assist in various tasks to ease the paperwork time crunch.
- To restore the devastated training/travel budget so that personnel can stay abreast of the latest innovative practices, trends and methodologies to maintain our high standards.
- To upgrade training equipment, manuals, information storage and retrieval.
- Reorganize the classroom storage room, knock out the partition wall and make a bigger office.
- Continued positive interaction with the public through the various services the department currently offers.

### ❑ **Comments on Prior Year Actual and FY10 Projections:**

- Reduction in staffing levels due to a continued freeze of 3 firefighter positions and an added 8 hour furlough per firefighter per month, resulting in an increased risk to firefighter safety during on-scene operations
- Unable to enroll personnel in necessary training events because of reduction in travel budget
- Unable to provide annual medical physical to fire suppression personnel for the first time in several years
- Unable to continue extra duty assignments, attend training or participate in certain events due to a reduction in overtime budget
- Reduction/elimination of overtime and comp time for personnel to instruct, attend training classes, and perform duties associated with special unit services. This has the potential of curtailing/eliminating services as personnel commitment evaporates.
- Educational reimbursement incentive eliminated, hampering individuals seeking to obtain a degree in fire science.
- Perfect attendance pay reduced. The financial sting of missing work and training opportunities is reduced to minimal effect.
- Travel funds for training reduced. Personnel cannot attend classes regardless of where offered because of budgetary concerns, whether due to class fees or backfilling position via overtime to maintain minimum staffing and service standards.

### ❑ **Significant Changes for FY 11**

- Increased Employee Education and Training line item 148 by \$5,500; ran a deficit in FY 10 and have same number of personnel eligible this FY
- Increased Professional and Consulting line item 250 by \$11,000; in order to gain medical physicals for all fire suppression personnel as mandated by NFPA and OSHA
- Increased Insurance line item 510 by \$25,000; ran a deficit of \$19,295 in FY 10
- Other increases relate to the increased costs of employee benefits.

## ❑ Personnel Summary

FIREFIGHTING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIREFIGHTER	46	47	39	39	36	33
DRIVER/ENGINEER	18	18	21	21	21	21
LIEUTENANT	15	15	18	18	18	18
CAPTAIN	4	4	3	3	3	3
BATTALION CHIEF	3	3	3	3	3	3
TOTAL FIREFIGHTING	86	87	84	84	81	78

## Budget Expense Detail

42240 Fire Fighting		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	3,220,038	3,205,756	3,122,208	3,153,627	(52,130)
112	Overtime	211,851	219,500	194,383	209,500	(10,000)
114	Wages & Salaries Temporary Employees	155	-	1,190	-	-
119	Holiday Pay	119,937	62,500	78,015	74,736	12,236
134	Christmas Bonus	39,143	30,723	33,503	33,270	2,547
141	FICA	266,752	269,164	247,122	259,824	(9,339)
142	Hospitalization & Life Insurance	743,920	695,305	676,866	735,600	40,295
143	Retirement	484,573	484,704	450,873	498,542	13,838
146	Workers' Compensation	116,365	123,525	116,333	118,950	(4,575)
147	Unemployment	1,186	-	-	-	-
148	Employee Education & Training	-	1,000	7,745	6,500	5,500
149	Public Education & Training	-	-	-	1,000	1,000
211	Mailing	501	200	177	200	-
220	Reproduction & Printing	140	-	156	-	-
233	Publications	2,716	1,500	1,477	500	(1,000)
235	Memberships & Fees	1,791	1,500	512	500	(1,000)
237	Advertising & Publicity	113	-	-	-	-
240	Utilities	3,418	5,000	1,151	2,000	(3,000)
250	Professional & Consulting	26,175	35,000	9,372	28,000	(7,000)
260	Repairs & Maintenance	5,884	2,000	891	2,000	-
280	Travel	15,665	20,000	26,499	20,000	-
290	Other Contractual	2,648	4,000	-	3,000	(1,000)
294	Rental & Maintenance Contracts	8,705	17,000	3,078	9,000	(8,000)
311	Office Supplies	513	2,000	491	1,000	(1,000)
312	Small Tools & Minor Equipment	9,235	12,000	8,157	11,000	(1,000)
326	Uniforms	48,871	49,900	28,398	30,000	(19,900)
331	Gasoline, Fuels & Lubricants	43,366	70,000	37,420	60,000	(10,000)
332	Automotive Parts & Accessories	66,830	55,000	36,009	55,000	-
336	Electrical, Plumbing, Hardware & Chemicals	2,700	2,400	126	2,400	-
339	Vehicle Expense	322	500	270	500	-
390	Other Supplies	4,000	3,000	1,494	3,000	-
510	Insurance - Fire, Liability, Auto	115,236	100,000	119,295	125,000	25,000
944	Automotive Equipment	25,000	-	-	-	-
949	Other Machinery & Equipment	115,692	-	25,356	-	-
<b>TOTALS</b>		<b>5,703,440</b>	<b>5,473,177</b>	<b>5,228,566</b>	<b>5,444,649</b>	<b>(28,529)</b>

# Fire & Medical Response

Fire Medical Response is utilized to ensure the accomplishment of the department's medical response in a cost efficient and operationally effective manner. The emphasis of this activity is to provide the citizens of Morristown with a quick, initial medical evaluation and Basic Life Support (BLS) treatment. In 2009, the department's average response time was 3 minutes and 42 seconds; an important factor for a satisfactory outcome during most medical emergencies.

Our department has 55 firefighters trained to the First Responder level, 23 to the EMT level and 2 trained to the Paramedic level. On average, 65% of our emergency calls-for-service are Priority 1 Level medical alarms, while the total Fire Medical Response budget draws on less than 0.002% of the total budget.

The Operations Chief has oversight of spending requests and is charged with maintaining the integrity of this Budget Unit. The Fire Chief has final approval of all expenditures.

## ❑ Performance/Workload Measures

### Engine Company Medical Run Volume

<i>Medical Calls</i>	<i>Truck 1</i>	<i>Engine 1</i>	<i>Engine 2</i>	<i>Engine 3</i>	<i>Engine 4</i>	<i>Engine 5</i>	<i>Engine 6</i>	<i>Total</i>	<i>Actual</i>
2007	786	179	379	268	198	111	60 <sup>1</sup>	1,981	1,988 <sup>2</sup>
2008	811	255	400	329	159	96	84	2,134	2,414 <sup>2</sup>
2009	772	254	405	280	184	111	81	2,087	2,087
3 Year Totals	2,369	688	1,184	877	541	318	225	6,202	6,489

<sup>1</sup> Station 6 opened in June, 2007

<sup>2</sup> Actual call volume may exceed engine company call totals due to multiple conditions

### Medical Calls Most Often Dispatched

<i>Call Type</i>	<i>Unconscious / Person-down</i>		<i>Cardiac Incident</i>		<i>Motor Vehicle Collision</i>	
2007		232		343		318
2008		220		385		267
2009		185		330		249
3 Year Totals		637		1,058		834

## ❑ Significant Accomplishments 2009-2010:

- Maintained inventory replacement supply of all EMS equipment
- Maintained mandatory certification levels for all members of the department
- Maintained State of Tennessee mandated requirements for all response vehicles

## ❑ Goals and Objectives – FY 11:

- Replace Mono-Phasic AED (Engine 6) with an industry standard Bi-Phasic AED
- Maintain a ready replacement inventory of all supplies
- Maintain certification levels for all members of the department
- Maintain State of Tennessee required response status for all front-line response units

**❑ Comments on Prior Year Actual and FY10 Projections:**

Reduced training expenses will allow for savings in this area.

**❑ Significant Changes for FY 11**

There are no major changes in this department.

**❑ Personnel Summary**

There are no personnel assigned to this division of the Fire Department

**❑ Budget Expense Detail**

<b>42260 Fire and Medical Response</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
148	Employee Education & Training	7,347	5,000	456	5,000	-
220	Reproduction & Printing	370	250	-	250	-
235	Memberships & Fees	100	100	-	100	-
311	Office Supplies	-	200	-	-	(200)
312	Small Tools & Minor Equipment	4,756	3,750	2,502	4,000	250
326	Uniforms	2,585	2,500	1,266	2,500	-
336	Electrical, Plumbing, Hardware & Chemicals	2,066	1,500	1,382	2,000	500
390	Other Supplies	-	500	-	500	-
510	Insurance - Fire, Liability, Auto	2,095	2,100	2,505	2,650	550
<b>TOTALS</b>		<b>19,320</b>	<b>15,900</b>	<b>8,112</b>	<b>17,000</b>	<b>1,100</b>

# Public Works Department



## Public Works Supervision

This division's two employees are responsible for clerical, safety, and training functions of the Public Works Department. The division assists the Human Resources Department in the management of workers comp claims and reviews personal injury and vehicular accidents in the non-public safety divisions. When necessary this division supports other Public Works activities. With exception of wages the major portion of this division's budget provides rental uniforms for all Public Works, Sewer, and Storm Sewer Division(s). The training component also provides safety and training services to the non-public safety divisions of the City's operations.

<b>MORRISTOWN PUBLIC WORKS CALL LOG</b>						
<b>Division Code</b>	<b>Division</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>% CALLS</b>
43130	Equipment Shop	1,132	1,081	1,248	1,161	20.35
43140	St. Repairs and Maint.	93	105	136	120	2.10
43150	Street lights and signs	111	138	104	109	1.91
43160	Brush pick up and snow	1,207	986	1,062	1,252	21.94
43200	Communications shop	105	121	136	120	2.10
43210	Sanitation	1,068	1,120	1,066	1,096	19.21
43240	Sanitary Sewer	489	792	703	583	10.22
43293	Street Ways/Mowing	45	138	48	84	1.47
43294	Street Cleaning	33	24	16	11	0.19
44500	Recycling	394	651	654	484	8.48
	Animal Calls	84	92	87	103	1.81
	Referrals	453	487	529	460	8.06
	Misc.	247	262	214	123	2.16
<b>TOTAL CALLS</b>		<b>5,461</b>	<b>5,997</b>	<b>6,003</b>	<b>5,706</b>	
<b>CALLS FOR SERVICE</b>		<b>1,755</b>	<b>1,661</b>	<b>1,669</b>	<b>1,839</b>	
<b>CALLS FOR SERVICE RESOLVED</b>		<b>1,735</b>	<b>1,643</b>	<b>1,648</b>	<b>1,823</b>	
<b>% RESOLVED</b>		<b>98.86</b>	<b>98.92</b>	<b>98.74</b>	<b>99.13</b>	

### ❑ Significant Accomplishments 2009-2010:

- Continued to maintain yearly training requirements
- Complied with new work zone safety requirements
- Answered 5,706 phone calls producing 1,839 calls for service
- Maintained daily work sheets on divisions activities
- Maintained statistical records for Solid Waste and Sewer Divisions
- Supported accounts payable and human resources through the management of personnel records and of workers comp claims



**❑ Goals and Objectives – FY 11:**

- Complete annual training requirements and implement changes in training to reflect new requirements
- Support development of a safety review program in an effort to manage lost time accidents and property damage
- Participate in management for the reduction of both vehicular and non-vehicular accidents
- Assist in compiling daily work sheets and employee wages for the reporting of capital investment in the Sewer and Storm Sewer Funds
- Seek continued improvement in providing customer service to the citizens the department serves
- Separate uniform expenses into their proper divisions

**❑ Comments on Prior Year Actual and FY10 Projections:**

Lease expenses for the proposed public works facility resulted in higher than anticipated costs.

**❑ Significant Changes for FY 11**

There are no significant changes in this area.

**❑ Personnel Summary**

PUBLIC WORKS SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
TOTAL PUBLIC WORKS SUPERVISION	1.5	1.5	1.5	1.5	1.5	1.5

*The personnel summary represents the shared costs of a Safety and Training Coordinator. This position is split between the General Fund and the Sewer Fund.*

## Budget Expense Detail

43110	Public Works Supervision	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	67,145	68,140	65,607	68,140	-
134	Christmas Bonus	1,826	1,406	1,542	1,580	174
141	FICA	5,394	5,320	5,077	5,334	13
142	Hospitalization & Life Insurance	7,958	12,958	12,932	14,226	1,268
143	Retirement	9,820	9,524	9,239	10,097	573
146	Workers' Compensation	2,078	2,288	2,103	2,288	-
148	Employee Education & Training	(2,000)	1,500	-	1,500	-
211	Mailing	0	25	-	25	-
220	Reproduction & Printing	-	100	-	100	-
233	Publications	-	50	-	50	-
235	Memberships & Fees	-	100	-	100	-
250	Professional & Consulting	-	-	67	-	-
280	Travel	615	650	178	650	-
290	Other Contractual	526	650	252	650	-
294	Rental & Maintenance Contracts	2,086	2,250	2,198	2,500	250
311	Office Supplies	741	1,500	918	1,500	-
312	Small Tools & Minor Equipment	24	200	7	200	-
324	Janitorial Supplies	49	100	-	100	-
326	Uniforms	34,732	34,000	25,661	34,000	-
331	Gasoline, Fuels & Lubricants	966	3,500	1,171	3,500	-
332	Automotive Parts & Accessories	106	1,500	28	1,500	-
336	Electrical, Plumbing, Hardware & Chemicals	-	100	-	100	-
339	Vehicle Expense	-	200	-	200	-
390	Other Supplies	-	100	-	100	-
510	Insurance - Fire, Liability, Auto	3,143	3,150	3,758	3,150	-
700	Grants & Subsidies	3,750	-	-	-	-
910	Land	40,000	-	25,500	-	-
<b>TOTALS</b>		<b>178,958</b>	<b>149,311</b>	<b>156,238</b>	<b>151,589</b>	<b>2,278</b>

# Buildings & Grounds

The division employs two full time employees. During the growing season it is the funding source for two temporary employees. Expenses for contract custodial services, utilities, repairs, and grounds maintenance to the following City facilities are expensed through Buildings and Grounds. This division also expenses funds for purchase of related land and building projects.

## **Buildings**

City Center  
Public Works  
Fire Administration Main Office  
Fire Stations/Police Substations  
Parks and Recreation Main Office  
Talley Ward Recreation Center  
Airport

## **Grounds**

City Center  
Airport Terminal  
Public Works  
Downtown  
Parking Areas (5)  
Gateway Signs (4)

### **❑ Significant Accomplishments 2009-2010:**

- Reduced the expenses for temporary employees and overtime requirements by eliminating maintenance of the Downtown area landscaping, hanging baskets, and replacement of flags. Although necessary for the financial stability of the City, the effect has resulted in a less attractive downtown. Initiatives through the Main Street —Crossroads” will help offset deficiencies
- Reduced the expense for contract custodial services beginning December 1, 2009. Over time this reduction will affect the appearance of City Center and will require employees occupying these facilities to take on active role in custodial activities in their areas
- Installed inventory controls on janitorial supplies in an effort to curb and control expenses for this object code
- Maintained a satisfactory level of custodial and grounds service when considering the funding reduction within the division
- Completed the inspection of the Energy Conservation Measures related to the Building and Grounds division as installed by Energy Systems Group
- Purchased the Roy Widener property on North Liberty Hill Road for the future site of Public Works Operations

### **❑ Goals and Objectives – FY 11:**

- Continue satisfactory level custodial and ground service regardless of funding
- Manage temporary employee funding levels
- Maintain a satisfactory level of equipment repair and maintenance within the funding level provided
- Work with —Crossroads” in an effort to minimize the effect of funding levels on the appearance of the Downtown
- Seek completion of the Public Works Facility when funding becomes available

**❑ Comments on Prior Year Actual and FY10 Projections:**

Beginning in FY 2008, the Buildings & Grounds division no longer employed six full-time employees. The two supervisory positions remained, with the day-to-day work of the division to be performed by contract and/or part-time employees

The public works facility was not constructed as planned, but the site was purchased.

**❑ Significant Changes for FY 11**

Elimination of the capital project allows for a significant reduction in this area.

**❑ Personnel Summary**

PUBLIC WORKS BUILDINGS & GROUNDS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
BUILDING & GROUNDS SUPERVISOR	1	1	1	1	1	1
CUSTODIAN	3	3	0	0	0	0
CREW LEADER	1	1	1	1	1	1
GROUNDSKEEPER	1	1	0	0	0	0
TOTAL PUBLIC WORKS BUILDINGS & GROUNDS	6	6	2	2	2	2

## Budget Expense Detail

43120	Public Works Buildings & Grounds	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	83,054	74,264	73,464	75,855	1,591
112	Overtime	3,650	6,000	1,201	6,000	-
114	Wages & Salaries Temporary Employees	22,140	30,000	17,232	30,000	-
134	Christmas Bonus	1,081	911	961	929	18
141	FICA	7,634	8,505	6,562	8,628	123
142	Hospitalization & Life Insurance	13,940	17,156	17,122	18,859	1,702
143	Retirement	10,921	11,184	10,770	12,095	911
146	Workers' Compensation	2,771	3,050	2,804	3,050	-
147	Unemployment	4,284	-	-	-	-
211	Mailing	1	25	5	25	-
235	Memberships & Fees	510	510	600	10	(500)
237	Advertising & Publicity	-	-	193	-	-
240	Utilities	564,158	600,000	520,676	575,000	(25,000)
250	Professional & Consulting	744,126	1,000	37,505	1,000	-
260	Repairs & Maintenance	34,402	25,000	27,304	35,000	10,000
280	Travel	12		-	-	-
290	Other Contractual	3,620	5,000	1,864	6,000	1,000
294	Rental & Maintenance Contracts	23,069	13,000	11,172	15,000	2,000
299	Contracts With Other Agencies	89,692	81,000	67,843	81,000	-
311	Office Supplies	39	100	16	100	-
312	Small Tools & Minor Equipment	4,114	4,000	1,985	4,000	-
324	Janitorial Supplies	11,728	10,500	10,717	10,500	-
326	Uniforms	142	200	59	200	-
331	Gasoline, Fuels & Lubricants	2,907	3,500	2,529	3,500	-
332	Automotive Parts & Accessories	2,487	3,000	881	3,000	-
336	Electrical, Plumbing, Hardware & Chemicals	10,459	12,000	11,776	12,000	-
337	Landscaping	8,905	10,000	9,991	10,000	-
339	Vehicle Expense	25	1,000	-	1,000	-
390	Other Supplies	1,553	1,000	171	1,000	-
400	Construction Materials - Bldgs, Land & Roadways	8	-	-	-	-
510	Insurance - Fire, Liability, Auto	-	10,000	14,315	13,000	3,000
910	Land	-	-	699,451	-	-
920	Buildings	-	2,500,000	-	-	(2,500,000)
930	Improvements Other Than Buildings	8,745	-	-	-	-
<b>TOTALS</b>		<b>1,660,176</b>	<b>3,431,905</b>	<b>1,549,167</b>	<b>926,750</b>	<b>(2,505,155)</b>

# Equipment Shop

The division maintains all City vehicles: cars, trucks, fire suppression equipment, mobile police equipment, heavy construction equipment, sanitation equipment, small equipment, and powered tools. Currently, six employees are funded in this division. Due to funding reductions there is a frozen seventh position. This division supplies the labor and facilities for maintenance and repair. Divisions in which a particular vehicle or piece of equipment is charged fund the maintenance materials and repair parts.

Equipment Maintained	
Police Vehicles and Equipment	105
Undercover Vehicles	9
Fire Vehicles and Equipment	26
Public Works, Sewer, Storm Sewer Veh and Equip.	171
Parks and Rec.	49
Admin. Staff	12
Animal Control	4
<b>Total</b>	<b>376</b>

Equipment Shop Work Orders	
<b>Police</b>	760
<b>Fire</b>	156
<b>Public Works</b>	624
<b>Parks and Rec.</b>	84
<b>All Others</b>	42
<b>Total</b>	<b>1,666</b>

## ❑ Significant Accomplishments 2009-2010:

- Adjustment of mechanics work schedule to minimize use of overtime in the completion of routine field maintenance of heavy construction equipment
- Changed use of regular motor oil to synthetic blend in the servicing of police vehicles. This change should result in longer service intervals, saving lubricant expense and time required to maintain vehicles freeing up valuable mechanic labor for other tasks
- The equipment shop suffers from lack of space and personnel yet has maintained an adequate level of service
- Continued service level contributed to the safe operation of City vehicles and equipment
- Budget reduction goals have been met but result in delayed response in equipment repairs

**❑ Goals and Objectives – FY 11:**

- Continue to be innovative in the management of personnel and funding
- Investigate the availability and quality of fleet management programs
- Keep up with fleet maintenance trends and new equipment
- Seek a higher level of customer service
- Should revenue increase, request return to July 2010 personnel funding level to improve service level
- Support construction of new Public Works Facility, current facility does not provide adequate space for efficient fleet maintenance

**❑ Comments on Prior Year Actual and FY10 Projections:**

Minimizing overtime and deferring the purchase of tools will allow for savings in this area.

**❑ Significant Changes for FY 11:**

Reduced personnel expense allows for lower costs in this area.

**❑ Personnel Summary**

PUBLIC WORKS EQUIPMENT SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
EQUIPMENT MECHANIC	4	4	4	4	4	4
SHOP SUPERVISOR	1	1	1	1	1	1
SHOP SUPERINTENDENT	1	1	1	1	1	1
MECHANIC HELPER	1	1	1	1	1	1
TOTAL PUBLIC WORKS EQUIPMENT SHOP	7	7	7	7	7	7

## **□ Budget Expense Detail**

<b>43130</b>	<b>Public Works Equipment Shop</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	282,900	275,548	273,787	265,776	(9,772)
112	Overtime	8,331	10,000	3,769	10,000	-
134	Christmas Bonus	4,230	3,542	3,691	2,860	(682)
141	FICA	22,235	22,115	20,773	21,316	(800)
142	Hospitalization & Life Insurance	54,048	60,159	60,039	66,002	5,843
143	Retirement	39,745	39,864	37,079	40,709	844
146	Workers' Compensation	9,697	10,675	9,870	10,675	-
148	Employee Education & Training	1,184	1,500	756	1,500	-
211	Mailing	21	100	-	-	(100)
220	Reproduction & Printing	-	100	-	-	(100)
250	Professional & Consulting	683	200	34	500	300
280	Travel	44	300	-	300	-
294	Rental & Maintenance Contracts	1,603	800	1,089	1,200	400
299	Contracts With Other Agencies	-	-	-	-	-
311	Office Supplies	126	100	112	200	100
312	Small Tools & Minor Equipment	6,516	6,000	4,881	6,000	-
324	Janitorial Supplies	212	1,500	1,724	1,500	-
326	Uniforms	790	500	306	800	300
331	Gasoline, Fuels & Lubricants	1,726	1,500	1,827	2,000	500
332	Automotive Parts & Accessories	960	2,000	1,219	2,000	-
336	Electrical, Plumbing, Hardware & Chemicals	382	500	779	800	300
339	Vehicle Expense	-	1,000	-	500	(500)
390	Other Supplies	80	500	673	800	300
510	Insurance - Fire, Liability, Auto	2,095	2,100	2,505	2,100	-
949	Other Machinery & Equipment	224	-	-	-	-
<b>TOTALS</b>		<b>437,833</b>	<b>440,604</b>	<b>424,913</b>	<b>437,537</b>	<b>(3,066)</b>



## Street Repairs and Maintenance

This account is utilized for the expenses in constructing and repairing streets, sidewalks, curbs and gutters; making curb cuts; building and repairing storm lines; and working in items in the capital improvement program.

Material Placed	Tons
Hot Mix Asphalt	538
Cold Mix Asphalt	121
Crack Sealer	2.5

### ❑ Significant Accomplishments 2009-2010:

- Update work zone training
- Completed sidewalk extension to Habitat for Humanity Project at Joe Hall Road
- Constructed median cut at Walgreen's Development on East A. J. Hwy
- Repair storm sewer collapse at Turkey Creek off Lincoln Ave.
- Repair storm sewer failure on Smythview Drive
- Repair storm sewer failure on East Tennessee Blvd.
- Sink hole repair and crack sealing at Morristown Municipal Airport
- Completed site work for New Airport Terminal
- Placed 2,244 lineal feet of sidewalk
- Completed crack sealing on East Main Street and Morningside Drive
- Demolition of two houses for Fred Miller Parking Lot Project
- Constructed spillway at Superior Drive
- Assisted Sewer Fund with East Second North Street, and South Cumberland Street Sewer Rehabilitation Projects

### ❑ Goals and Objectives – FY 11:

- Assist Sewer Fund with completion of East Second North Street, and South Cumberland Street Sanitary Sewer Rehabilitation Projects
- Promote innovation in the use of both personnel and material resources
- Coordinate crack sealing efforts with the pavement assessment data collected by the Engineering Department
- Promote use of concrete grinder in the repair of sidewalk safety issues
- Continue to respond to sidewalk safety issues on a timely basis
- Seek concrete flatwork training for newer employees within the division
- Work to improve the coordination of street repair work with the availability of asphalt

**❑ Comments on Prior Year Actual and FY10 Projections:**

As the Sewer Fund has increased its level of maintenance and repair and now faces an increase in the intensity of maintenance, the repair of streets affected by this maintenance will continue to task this division's work load. Due to the communities attention to pedestrian traffic and risk management issues this division is challenged to maintain the existing sidewalk network and providing new sidewalk for connectivity to the sidewalk inventory. Due to the deadlines involved in the East First North Street and South Cumberland Street Sanitary Sewer Rehabilitation Projects many of this division's employees will be working on these sewer fund projects.

**❑ Significant Changes for FY 11:**

Savings in fuel will be offset by increased construction materials. The overall increase is due to the cost of employee benefits.

**❑ Personnel Summary**

PUBLIC WORKS REPAIRS & MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CREW LEADER	1	1	1	1	1	1
GENERAL SUPERVISOR	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	2	2	2	2	2	2
MEDIUM EQUIPMENT OPERATOR	6	6	6	6	5	5
TOTAL PUBLIC WORKS REPAIRS & MAINTENANCE	10	10	10	10	9	9

## Budget Expense Detail

43140	Street Repairs & Maintenance	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	285,902	315,616	300,695	316,889	1,273
112	Overtime	4,614	5,000	5,471	5,000	-
134	Christmas Bonus	5,000	4,139	4,566	5,016	877
141	FICA	20,795	24,844	22,694	25,008	165
142	Hospitalization & Life Insurance	63,793	77,062	76,908	84,678	7,616
143	Retirement	38,944	44,801	42,504	47,761	2,960
146	Workers' Compensation	13,853	13,725	12,687	13,725	-
148	Employee Education & Training	90	500	486	750	250
235	Memberships & Fees	120	150	-	150	-
250	Professional & Consulting	1,716	-	1,421	-	-
280	Travel	-	250	288	250	-
294	Rental & Maintenance Contracts	2,618	500	342	500	-
299	Contracts With Other Agencies	32,300	-	600	-	-
311	Office Supplies	13	150	3	150	-
312	Small Tools & Minor Equipment	2,603	3,000	3,091	3,000	-
324	Janitorial Supplies	510	100	82	100	-
326	Uniforms	317	1,000	1,149	100	(900)
331	Gasoline, Fuels & Lubricants	36,424	50,000	28,900	40,000	(10,000)
332	Automotive Parts & Accessories	37,259	36,000	17,985	36,000	-
336	Electrical, Plumbing, Hardware & Chemicals	653	300	81	300	-
339	Vehicle Expense	151	1,000	36	1,000	-
390	Other Supplies	800	1,000	441	1,000	-
400	Construction Materials - Bldgs, Land & Roadways	59,699	50,000	45,162	60,000	10,000
510	Insurance - Fire, Liability, Auto	10,476	10,500	12,526	12,750	2,250
<b>TOTALS</b>		<b>618,652</b>	<b>639,637</b>	<b>578,114</b>	<b>654,128</b>	<b>14,492</b>

## Street Lights & Signs

This division is the funding mechanism for the installation of new street lights, maintenance of existing street lights, and funds the energy charge and investment charge received from Morristown Utility Systems. A small number of lights are within the Appalachian Electric System. All pavement markings and traffic related signage is expensed through this division.

TRAFFIC SIGNAGE FY 2010		Each
REGULATORY SIGNS REPLACED		95
STREET SIGNS REPLACED		95
MISC. SIGNS REPLACED		5
WARNING SIGNS REPLACED		17
PARKING ETC. SIGNS REPLACED		9
GUIDE SIGNS REPLACED		7

PAVEMENT MARKINGS FY 2010	
Yellow striping paint	770 gal
White striping paint	110 gal
Reflective Glass Beads	8,600 lbs
White Thermoplastic	5,850 lbs
Yellow Thermoplastic	550 lbs

### ❑ Significant Accomplishments 2009-2010:

- Work toward replacement of 9” street sign blanks with 12” blanks per MUTCD
- Work toward replacement of 24” stop sign blanks with appropriate sized blank per MUTCD
- Attended training on update to the MUTCD
- Completed yearly intersections with stop sign conditions
- Sign and pavement marking statistics listed below
- Assist in the completion of the grant funded street stamping project downtown

### ❑ Goals and Objectives – FY 11:

- Continue to work toward replacement of 9” street sign blanks with 12” blanks per MUTCD
- Continue to work toward replacement of 24” stop signs with appropriate sized blank per MUTCD
- Develop a strategy to address new MUTCD requirement regarding reflectivity of traffic signage
- Complete grant funded street stamping project downtown
- Continue to maintain an adequate level of sign and pavement marking maintenance given budget constraints
- Replace six plus year old computer and update Flexi Sign Software used to produce all signage, current computer and software are antiquated

**❑ Comments on Prior Year Actual and FY10 Projections:**

Budget cuts have reduced the division's ability to maintain signage and markings at the level the department and our City is accustomed to. There is approximately 107 miles of pavement markings to maintain. Employees from other divisions are assigned to assist the Street Lights and Signs Division in maintaining an acceptable standard. During pavement marking season the division requires assistance of up to three additional employees to complete the work.

**❑ Significant Changes for FY 11**

Elimination of one position allows for a savings in this area.

**❑ Personnel Summary**

PUBLIC WORKS STREET LIGHTS & SIGNS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
GENERAL SUPERVISOR	1	1	1	0	0	0
UTILITY WORKER	0	0	0	1	0	0
TRAFFIC TECHNICIAN	1	1	1	1	2	1
TOTAL PUBLIC WORKS STREET LIGHTS & SIGNS	2	2	2	2	2	1

## **□ Budget Expense Detail**

<b>43150</b>	<b>Street Lights &amp; Signs</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	44,007	64,943	31,256	32,471	(32,471)
112	Overtime	729	2,500	267	2,500	-
134	Christmas Bonus	532	523	459	457	(66)
141	FICA	3,306	5,199	2,344	2,710	(2,489)
142	Hospitalization & Life Insurance	10,871	17,083	8,525	9,386	(7,696)
143	Retirement	6,179	9,372	4,421	5,176	(4,196)
146	Workers' Compensation	2,771	3,050	2,804	1,525	(1,525)
148	Employee Education & Training	-	400	54	400	-
211	Mailing	8	50	-	-	(50)
220	Reproduction & Printing	-	50	-	-	(50)
233	Publications	-	300	-	150	(150)
237	Advertising & Publicity	-	50	-	-	(50)
240	Utilities	540,580	550,000	514,674	588,000	38,000
250	Professional & Consulting	40	-	30	-	-
294	Rental & Maintenance Contracts	1,894	3,000	74	500	(2,500)
311	Office Supplies	97	100	141	100	-
312	Small Tools & Minor Equipment	983	2,000	241	2,000	-
324	Janitorial Supplies	117	100	54	100	-
326	Uniforms	105	600	51	300	(300)
331	Gasoline, Fuels & Lubricants	4,347	6,500	5,322	6,000	(500)
332	Automotive Parts & Accessories	825	3,500	1,003	3,500	-
336	Electrical, Plumbing, Hardware & Chemicals	40,390	30,000	14,518	30,000	-
339	Vehicle Expense	-	500	168	500	-
390	Other Supplies	420	700	338	700	-
400	Construction Materials - Bldgs, Land & Roadways	1,478	6,000	-	6,000	-
510	Insurance - Fire, Liability, Auto	419	400	477	-	(400)
<b>TOTALS</b>		<b>660,098</b>	<b>706,920</b>	<b>587,220</b>	<b>692,476</b>	<b>(14,443)</b>

# Brush & Snow Removal

The division provides brush, bulk trash, grass, and leaf collection services. It is also responsible for the trimming of overhang, guardrail, curb lines, and sidewalk in the heaviest traveled areas of the City.

Waste Collection			
	FY 2008	FY 2009	FY 2010
<b>Brush</b>	2,954	3,327	3,082
<b>Bulk Trash</b>	3,431	3,290	2,808

## ❑ Significant Accomplishments 2009-2010:

- Eliminated a position to reduce expenses
- Froze retiree position to reduce expenses
- Given reductions an adequate level of waste collection service has been achieved
- Continued search for innovative collection methods and equipment
- High degree of success treating streets for winter weather

## ❑ Goals and Objectives – FY 11:

- Seek innovative service delivery equipment and techniques
- Monitor service intervals and calls for service, adjust priorities accordingly
- Complete yearly training requirements
- Investigate diversion of brush tons from landfill
- Request additional funding for salt used to treat streets in winter weather

## ❑ Comments on Prior Year Actual and FY10 Projections:

Four positions have been cut from this operation. These reductions have affected level of service. The employees of this division and the divisions of sanitation and recycling are subject to reassignment due to work load, absences, and priorities. At full employment service intervals will occasionally extend beyond 14 days. Currently service intervals may extend beyond 20 days.

## ❑ Significant Changes for FY 11

The addition of \$ 275,000 reflects the cost of landfill fees for brush and bulk waste.

## ❑ Personnel Summary

PUBLIC WORKS BRUSH & SNOW REMOVAL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATORS	8	8	7	7	6	7
CREW LEADER	0	1	1	1	1	1
UTILITY WORKER	5	5	5	5	2	2
<b>TOTAL PUBLIC WORKS BRUSH &amp; SNOW REMOVAL</b>	<b>13</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>9</b>	<b>10</b>

## Budget Expense Detail

43160	Brush Pick-Up & Snow Removal	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	397,351	298,209	311,160	314,063	15,853
112	Overtime	14,079	17,500	11,424	17,500	-
114	Wages & Salaries Temporary Employees	12,240	37,000	36,113	41,600	4,600
134	Christmas Bonus	8,010	3,930	4,467	3,280	(650)
141	FICA	31,308	27,283	26,413	25,615	(1,667)
142	Hospitalization & Life Insurance	107,812	76,928	76,774	93,799	16,870
143	Retirement	55,891	44,058	43,831	48,921	4,863
146	Workers' Compensation	18,009	13,725	14,016	15,250	1,525
147	Unemployment	-		9,603	-	-
148	Employee Education & Training	60	200	74	200	-
211	Mailing	4	50	-	-	(50)
235	Memberships & Fees	-	50	-	-	(50)
237	Advertising & Publicity	131	200	63	200	-
250	Professional & Consulting	627	200	586	500	300
280	Travel	37	500	149	500	-
294	Rental & Maintenance Contracts	1,106	450	1,075	1,100	650
299	Contracts With Other Agencies	-	-	-	275,000	275,000
311	Office Supplies	3	100	-	100	-
312	Small Tools & Minor Equipment	4,752	6,000	6,206	6,000	-
324	Janitorial Supplies	289	100	107	-	(100)
326	Uniforms	-	500	312	500	-
331	Gasoline, Fuels & Lubricants	52,943	72,500	48,931	65,000	(7,500)
332	Automotive Parts & Accessories	61,727	50,000	47,010	52,000	2,000
336	Electrical, Plumbing, Hardware & Chemicals	13,374	19,000	21,609	53,300	34,300
339	Vehicle Expense	320	500	450	500	-
390	Other Supplies	8,147	600	751	600	-
400	Construction Materials - Bldgs, Land & Roadways	-	200	-	200	-
510	Insurance - Fire, Liability, Auto	9,142	9,150	10,915	-	(9,150)
<b>TOTALS</b>		<b>797,362</b>	<b>678,933</b>	<b>672,040</b>	<b>1,015,728</b>	<b>336,795</b>



# Sidewalks

This area is used for the construction and repair of sidewalks within the City.

## ❑ Significant Accomplishments 2009-2010:

- Maintained level of funding
- Funding for new sidewalk along Joe Hall Road for Habitat for Humanity is completed. The project was funded through the "in lieu of sidewalk moneys" collected by the Department of Community Development and Planning
- Participated in the completion of the sidewalk inventory project

## ❑ Goals and Objectives – FY 11:

- Support the Department of Planning and Community Development in seeking grant opportunities for the improvement of sidewalks
- Implement the priority setting criteria for sidewalk maintenance resulting from the sidewalk inventory project

## ❑ Comments on Prior Year Actual and FY10 Projections:

Diversion of employees to other areas to cover high priority projects meant that fewer sidewalk projects were completed. This resulted in a savings in construction materials.

## ❑ Significant Changes for FY 11

There are no significant changes in this area.

## ❑ Personnel Summary

There are no personnel assigned to this account. Personnel used for sidewalk construction and repairs are generally Public Works employees.

## ❑ Budget Expense Detail

<b>43180 Sidewalks</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
312 Small Tools & Minor Equipment	4,764	5,200	161	5,200	-
332 Automotive Parts & Accessories	16	400	-	400	-
390 Other Supplies	18	1,000	-	-	(1,000)
400 Construction Materials - Bldgs, Land & Roadways	11,008	20,000	13,596	20,000	-
<b>TOTALS</b>	<b>15,805</b>	<b>26,600</b>	<b>13,757</b>	<b>25,600</b>	<b>(1,000)</b>

# Traffic Devices

This program is responsible for installing traffic control devices as authorized by the City Code which charges the City Administrator with placement of these items. The City Administrator has delegated this authority to the Traffic Coordinating Committee. The Committee is responsible for the task of coordinating all street traffic activities of the City. The Committee also makes recommendations to the City Administrator as to ways and means to improve traffic conditions within the City. Items also may be referred by the City Council to the Committee for action or a recommended solution. The Committee meets with representatives from other organizations or individuals concerned with traffic problems or safety.

## ❑ Comments on Prior Year Actual and FY10 Projections:

There will be significant savings in this area.

## ❑ Significant Changes for FY 11

A small savings in utility expense is projected for the coming year.

## ❑ Budget Expense Detail

<b>42150 Traffic Devices</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
235 Memberships & Fees	-	-	216	-	-
240 Utilities	37,865	40,000	22,512	30,000	(10,000)
250 Professional & Consulting	1,255	-	27,572	-	-
294 Rental & Maintenance Contracts	175	-	-	-	-
298 Traffic Signal Maintenance	38,222	120,000	79,400	120,000	-
400 Construction Materials - Bldgs, Land & Roadways	1,164	-	-	-	-
<b>TOTALS</b>	<b>78,681</b>	<b>160,000</b>	<b>129,701</b>	<b>150,000</b>	<b>(10,000)</b>

# Communication Shop

This division provides all maintenance and technical support for radio voice and data communications for City departments. With exception of the MDT terminals this division maintains and installs all other electronic equipment in public safety and public works division's equipment. The division has begun training to assist in the maintenance of the City's traffic signal system. The division maintains the CCTV sewer inspection system for the Sewer Division.

## ❑ Significant Accomplishments 2009-2010:

- Completed move of airport landing and visual navigation control building
- Upgraded and simplified visual control system for airport
- Assisted in design of electrical feeds for airport lighting from new terminal building
- Rebuilt MAFL landing system.
- Begun work on FCC mandated narrow banding for all communications equipment
- Redesigned dispatch systems at 911 to incorporate closest unit dispatching
- Installed system and trained users of nationwide interoperable system CommLink
- Maintained and performed all maintenance of our communications systems
- Upgraded network cabling in parts of City Hall
- Participated in plans for traffic signal upgrades
- Personnel completed IMSA [International Municipal Signal Association] training for future traffic signal operations
- Personnel completed training at TEMPLE on traffic signal controllers
- Maintained electrical and computer control systems on fire engines
- Begun building RF backhaul to all our communications sites to eliminate expensive AT&T leased lines
- Rebuilt region 2 Interoperable and backup communications trailer to meet new federal guidelines
- Upgraded many police vehicles with new consoles and computer equipment
- Begun repairs on traffic signal communications links for signal coordination
- Identified security flaws in opticom systems for traffic signal system
- Implemented maintenance program for all portable solar powered traffic warning devices.

**❑ Goals and Objectives – FY 11:**

- Take over maintenance of traffic signal control systems
- Work with City engineer to fine tune City wide traffic signal timings
- Upgrade opticom security and access for traffic signal control
- Continue FCC mandated narrow banding communications upgrade
- Participate in TEMA [Tennessee Emergency Management Association] Region 2 training and exercises
- Continue to maintain all communications and electronics that facilitate City operations
- Install all warning and communication equipment in new K-9 vehicle
- Perform any services within our expertise for the City
- Move all the airport systems to new terminal building

**❑ Comments on Prior Year Actual and FY10 Projections:**

There are no major variances in this account.

**❑ Significant Changes for FY 11**

There are no major changes in this area.

**❑ Personnel Summary**

PUBLIC WORKS COMMUNICATION SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
COMMUNICATIONS TECHNICIAN	1	1	1	1	1	1
ASSISTANT COMMUNICATIONS TECHNICIAN	0	1	1	1	1	1
TOTAL PUBLIC WORKS COMMUNICATION SHOP	1	2	2	2	2	2

## □ Budget Expense Detail

<b>43200 Communication Shop</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	69,843	74,731	75,667	76,127	1,396
112	Overtime	1,524	1,500	452	1,500	-
134	Christmas Bonus	409	364	381	382	18
141	FICA	5,309	5,860	5,672	5,853	(7)
142	Hospitalization & Life Insurance	13,543	17,159	17,125	18,860	1,701
143	Retirement	9,798	10,566	10,447	11,178	612
146	Workers' Compensation	2,771	3,050	2,804	3,050	-
148	Employee Education & Training	1,075	1,500	1,560	1,500	-
211	Mailing	33	100	-	50	(50)
250	Professional & Consulting	38	200	34	200	-
280	Travel	-		422	500	500
294	Rental & Maintenance Contracts	380	300	333	400	100
311	Office Supplies	68	200	-	200	-
312	Small Tools & Minor Equipment	-	500	45	1,000	500
324	Janitorial Supplies	-	100	-	-	(100)
326	Uniforms	-	100	-	-	(100)
331	Gasoline, Fuels & Lubricants	845	1,200	840	1,200	-
332	Automotive Parts & Accessories	93	500	378	500	-
336	Electrical, Plumbing, Hardware & Chemicals	89	200	263	300	100
339	Vehicle Expense	190	300	-	300	-
390	Other Supplies	-	100	-	-	(100)
400	Construction Materials - Bldgs, Land & Roadways	-	200	-	-	(200)
510	Insurance - Fire, Liability, Auto	2,200	2,200	2,624	2,500	300
<b>TOTALS</b>		<b>108,209</b>	<b>120,929</b>	<b>119,047</b>	<b>125,599</b>	<b>4,670</b>

# Pavement Management System

This program provides for the resurfacing, maintenance and improvements to existing streets, and construction of new streets within the City limits. Funding for these items is provided by gas tax money collected by the State of Tennessee and allocated to the City.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Delays in State funded projects have prevented the completion of some paving which was planned for the year.

## ❑ Significant Changes for FY 11

The amount budgeted in this account is directly correlated to the City's State Gas Tax revenue estimate.

## ❑ Budget Expense Detail

<b>43300 Pavement Management System</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
237	Advertising & Publicity	508	-	-	-	-
250	Professional & Consulting	182,097	-	269,021	-	-
299	Contracts With Other Agencies	316,785	675,000	56,578	625,000	(50,000)
<b>TOTALS</b>		<b>499,391</b>	<b>675,000</b>	<b>325,599</b>	<b>625,000</b>	<b>(50,000)</b>

# Health Inspection & Welfare

Health inspection and welfare funds mosquito control and herbicide control. There are no employees funded by this division. The labor needs for fulfilling the responsibilities of this division are supplemented from other divisions primarily the brush and snow removal division and the sanitation division. This division also provides for the training and continued education requirements of mosquito and herbicide control.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Funding for temporary employees has been eliminated due to the need for budgetary cuts. Temporary employees were used to provide trimming services during the growing season, leaf collection, and litter control.

## ❑ Significant Changes for FY 11

- Funding reduction goals achieved through reduction in mosquito control by providing a reactive service rather than a proactive service
- Reduction of temporary employee funding met

## ❑ FY 2011 Goals and Objectives:

- Continue to meet reduction goals
- Maintain employee certifications

## ❑ Budget Expense Detail

<b>44110 Health Inspection &amp; Welfare</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
114 Wages & Salaries Temporary Employees	-	10,000	2,022	-	(10,000)
141 FICA	-		155	-	-
147 Unemployment	-		713	-	-
148 Employee Education & Training	-	200	-	200	-
250 Professional & Consulting	-		67	-	-
280 Travel	124	250	-	250	-
312 Small Tools & Minor Equipment	-	250	-	500	250
331 Gasoline, Fuels & Lubricants	2,916	4,000	2,859	3,500	(500)
332 Automotive Parts & Accessories	522	1,500	89	1,500	-
336 Electrical, Plumbing, Hardware & Chemicals	449	11,000	240	11,000	-
390 Other Supplies	-	5,000	-	3,500	(1,500)
510 Insurance - Fire, Liability, Auto	915	1,000	1,193	-	(1,000)
<b>TOTALS</b>	<b>4,925</b>	<b>33,200</b>	<b>7,337</b>	<b>20,450</b>	<b>(12,750)</b>

# Parks & Recreation Department





## MISSION STATEMENT

To promote positive recreation and leisure opportunities through facilities and programs by utilizing all existing resources

## VISION STATEMENT

Morristown Parks and Recreation Department is the advocate in promoting citizens to live healthy and active lifestyles

## GOALS AND OBJECTIVES

- To continue development of the recreation programs by providing those facilities identified by the citizens of Morristown and Hamblen County as needed
- To meet the national recreational standards for the service area
- To fulfill the obligations of the city government by meeting the individual and group needs of those participating in organized recreation programs
- To meet the physical and mental health of the citizens by providing recreation services and facilities accessible to all people on a year-round basis in a safe and attractive setting
- To promote and recognize that recreation represents a tremendous return on investment by the taxpayer
- To provide and operate all areas of the department in the most cost-effective manner
- To enhance the maximum use of park areas and facilities by the maximum number of people
- Strive to avoid unnecessary and costly duplication of areas, facilities, personnel programs, and services
- Strive to bring adults into the program through diversification

## Parks and Recreation Supervision

Supervision of Parks and Recreation has the responsibility of planning, coordinating and general administration of the entire Parks and Recreation Department. They oversee the day-to-day operations, and continuously review the needs of the department. An eleven member Parks and Recreation Board advises the department as to how best to serve the citizens of Morristown with the resources available to them.

### ❑ Performance/Workload Measurement

<b>Parks &amp; Recreation Facilities</b>	
<b>Service Population</b>	
City Of Morristown	27,020
Hamblen County	61,026
<b>Parks</b>	
No. Parks	16 (3 Of These Closed)
Park Acreage	265.4 Acres
Greenways/Trails	2.9 Miles
Playgrounds	9
Shelters – 1,200 Square Feet Or Larger	5
Shelters - 900 Square Feet Or Smaller	10
Gazebo	1
Amphitheater/Stage	1
<b>Athletic Fields</b>	
Football Fields	3
Soccer Fields	8
Softball Fields 275'	5
Softball Fields 250'	2 (2 Of These Closed)
Softball Fields 200'	4
Baseball Fields 300'	2
Baseball Fields 200'	6
Outdoor Batting Cages	5
Tennis Courts	10 (1 Of These Closed)
Outdoor Basketball Courts	5
<b>Special Facilities</b>	
Centers	2
Bmx Track	1
Skate Park	1
Disc Golf Course (18-Holes)	1
Splash Pad	1
<b>Amenities</b>	
Restrooms (Sets-Men/Women)	18 (2 Of These Closed)
Concessions	11 (2 Of These Closed)

## ❑ Significant Accomplishments 2009-2010:

### Administration

- Programs either maintained or grew in both youth and adult sports and our special events participation was the best it's ever been.
- Continued gathering/updating information on Tier II Tennessee Department Environment and Conservation for Bench marking status. Morristown Parks and Recreation will be up for review again in 2012.
- Monitored closely the Guns in Parks Legislation and took no action to opt out for our parks.
- Updated system wide Park Rules and Regulations for Shelters/Pavilions/Gazebo, Athletic Fields, Pet Guidelines, Splash Pad, Greenway, Skate Park, and Special Use Permits were updated as well.
- Continued fundraising efforts toward development of Morristown's first Dog Park at Walters Park and a targeted budget of \$43,000. Current donations toward Walters Wiggly Park are \$2,771.
- Hamblen County Board of Education has verbally requested to purchase Long-Reel Track and King Park for their school building campaign. Long-Reel would require a formal conversion process be done through TDEC. Morristown Parks and Recreation Department is ready to pursue purchase issues to bring closure for this request.
- Expanded the process of developing standard operating procedures policies for key areas and positions (administration, athletics programming, and maintenance).
- Continued to target areas for future park acreage and updated inventory of parks and 5-10 year recreation plan. Especially the area in the vicinity of Timet's property adjacent Wayne Hansard Park.
- Continued partnership with Morristown Arts Association for the third Arts In the Park event.
- Howmet partnered with our department to provide \$3,000 worth of trees for Frank Lorino Park around the Barron Soccer Complex, and Challenger Park areas.
- Modern Woodman partnered with our department to provide \$250.00 worth of trees for Popkin Fields.
- Partnerships with Lakeway Soccer Program for \$7,000 worth of turf management at Wayne Hansard Soccer Fields.
- Athletics surveys were revamped to be more user friendly and structured to attain more program information from participants in both youth and adult programs.
- Morristown Parks and Recreation Department won various awards at the Tennessee Recreation and Parks Association Annual Conference.
  - Our department was Presidents Cup winner for population 25,000 to 62,999 for special recognition for excellence in promotion and involvement in TRPA programs, services, activities and events for the past year,
  - Lakeway Tree Service received a Four Star Benefactor Awards for labor and equipment usage in maintaining system wide tree canopy at our key parks.
  - Volunteer Service Awards were given to the Fret Store for work with the Pickin' in the Park, Becky Hodge (G.O.F.E.R program volunteer worker), Morristown Police and Fire Departments for their assistance with and at our special events.

### Facilities

- Continued fundraising efforts toward development of World Series Park at Popkin that would recognize our World Champions and the remaining six teams that have participated in Little League World Series play. A targeted budget of \$14,500 announced for the monuments. Current donations toward WSMP are \$6,053.
- The Frank Lorino Park Skate Park was expanded from 80 feet to 100 feet, helping the facility meet safety standards and giving users much needed room.

- Included picnic tables as a new feature to the Popkin Fields and Kiwanis Disc Golf Course at Wayne Hansard.
- Added new walkway entrance on the west side of Dr. Martin Luther King Jr. Park.
- Frank Lorino Park BMX Track had light fixture and wiring repairs to make track safer for participants.
- Community Development Block Grant and RTP Grant funds from the Department of Environment and Conservation were secured to build a .8 mile - 10' trail development at Wayne Hansard Park. will a 20% match.
- The parking lot project at Fred Miller Park off Mill Street will not require any City funds.
- CDBG funds have been secured for new restroom facilities at Wayne Hansard and Fred Miller.
- Continue seeking easements, planning and design of Turkey Creek Greenway from downtown out to Fairview-Marguerite School.
- Park Ranger Station at Fred Miller – We retrofit the old well house into a headquarters for our rangers. This gives the public a place to seek help and get information.
- Energy Audit and improvements by Energy Systems Group was started throughout the City. Morristown Parks and Recreation facilities that received improvements were the Parks and Recreation Administrative Office, Talley-Ward, Splash Pad retrofit into recirculation water system.
- Dugout tops were installed at the three softball fields and baseball field at Wayne Hansard Park.
- Maintenance staff retro fit 5-row bleachers down to 3-row bleachers to conform with codes and topside guardrail mandates.
- Longtime employees Dale Goodman (Frank Lorino Recreation Aide) and Randy Lowe (Wayne Hansard Maintenance) retired. Dennis Alvis retired Maintenance Supervisor was awarded Lifetime membership in the Tennessee Recreation and Parks Association. He joins former employees: Wayne Hansard (Director Parks and Recreation) and Bob Pratt (Park Maintenance) as lifetime members.

## **Programs**

- Parks and Recreation assisted Fourth Friday Events each month.
- Touch-A-Truck allowed for viewing of wonderful equipment used in transportation, construction, utilities, and emergency services.
- Strut Your Mutt event was new as we raised over \$1,400 dollars toward our Wiggly Field Dog Park.
- Our Little League program had one state winner Girls 11 year olds as we had a total of 6 teams win Tennessee District 4 Little League titles for the year.
- Each Thursday at Fred Miller Park became the home for Pickin' In the Park. This night of picking and jamming with a wide variety of instruments began the first Thursday in May and ended the last Thursday in September. We averaged 30 musicians/pickers and over 200 onlookers/music lovers each Thursday.
- Kids Health Fair was another new event that was cosponsored by the Hamblen Hospital and Hamblen County Health Department. We had 24 vendors that handed out health information and great ideas on how to keep children healthy and safe. We had 100 kids along with their parents and relatives enjoy visiting the vendors.
- Scrappy Thanks Giving - in preparation for winter we collected items for our local animal shelter. We had over 200 different items collected for this first time event.
- 50-Million Pound Challenge sponsored by State Farm Insurance group had 150 participants for the health walk along our greenway.
- Olympic Day was held in May in conjunction with the Chicago Olympic bid. We had 250 people attend with another 150 individuals participating in the 17 sports that were represented. Olympians Carly Piper (2004 Athens Gold medalist 4X200 meter free style relay) along with Missy Kane (1983 Los Angeles bronze medalist-1500 meter run) were honored guests.
- The Mayors Task Force on Diversity hosted Celebration of Cultures as we had 1,350 people participate and enjoy great food, awesome entertainment, and proud cultural themes.

- A Home Run Derby was added to our City Championship night.
- AYSO's Autumn Classic Soccer Tournament had 52 teams this year.
- Canned Food Castle was held on August 8 and we had 1,100 cans of food that was donated by the three churches that participated in the competition. Teams build a castle out of the food cans. We had 55 church members take part in the event.
- Introduced Sunny Skin Care (mascot) at our special events. Sunny promotes a healthy lifestyle on how to protect oneself from the harmful rays of the sun. Sunny handed out product samples and promotional materials at our special events for skin protection.
- P.A.T.H. – Parks Add To Health completed its second year with 53 members with 12 members attaining gift status for their involvement.
- Hosted 32nd Citizen Tribune Hall of Fame Banquet with former University of Tennessee and NFL star Scott Galyon as speaker. The banquet saw the induction of Frances Maynard, Frank "Gar" Russell, and Lee Callahan into the Hall of Fame.
- The Gazebo at Fred Miller Park hosted its first wedding on October 10, 2009.
- Hosted districts in Minor League (9-10) Boys & Senior League (15-16) Boys.
- Hosted 18 independent weekend tournaments for the year in softball/baseball/soccer.
- The Lakeway Tennis Association sustained itself through economic hard times with consistent programming in the Little Tennis Program, tournaments, clinics, and camps.
- Continued and sustained program partnerships with the following: Amateur Softball Association, Lakeway Regional Hospital, Little League Incorporated, Lakeway Tennis Association, Morristown BMX, Morristown Boxing Incorporated, Morristown Martial Arts Program, Lakeway Club Soccer Program, American Youth Soccer Association, Morristown Youth Sports Associations, Hamblen County Recreation Flag Football Association, Tennessee Traders and Collectible Club, Lakeway Twirlers Dance Club, and Jr. NBA, and the Jefferson/Hamblen County Hispanic Soccer League.
- Continued great special event cooperation with the following: Kohl's, Pizza Inn, Pizza Hut, The Fret Store, Girl's Inc., TJ Maxx, Lakeway Regional Hospital, Gateway Church, Howard's Pharmacy, Chick-Fil-A, Citizen Tribune, University of Tae Kwon Do, Hamblen County Car Club, B.P.O. Elks Lodge #1667, Empire Rent A Car, Morristown Lions Club, Our Savior Lutheran Church, Advance America, Morristown East High School Civic Clubs, Hamblen County Health Dept., Morristown Hamblen Healthcare, Colgate- Palmolive, Shoney's, TVA Credit Union, WBGQ/WJDT, Fun Expedition, Keep Morristown Hamblen Beautiful, HealthStar Physicians, Trinity United Methodist Church, and First United Methodist Church.
- Our local Disc Golf Club is active each month with league and tournament play. The club has 60 members after the second year of operation.

### **FY 2011 Parks and Recreation Goals and Objectives**

- Upgrade the city's morristown.com website
- Complete World Series Monument Park at Popkin (finally honor our World Champions from 2007!)
- Secure Morristown Parks and Recreation as partner again for M.U.S. roundup program for lighting upgrade at Dewald - McDaniel Little League Field and King Park Girls Little League Field
- Obtain funding for additional restroom facilities at Wayne Hansard and Fred Miller Park (these would serve soccer field, trails, and Splashpad)
- Splashpad retrofit of circulation system be completed
- Wayne Hansard RTP trail project completed
- Wayne Hansard Soccer field parking lot green project completed
- Fred Miller Park Mill Street parking lot completed

- Obtain closure for the closed park facilities (Stetzer, Industrial, and Jaycee Park). Decide to open back up or permanently close them.
- See the Turkey Creek Trail from downtown to Fairview School developed
- Repair paving issues at Wayne Hansard softball parking lot and roadway
- Continue surveying the public for input and needs assessments in all areas of programming

#### ❑ Comments on Prior Year Actual and FY10 Projections:

- Membership and Fees - Staff reduced or eliminated professional memberships with Tennessee Recreation and Parks Association and National Recreation and Parks Association
- Travel - Staff reduced or eliminated travel to Tennessee Recreation and Parks Association and National Recreation and Parks Association meetings, workshops, forums, Etc.

#### ❑ Significant Changes for FY 11

- Membership and Dues Funds to be used for increases in Little League, ASA, and Insurance increases
- Rental and Maintenance Contracts Copier – Pitney Bowes increases

#### ❑ Personnel Summary

PARKS & REC SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PARKS & REC DIRECTOR	1	1	1	1	1	1
PARKS & REC ASSISTANT DIRECTOR	1	1	0	0	0	0
ATHLETIC COORDINATOR	1	1	1	1	1	1
ATHLETIC SUPERVISOR	1	1	1	1	1	1
ATHLETIC ASSISTANT	0	0	1	1	1	1
ADMINISTRATIVE ASSISTANT	0	0	1	1	1	1
RECEPTIONIST	1	1	0	0	0	0
<b>TOTAL PARKS &amp; RECREATION SUPERVISION</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## Budget Expense Detail

<b>44410 Parks &amp; Rec Supervision</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	259,107	251,777	244,597	251,777	-
134	Christmas Bonus	2,269	1,925	2,140	2,448	523
141	FICA	19,574	19,408	18,492	19,448	40
142	Hospitalization & Life Insurance	28,431	43,294	43,207	47,520	4,226
143	Retirement	35,689	35,011	33,720	37,142	2,131
146	Workers' Compensation	6,927	7,625	7,156	7,625	-
211	Mailing	3,263	3,600	3,972	3,600	-
220	Reproduction & Printing	104	250	-	150	(100)
233	Publications	448	100	-	-	(100)
235	Memberships & Fees	8,149	5,000	11,228	7,000	2,000
237	Advertising & Publicity	74	200	43	200	-
250	Professional & Consulting	38	-	34	-	-
260	Repairs & Maintenance	-	-	784	-	-
280	Travel	3,003	3,000	2,142	3,000	-
290	Other Contractual	440	-	-	-	-
294	Rental & Maintenance Contracts	4,224	2,400	3,567	3,750	1,350
311	Office Supplies	3,254	3,200	2,115	4,200	1,000
312	Small Tools & Minor Equipment	300	-	-	-	-
390	Other Supplies	463	-	60	-	-
510	Insurance - Fire, Liability, Auto	1,048	1,100	1,312	1,500	400
<b>TOTALS</b>		<b>376,804</b>	<b>377,890</b>	<b>374,570</b>	<b>389,361</b>	<b>11,471</b>

## Playgrounds and Programs

This activity provides all the various recreational activity needs of the community on a year round basis with emphasis on the spring and summer programming. Activities include athletics and special events. Arts and crafts, tennis and gym activities to meet the needs of young people's leisure time during non-school hours. The objective of programs is to develop skills, sportsmanship and good citizenship. Programs are held at Talley-Ward Center, various gyms in the area as well as key parks within our system.

### ❑ Performance/Workload Measurement for calendar years 2007 – 09

Events Programming		
Event	2009	2010 Goal
Easter Eggsellent Adventure @ Fred Miller Park	Approximately 1800 in attendance	approximately 2000 in attendance and 25 booths
Pickin In the Park @ Fred Miller Park	Approximately 250 participants weekly	300+
Starlite Cinema Series @ Fred Miller Park	275 participants per movie	300 per movie
Kids Fun Fair @ Fred Miller Park	700 participants	800
Olympic Day @ Fred Miller Park	200 participants	250
Wet N Wild Wednesday @ Fred Miller Park	200 participants	200
Arts in the Park @ Dr. Martin Luther King Jr. Park	700 participants	1000
Celebration of Cultures @ Fred Miller Park	1500 participants	2000
Touch a Truck @ Frank Lorino Park	150+ participants	250
Children's Health Fair @ Talley Ward Recreation Center	150+ participants	500
BOO Fest @ Fred Miller Park	3000 participants	3000 (booth participants to increase from 40-45.)
Official Tree Lighting Ceremony @ City Center	150 participants	200



### Talley Ward Center Programming

Event	2009	2010
Stuffed Animal Pageant: A children's event where their personal stuffed animals are judged in various categories to win ribbons and receive points toward a grand prize.	15 participants	20
White Elephant Bingo: A bingo program where contestants donated items from home to the prize table, along with a canned food item for charity, to get their cards.	12 participants	part of the new Adopt-A-Night scheduling
TVTC: a partnering group that specializes in antiques and collectibles and hold auctions once a month as well as an annual –Bottle Show” where collectors can sell items.	700 participants	to be set by user group
Lakeway Twirlers: a user group that specializes in square dancing.	N/A	N/A
March Madness: a basketball contest where the lead score wins gift cards.	57 participants	75
Art Attack Camp 1: a two week format day camp where children 5 to 8 participate in making crafts and playing games.	111 participants	111
Art Attack Camp 2: a two week format camp where children 9 to 12 participate in crafts and playing games	134 participants	134
Canned Food Castle: a charity event where participating groups construct a castle out of non-perishable food item for a chance to winner a banner and a free pavilion rental. All non-perishable food items are collected and donated to –The Daily Bread”	1000 items	2000 items and twice the number of participating groups
Halloween Coloring Contest: A children's coloring contest divided into 3 age groupings.	58 participants	65 participants
Lil' Locker Room: An activity room for the children whose parents are participating in adult league volleyball practices and games.	24 participants each night	40 entries
Scrappy Thanksgiving: a charity event where the public can drop off items for the animal shelter at the center to be collected and donated.	250 items	400 items
Thanksgiving Coloring Contest: A children's coloring contest divided into 3 age groupings	40 participants	50 participants
Deck the Halls: A partnership program with Girl's Inc. where Girl's Inc members decorate the community center for the holiday season.	10 participants	15 participants
Christmas Coloring Contest: A children's coloring contest divided into 3 age groupings.	14 participants	25 entries
New Year's Early Eve Party: a children's event with food and games with the purpose of counting down the New Year early so parents can send children on to bed.	22 participants	30 participants
Free Play: Open court free usage open for drop-in play	25-60 participants per day	30 -75 participants per day

<b>Adult League Participation</b>		
<b>Sport</b>	<b>Teams</b>	<b>Leagues</b>
Fall Softball	18	3
Men Volleyball	21	5
Women Volleyball	55	9
Coed Volleyball	16	3
Men Basketball	62	11
Women Basketball	10	2
Men Spring Softball	32	6
Women Spring Softball	17	4
Total Teams	231	43

<b>Youth Sports Participation</b>			
<b>Sport</b>	<b>Teams</b>	<b>Players</b>	<b>Leagues</b>
Little League Baseball/Softball	92	1,167	15
Basketball	61	586	8

## **FY 2011 Goals and Objectives**

### **Programming**

- Increase established programs BOO Fest, Easter Eggsellent Adventure, Kids Fun Fair, Wet N Wild Wednesday and the Starlite Cinemas by 10% - 20% each year.
- Increase community involvement with more local businesses and churches participating in the events
- Expand the Children's Health Fair, in partnership involvement
- –Scarecrows in the park” this will be a new program for 2010, Groups, clubs, individuals will be asked to decorate a scarecrow. These scarecrows will line the walking trail at Fred Miller and they must be homemade. They will remain up at the park from October 9th through our BOO Fest event.
- Continue the contract with Lakeway Regional Hospital for P.A.T.H. and increase the positive reinforcement for the current members with extra goodies, last year we offered them pedometers. This year I would like encourage a healthier diet to there new lifestyle.
- Encourage more sun cancer awareness with the partnership of Sunny Skincare, Wal-greens has and will donate again single packs of sun block for special events to be handed out to children. We also encourage this inner office also with our maintenance crew. We also gave away hats to the children for extra protection.
- Working with Keep Morristown Hamblen Beautiful to make our special events Litter Free, they will assist with extra trash containers and signage to post during the events.
- Increase the community partnership in all program areas would like to see more businesses participate in every event especially Easter Eggsellent Adventure and BOO Fest due the attendance.
- Utilize the list serve thru TRPA to find out benchmarking of other departments and cities
- Seek a better survey consistency with our programs. This will be done before and after events, we will continue this in future.
- Work on web site development and increase awareness using Face book on mymorristown.com.

## Talley Ward

- 6 new programs per year
- Adopt-A-Night: a partnership program beginning in July where groups and organizations can adopt the club room one night a month for an entire year for free to lead programs provided that the program is open to the general public. Current Adopt-A-Night partnerships include:
  - Avon – business shows with door prizes and activities (6 program commitment),
  - American Red Cross – emergency awareness programs (6 program commitment),
- Basketball Workshops: a program to instruct skills in depth outside of the game format.
- –Wish List” Campaign: Campaign to recruit donated items for programs from area civic groups. Items to be requested:
  - Art Supplies (Art Attack Camps, Children’s table at Arts in the Park, Lil’ Locker Room, Children’s Coloring Contest, Deck the Halls, New Year’s Early Eve Party)
  - Storage containers (Event Item Storage)
  - Lumber (Referee stand reinforcement, Event item construction, Lobby reception area construction)
  - Paint (building updates, parking blocks)
  - Landscaping items (mulch, plants, fertilizer)
  - Office Supplies (Administrative Offices, Talley Ward Offices, Park Ranger Stations, Maintenance Stations)

### ❑ Comments on Prior Year Actual and FY10 Projections:

- Other Contractual- Reduced athletic programming and officials/scorer/timers pay
- Small Tools and Minor Equipment - Reduction in purchase of special event, athletic teams/ league equipment and supplies

### ❑ Significant Changes for FY 11

Repairs and Maintenance Funds will be used for increases in Talley-Ward facility for repairs and maintenance inside the building. Building is older and in needs to be upgraded.

### ❑ Personnel Summary

PARKS & REC PLAYGROUNDS & PROGRAMS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION CENTER SUPERVISOR	1	1	1	1	1	1
RECREATION PROGRAM COORDINATOR	0	1	1	1	1	1
PARK RANGER	1	1	1	1	1	1
TOTAL PARKS & REC PLAYGROUNDS & PROGRAMS	2	3	3	3	3	3

PARKS & REC MHA PROGRAMMING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION PROGRAM COORDINATOR	1	0	0	0	0	0
TOTAL PARKS & REC MHA PROGRAMMING	1	0	0	0	0	0

## Budget Expense Detail

44420 Playgrounds & Programs		FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	103,109	97,770	101,904	97,770	-
112	Overtime	284	-	42	-	-
114	Wages & Salaries Temporary Employees	68,289	72,600	66,677	72,600	-
134	Christmas Bonus	498	275	487	460	185
141	FICA	13,163	13,054	12,729	13,069	14
142	Hospitalization & Life Insurance	12,915	25,612	25,561	28,148	2,536
143	Retirement	14,364	13,530	14,022	14,352	821
146	Workers' Compensation	4,156	4,575	4,374	4,575	-
147	Unemployment	5	-	1,075	-	-
235	Memberships & Fees	450	-	648	-	-
237	Advertising & Publicity	62	-	122	-	-
250	Professional & Consulting	588	500	658	500	-
260	Repairs & Maintenance	1,084	500	778	1,500	1,000
280	Travel	12,753	-	124	-	-
290	Other Contractual	107,997	98,551	85,779	98,551	-
294	Rental & Maintenance Contracts	90	3,550	296	500	(3,050)
311	Office Supplies	17	-	-	-	-
312	Small Tools & Minor Equipment	51,435	66,000	41,192	62,000	(4,000)
390	Other Supplies	47	100	121	200	100
510	Insurance - Fire, Liability, Auto	20,466	12,000	16,321	18,000	6,000
<b>TOTALS</b>		<b>411,772</b>	<b>408,618</b>	<b>372,909</b>	<b>412,225</b>	<b>3,607</b>

## **Parks & Maintenance**

The Parks and Recreation Maintenance Division is responsible for maintenance of all City Parks. There are 16 parks (3 are closed) consisting of 265 acres that the division is responsible for maintaining. Maintenance operations are out of three sites. General Maintenance (Pauline Street) Frank Lorino Park Maintenance and Wayne Hansard Park Maintenance

### **❑ Significant Accomplishments 2009-2010:**

#### **Frank Lorino Park:**

- BMX Track-added some new and repaired some excising lighting, new concession stand, painted all buildings, and planted trees
- Skate Park-increased concrete pad from 60'x80' to 60'x100'
- Added a sidewalk and handrail from lower parking lot to middle parking area
- Repaired, primer, and painted the roof on the large barn
- Installed new bulletin board, and painted the gazebo in tennis court area
- Painted scorekeepers stands, and added metal roofing at all baseball/softball fields
- Planted trees around soccer fields, and barn
- Added rock and graded parking lots at soccer complex
- Painted restrooms Whitney Auton Field, Shuck Shelter, and Tennis area
- Retro fit 5-row bleachers down to 3-row bleachers to conform to code

#### **Wayne Hansard Park**

- Painted restrooms and scorekeepers stands
- Installed new covers over the players benches at four baseball/softball fields
- Added some new and repaired some excising lighting at DeWald-McDaniel baseball field
- Improvements to the disc golf course
- Added sand, dirt, and Bermuda sprigs to bare areas on the four soccer fields
- Over seeded three soccer fields with rye grass

#### **Civic Park**

- Painted basketball court
- Removed two large trees (one fell the other removed due to disease)
- Repaired perimeter fencing

#### **Dr. Martin Luther King, Jr., Park**

- Added new walking entrance from west side of park

#### **Fred Miller Park**

- Retro-fit old brick well house into a park ranger office
- Replaced Jackie Long memorial climbing walls
- Hillcrest Park
- Painted Restrooms

#### **King Park**

- Repaired, painted, and added metal roof on scorekeepers stand
- Leveled outfield with dirt and sand then sowed grass
- Painted basketball goals

#### **Long-Reel Track**

- Added dirt to level football field, then sprigged with Bermuda

#### Popkin Field

- Installed metal roofing on restrooms/concession
- Removed large unsafe tree
- Planted six new trees

#### West Elementary Park

- Painted outdoor basketball court
- Removed unsafe playground equipment

#### Wildwood Park

- Removed large unsafe trees
- Added rock and leveled parking lot
- Painted basketball court

### **FY -2011 PARKS MAINTENANCE GOALS**

- Maintain all park sites, facilities, and athletic areas at an acceptable level so the public can have a safe and enjoyable leisure experience – target litter pickup, turf and mowing programs, restroom and shelter cleanliness
- To communicate with other divisions to ensure all scheduled programs and activity facilities are maintained for the user
- Coordinate school usage, special use agreements, shelter reservations, and Morristown BMX, all soccer and football programs
- Coordinate tournaments, team practices, league games
- Program special events, holiday decorations, and programming
- Insure safety as the most important factor to consider in maintenance.
  - Work closely with City Safety Officer in regard to work crews and park participants. .
  - Continue safety checks on playground equipment.
  - Train employees on equipment with personal safety equipment.
- Continue projects for aesthetic value in all parks - targeted are shelters, restrooms, score stands, press boxes, gates, and signs
- Work to solve drainage and runoff issues at Frank Lorino Park- Wayne Hansard Park- and Dr Martin Luther King Jr. Park
- Complete new parking lot and landscaping on the north side of Fred Miller Park
- Complete new walking/ bicycle trail at Wayne Hansard Park
- Make the transition from no dogs in park to dog friendly parks
- Add new restrooms for the north side of Fred Miller Park and the soccer field area at Wayne Hansard Park
- Continue development of a year round timetable, updating it monthly throughout the year
- Work with staff to finalize standard operating procedures for all parks and areas

#### ❑ Comments on Prior Year Actual and FY10 Projections:

- In 2007 the City opened up Martin Luther King, Jr. park and a new Frisbee Golf course located next to Wayne Hansard park. The department has had capital spending in excess of \$1 million over the previous two years for these projects and others as well. The additional parks and playing fields have required an increase in the funds needed to maintain and service them.
- Salaries Frank Lorino Crew Leader was filled by Joe Payne after the dismissal of the former Crew Leader. We were not allowed to fill the vacancy of park worker skill level 3 positions (Joe Payne position after he was moved to Crew Leader.
- Salaries Term Employees Staff reduction of 2 ½ term persons which leads to less frequent service of mowing, and cleaning park
- Repairs and Maintenance Target no upgrades, repairs, and improvements unless it is vital for safety and liability
- Other Contractual - Reductions in appraisals, turf program and refuse contracts
- Electrical Plumbing – Hardware Target no upgrades and improvements unless it is vital for safety and liability
- Construction Materials Was used to meet budget reductions. Staff just had to do without unless it is vital for safety and liability

#### ❑ Significant Changes for FY 11

- Overall, there is a decrease in this account.
- There is an increase in overtime to be used to help supplement full time maintenance staff when we have special events and tournaments in the same week. Is just not feasible to have cut furloughs of employee time and flex time for these weeks and weekends.
- Salaries Temporary Employees - Frank Lorino Aide (Dale Goodman retired) from full time to term staff. The increased amount is for term maintenance staff and term park rangers. We will use 12 term staff to cover work period from March – October. Increase amount gives all term staff flat \$10 per hour. The term staff is for a seven day a week park schedule at all 16 parks.
- Electrical, Plumbing, Hardware & Chemicals is increased to provide water and electrical extensions at Wayne Hansard for new restroom at four soccer fields. By grant documents these have to be underground not above ground.
- Construction Materials – Bldgs, Land & Roadway to address building improvement issues (roof and siding) at Frank Lorino, King Park, Fred Miller, and playground equipment upgrades for swing seats/hangers.

#### ❑ Personnel Summary

PARKS & REC MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION AIDE	1	1	1	1	0	0
CREW LEADER	4	5	5	4	3	2
SUPERINTENDENT	1	1	1	1	1	1
ASSISTANT SUPERINTENDENT	1	1	1	1	1	1
MAINTENANCE WORKER I	3	5	4	4	4	4
MAINTENANCE WORKER II	2	0	0	1	1	1
TOTAL PARKS & REC MAINTENANCE	12	13	12	12	10	9

## **□ Budget Expense Detail**

<b>44430 Parks &amp; Maintenance</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	439,728	344,008	311,243	307,063	(36,945)
112 Overtime	11,549	2,000	1,493	4,000	2,000
114 Wages & Salaries Temporary Employees	121,325	136,000	119,985	137,200	1,200
134 Christmas Bonus	5,170	3,302	3,940	3,360	58
141 FICA	42,504	37,126	32,611	34,626	(2,501)
142 Hospitalization & Life Insurance	82,274	85,586	76,922	84,615	(971)
143 Retirement	59,587	48,199	42,816	46,083	(2,115)
146 Workers' Compensation	16,624	15,250	14,076	13,725	(1,525)
147 Unemployment	15,141	5,000	25,376	18,000	13,000
211 Mailing	-	-	9	-	-
237 Advertising & Publicity	-	250	126	-	(250)
250 Professional & Consulting	1,677	-	1,924	1,000	1,000
260 Repairs & Maintenance	33,241	32,800	20,007	32,800	-
280 Travel	15	-	124	-	-
290 Other Contractual	40,796	35,000	27,319	35,000	-
294 Rental & Maintenance Contracts	5,249	11,600	2,379	3,000	(8,600)
312 Small Tools & Minor Equipment	7,285	8,000	5,393	8,000	-
324 Janitorial Supplies	10,492	10,800	7,663	10,800	-
326 Uniforms	5	-	-	-	-
331 Gasoline, Fuels & Lubricants	21,429	25,000	19,235	23,000	(2,000)
332 Automotive Parts & Accessories	12,728	10,000	11,989	13,000	3,000
336 Electrical, Plumbing, Hardware & Chemicals	6,496	10,000	4,743	13,000	3,000
339 Vehicle Expense	155	500	-	-	(500)
390 Other Supplies	943	500	431	500	-
400 Construction Materials - Bldgs, Land & Roadways	17,182	25,000	5,536	30,000	5,000
510 Insurance - Fire, Liability, Auto	15,714	15,800	18,849	19,800	4,000
700 Grants & Subsidies	-	-	6,000	-	-
910 Land	55,017	-	-	-	-
930 Improvements Other Than Buildings	(1,475)	-	251	-	-
<b>TOTALS</b>	<b>1,020,851</b>	<b>861,720</b>	<b>760,440</b>	<b>838,572</b>	<b>(23,148)</b>



## **Other Departments, Agencies & Budget Accounts**



MORRISTOWN HAMBLÉN LIBRARY

## Civil Service

Public Safety employees are covered by special civil service rules and procedures. All Civil Service related expenses, including salaries of Board members, are paid from this account.

### ☐ Comments on Prior Year Actual and FY10 Projections:

This area will finish the year near the budgeted level.

### ☐ Significant Changes for FY 11

There are no changes planned in this area.

### ☐ Personnel Summary

There are no personnel assigned to this department.

### ☐ Budget Expense Detail

<b>42250 Civil Service</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	6,000	7,200	6,480	7,200	-
250	Professional & Consulting	1,200	-	6,560	-	-
294	Rental & Maintenance Contracts	5,237	6,000	980	6,000	-
311	Office Supplies	-	100	-	100	-
390	Other Supplies	666	-	-	-	-
						-
<b>TOTALS</b>		<b>13,102</b>	<b>13,300</b>	<b>14,021</b>	<b>13,300</b>	<b>-</b>

# Animal Control / Humane Society

The City of Morristown has a contractual agreement with the Morristown/Hamblen County Human Society to provide services in Animal Control.

## ❑ Comments on Prior Year Actual and FY10 Projections:

Expenses are expected to exceed budget levels by nearly 20%.

## ❑ Significant Changes for FY 11:

It is hoped that expenses will return to more normal levels.

## ❑ Personnel Summary

There are no personnel assigned to this department. Personnel are provided by the Morristown/Hamblen County Humane Society and are included in the annual contractual amount agreed to by the Society and City Council.

## ❑ Budget Expense Detail

<b>44130 Animal Control</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
299	Contracts With Other Agencies	133,532	133,532	160,238	133,532	-
<b>TOTALS</b>		<b>133,532</b>	<b>133,532</b>	<b>160,238</b>	<b>133,532</b>	<b>-</b>

# Summer Feeding Program

This account is pass-through money earmarked for the charitable agency that conducts the City's Summer Feeding Program sponsored by the United States Department of Agriculture. The purpose of the Summer Feeding Program is to provide meals to school aged children who would normally receive meals if they were attending school.

Because this is a pass-through account, the same amount budgeted as an expense in this account is budgeted as revenue in the General Fund.

## ☐ Comments on Prior Year Actual and FY10 Projections:

No significant variances are anticipated in this program.

## ☐ Significant Changes for FY 11:

No changes are anticipated for this area.

## ☐ Other Information

## ☐ Budget Expense Detail

<b>44440 Summer Feeding Program</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
237	Advertising & Publicity	210	-	150	-	-
250	Professional & Consulting	1,050	-	1,050	-	-
299	Contracts With Other Agencies	54,006	90,000	88,516	90,000	-
TOTALS		55,266	90,000	89,716	90,000	0

# Library

This account is for the operation of the Morristown-Hamblen County Public Library. Funding for the library is shared by the City and the County.

## ☐ Comments on Prior Year Actual and FY10 Projections:

The amount in FY 09 reflects the City's share of renovation costs of the facility.

## ☐ Significant Changes for FY 11:

In FY 11, the City's share has been increased to match the County's contribution to the operation.

## ☐ Budget Expense Detail

<i>44800 Public Library</i>		<i>FY 2009</i>	<i>FY 2010</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>Increase</i>
		<i>Actual</i>	<i>Budget</i>	<i>Projected</i>	<i>Budget</i>	<i>(Decrease)</i>
700	Grants & Subsidies	841,649	228,500	228,500	250,000	21,500
<b>TOTALS</b>		841,649	<b>228,500</b>	<b>228,500</b>	<b>250,000</b>	21,500

## Social Services

This account is utilized by the City to assist expenditures for social service agencies.

### □ Budget Summary

<b>Agency</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Budget</b>	<b>FY 2010 Projected</b>	<b>FY 2011 Request</b>	<b>FY 2011 Proposed</b>
ALPS	\$10,000	\$10,000	\$10,000	\$10,000	\$9,500
ARC	\$3,500	\$3,500	\$3,500	\$0	\$0
Boys & Girls Club	\$16,500	\$16,500	\$16,500	\$16,500	\$15,675
CEASE	\$17,500	\$17,500	\$17,500	\$20,000	\$16,625
Central Services	\$20,000	\$20,000	\$20,000	\$20,000	\$19,000
Child Advocacy	\$1,000	\$1,000	\$1,000	\$1,500	\$950
Daily Bread	\$5,000	\$5,000	\$5,000	\$5,000	\$4,750
Girls, Inc.	\$12,000	\$12,000	\$12,000	\$12,000	\$11,400
Helping Hands	\$7,500	\$7,500	\$7,500	\$8,000	\$7,125
KAB	\$21,000	\$21,000	\$21,000	\$21,000	\$19,950
MATS	\$17,500	\$17,500	\$17,500	\$20,000	\$16,625
M-H Child Care Centers	\$24,000	\$24,000	\$24,000	\$24,000	\$22,800
New Hope Recovery	\$5,000	\$5,000	\$5,000	\$7,500	\$4,750
Red Cross	\$0	\$0	\$0	\$5,000	\$0
Rose Center	\$12,500	\$12,500	\$12,500	\$15,000	\$11,875
Senior Citizens Center	\$50,000	\$50,000	\$50,000	\$50,000	\$47,500
Senior Citizens Home Assistance	\$5,000	\$5,000	\$5,000	\$5,000	\$4,750
Stepping Out	\$1,500	\$1,500	\$1,500	\$10,000	\$1,425
Youth Emergency Shelter	\$32,500	\$32,500	\$32,500	\$36,000	\$30,875
<b>Totals</b>	<b>\$262,000</b>	<b>\$262,000</b>	<b>\$262,000</b>	<b>\$286,500</b>	<b>\$245,575</b>

### □ Significant Changes for FY 11

Contributions to social service agencies from local sources have been reduced by 5% to bring these costs in line with spending on the City's operations. Those agencies receiving funding through the CDBG program have not been reduced.

### □ Budget Expense Detail

<b>44600 Social Services</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Budget</b>	<b>FY 2010 Projected</b>	<b>FY 2011 Budget</b>	<b>Increase (Decrease)</b>
700 Grants & Subsidies	272,000	262,000	269,500	248,900	(13,100)
<b>TOTALS</b>	<b>272,000</b>	<b>262,000</b>	<b>269,500</b>	<b>248,900</b>	<b>(13,100)</b>

## Other Agencies

This account is used to allocate funds to the Industrial Development Board, the Chamber of Commerce and the City Council's Scholarship Program.

### ❑ Comments on Prior Year Actual and FY10 Projections:

Reductions in collections in lodging tax resulted in decreased contributions to the Chamber for the tourism program.

### ❑ Significant Changes for FY 11:

Although the City will increase the rate for hotel / motel tax from 5% to 7%, the contribution to the Chamber has been budgeted at 30% of the proceeds from the first 5%. At this time, the Chamber will not receive an increase due to the change in the rate.

Funds are allocated to chamber for tourism (\$99,000) and to the Industrial Park board (\$54,000).

### ❑ Budget Expense Detail

<b>44900 Economic Development - Other Agencies</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
700	Grants & Subsidies	169,366	185,500	181,003	185,500	-
<b>TOTAL</b>		<b>169,366</b>	<b>185,500</b>	<b>181,003</b>	<b>185,500</b>	<b>-</b>

# Airport

Morristown Regional Airport is a vital recruiting and sustainability tool for business and industry in the Lake Way Region. It also supports local general aviation enthusiasts. There are no regular full time employees funded in this division although, the division does fund the contract employment of the airport manager. A general fixed base operator and a special fixed base operator are located on the airfield through lease agreements with the City. Both Avgas and Jet –A fuel services, hanger rental, aircraft freight and passenger charter services, flight training, aviation maintenance training, and aviation maintenance for piston and turbine aircraft, are available at Morristown Regional Airport.

## ❑ Significant Accomplishments 2009-2010:

### Committed Capital Projects FY 2009:

Administrative building and hanger repair (Tennessee Technology Center)	\$ 180,000
--	------------

New Terminal	\$ 1,255,000
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### Requested and approved Projects FY 2010:

\*local funding not budgeted

Jet-A and AVGAS Fuel Farm 50/50 funding	\$ 250,000
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Apron Improvements at Terminal 90/10 funding	\$ 650,000
---	------------

Tractor with bat wing mower 75/25 funding	\$ 75,000
--	-----------

## ❑ FY 2011 Goals:

- If funded schedule projects listed above
- Take advantage of property acquisition opportunities when funded
- Completion of RNAV / GPS approach (FAA dependent)
- Complete yearly SPCC training
- Promote expansion through ground lease opportunities

## ❑ Comments on Prior Year Actual and FY10 Projections:

The cost of construction of the new terminal results in higher costs for the airport. There are significant grant funds which have been provided for this project.

## ❑ Significant Changes for FY 11:

There are no changes anticipated in this area.

## ❑ Personnel Summary

There are no City personnel assigned to this department.



## □ Budget Expense Detail

<b>48100</b>	<b>Airport</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
211	Mailing	59	100	61	100	-
235	Memberships & Fees	-	-	48	-	-
237	Advertising & Publicity	1,281	400	-	400	-
250	Professional & Consulting	220,279	1,000	681,036	1,000	-
260	Repairs & Maintenance	8,216	7,500	7,422	7,500	-
280	Travel	36	-	-	-	-
290	Other Contractual	17,318	16,500	18,787	16,500	-
299	Contracts With Other Agencies	40,865	55,500	29,415	55,500	-
312	Small Tools & Minor Equipment	-	-	74	-	-
326	Uniforms	1,982	2,000	1,529	2,000	-
331	Gasoline, Fuels & Lubricants	38	-	-	-	-
332	Automotive Parts & Accessories	1,981	1,000	1,171	1,000	-
336	Electrical, Plumbing, Hardware & Chemicals	4,219	5,000	519	5,000	-
390	Other Supplies	435	600	-	600	-
400	Construction Materials - Bldgs, Land & Roadways	5,880	3,000	2,488	3,000	-
700	Grants & Subsidies	-	20,000	-	20,000	-
<b>TOTALS</b>		<b>302,588</b>	<b>112,600</b>	<b>742,550</b>	<b>112,600</b>	<b>-</b>

# Other Expenses



# Industrial Parks

The City is currently finishing construction on the East Tennessee Progress Center, an Industrial Park located in the southeastern portion of Morristown. Work completed related to E.T.P.C., and other industrial parks and economic development items, are funded through this account. Significant expenditures are usually funded through grants from the State of Tennessee.

## ❑ Comments on Prior Year Actual and FY10 Projections:

There are no major variations in this account.

## ❑ Significant Changes for FY 11:

No changes are anticipated.

## ❑ Budget Expense Detail

<b>47000 Economic Development - Industrial Parks</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
250	Professional & Consulting	13,420	-	-	-	-
299	Contracts With Other Agencies	449,373	25,000	9,000	25,000	-
910	Land	1,500	-	-	-	-
<b>TOTALS</b>		<b>464,294</b>	<b>25,000</b>	<b>9,000</b>	<b>25,000</b>	<b>-</b>

# General Fund Debt Service

This account is used to budget and pay out the City's bond payments.

## □ Comments on Prior Year Actual and FY10 Projections:

Lower than expected interest expense will allow for a savings in this area.

## □ Significant Changes for FY 11:

Retirement of the debt on the City Center allows for a significant reduction in debt service.

## □ Budget Expense Detail

<i>49100-49200</i>	<i>Bonds</i>	<i>FY2009</i>	<i>FY2010</i>	<i>FY2010</i>	<i>Increase</i>
		<i>Actual</i>	<i>Budget</i>	<i>Projected</i>	<i>(Decrease)</i>
250	Professional & Consulting	53,404	25,000	60,000	35,000
611	Debt Principal	1,586,805	1,868,616	1,718,615	(586,373)
631	Debt Interest	538,250	1,066,570	450,000	(73,231)
<b>TOTALS</b>		<b>2,178,459</b>	<b>2,960,186</b>	<b>2,228,615</b>	<b>(624,604)</b>

## Debt Detail – General Fund

<i>Issue</i>	<i>Rate</i>	<i>Balance 7/1/10</i>	<i>FY2011 Principal</i>	<i>FY2011 Interest</i>
2001 Refunding-Airport	4.96%	120,000	60,000	4,875
Series B-2-B - Industrial Park	2.06%	1,650,000	525,000	64,750
TML 2009 (Refunded Series A-1-G)	Variable	2,082,000	54,548	59,793
TMBF 2008	Variable	3,752,000	133,500	187,600
TML 2008 - Energy Improvements	Variable	1,250,870	40,850	62,544
TML 2008 (Refunded Series IV-F-3)	Variable	2,216,297	78,762	110,815
TML 2008 (Refunded Series D-1-D)	Variable	1,684,809	59,874	84,240
TML 2008 (Refunded Series D-10-C)	Variable	3,097,250	110,500	154,863
TML 2008 (Refunded Series D-8-B)	Variable	4,737,177	168,347	236,860
Library Energy Improvements	0.00%	157,375	26,229	-
TML 2009 PW Land	Variable	940,153	24,632	27,000
Totals		21,687,931	1,282,242	993,340

## General Fund – Retiree Benefits

This account is used to report the costs associated with funding the group health benefits of employees of the General Fund. It is the policy of the City of Morristown to provide health insurance to all qualifying retirees until they reach age 65. Retirees and their dependents are eligible to enroll in the City's insurance plans on the same terms and conditions as active full-time employees.

Beginning in FY 2009 the City of Morristown is required to comply with Government Accounting Standards Board Statement No. 45. GASB 45 requires the City to fund other postemployment benefits (OPEB) provided by the City based upon an actuarial study.

### ☐ Comments on Prior Year Actual and FY10 Projections:

Contributions are based on actuarial study and should not change in the course of a year's time.

### ☐ Significant Changes for FY 11:

Increasing costs of benefits result in higher costs in this account.

### ☐ Budget Expense Detail

<b>49600 Retiree Insurance</b>	<b><i>FY 2009 Actual</i></b>	<b><i>FY 2010 Budget</i></b>	<b><i>FY 2010 Projected</i></b>	<b><i>FY 2011 Budget</i></b>	<b><i>Increase (Decrease)</i></b>
142 Hospitalization & Life Insurance	261,416	478,050	478,050	550,000	71,950
<b>TOTALS</b>	<b>261,416</b>	<b>478,050</b>	<b>478,050</b>	<b>550,000</b>	<b>71,950</b>

## Transfers to Other Funds

These are transfers made between the General Fund and all other funds.

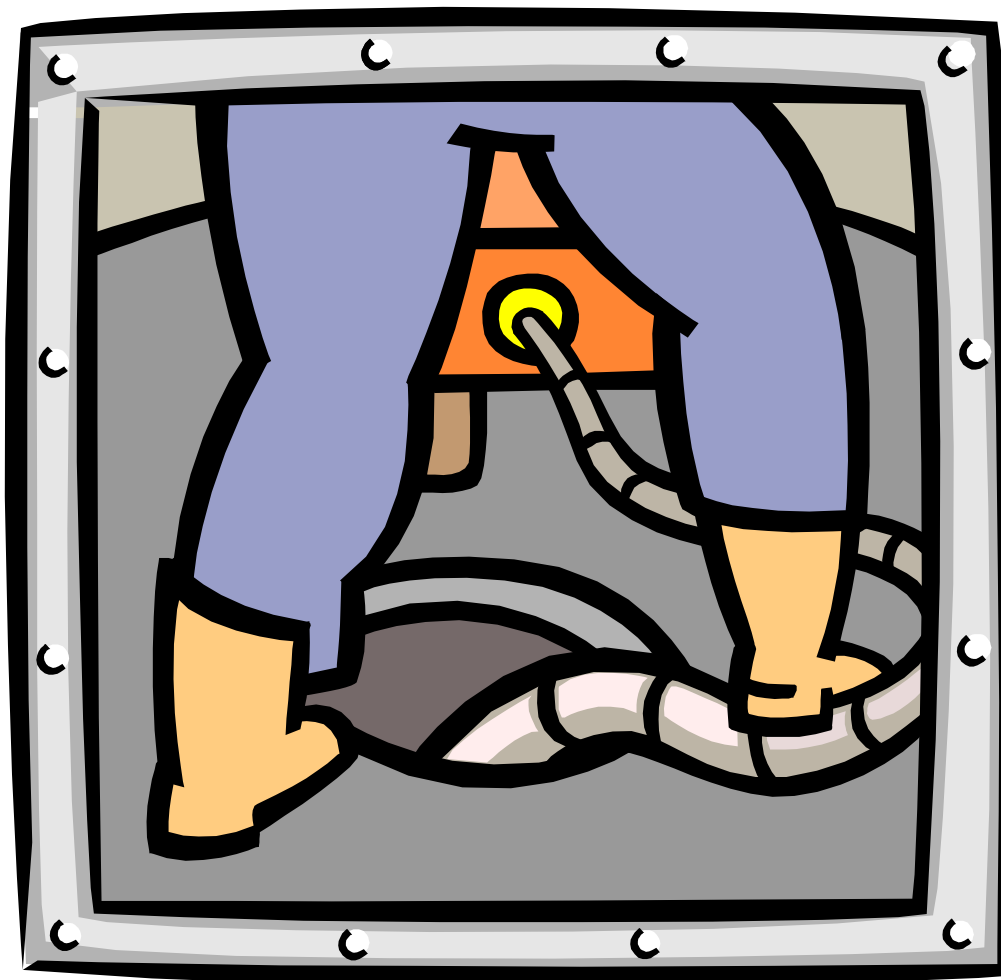
### ❑ Significant Changes for FY 11

The transfer to the Sanitation Fund is significantly reduced with the implementation of the new fees for garbage pickup.

### ❑ Budget Expense Detail

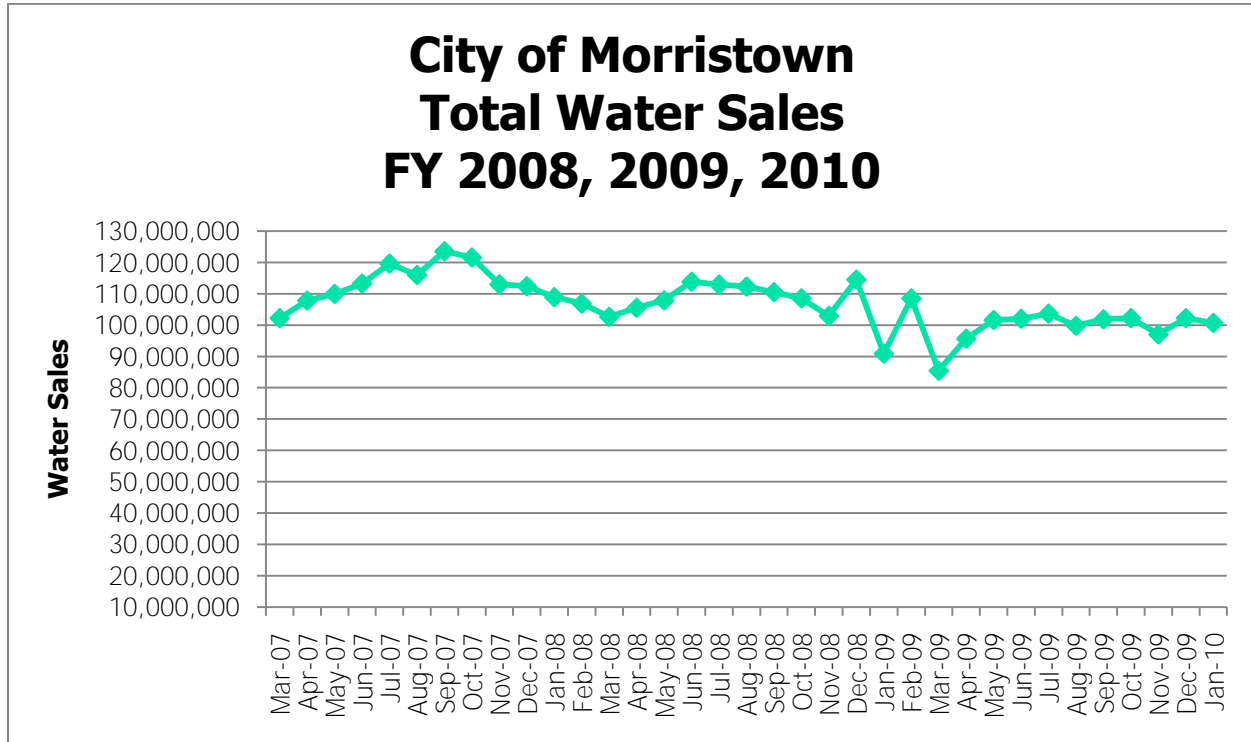
<b>52100</b>	<b>Transfers to Other Funds</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Budget</b>	<b>FY 2010 Projected</b>	<b>FY 2011 Budget</b>	<b>Increase (Decrease)</b>
	760 Transfers to Other Funds	1,883,674	1,785,899	1,908,202	1,102,970	-682,929
	<b>TOTALS</b>	<b>1,883,674</b>	<b>1,785,899</b>	<b>1,908,202</b>	<b>1,102,970</b>	<b>(682,929)</b>

## Sewer Fund



# Revenue Analysis

The City's sewer revenue is tied directly to water sales. When water sales decline, the City's sewer revenue follows in direct proportion. As can be seen from the graph below, water sales have seen a significant decline with the downturn in local manufacturing, resulting in falling sewer revenue. Unfortunately, due to issues with inflow and infiltration, flows at the plant have not fallen at a similar rate. This means that the cost of treatment has remained constant or even increased while revenue has fallen.



A rate study was conducted by Lamar Dunn and Associates. As a result of this study they recommended the following adjustments to the City's sewer fee structure:

1. Eliminate exception in Section 3 Article IX Fees and Charges
2. Add a "Commissioner's Order" surcharge of \$1.25/1,000 gallons for fiscal years 2011, 2012, and 2013.
3. Increase Septage fees as follows:
  - Increase pumper permit fee to \$100.00/yr.
  - Amend septage discharge fee to \$100.00 minimum per 1,000 gallon load for waste pumped in Hamblen County and \$200.00 per 1,000 gallons for waste from outside Hamblen County.
  - Increase industrial surcharges as follows:
    - BOD from \$0.22/lb to \$0.29/lb
    - TSS from \$0.08/lb to \$0.12/lb
    - FOG from \$0.12/lb to \$0.12/lb
- \*Note: A FOG (Fats, Oils & Grease) program must be developed as a part of the MOM program. Fees should be adjusted in late 2010.
5. No change to Section 4 Sewer Use Fee paragraph 2
6. Sewer Connection Fee shall be as follows:



## Sewer Connection Fees

	Inside		Outside	
	Existing	Proposed	Existing	Proposed
5/8"	1,250.00	1,800.00	2,500.00	3,600.00
1"	2,500.00	3,600.00	5,000.00	7,200.00
1 1/2"	5,000.00	10,000.00	10,000.00	20,000.00
2"	8,000.00	15,000.00	16,000.00	30,000.00
3"	15,000.00	25,000.00	30,000.00	50,000.00
4"	17,500.00	40,000.00	35,000.00	-----
6"	20,000.00	50,000.00	40,000.00	-----

\*Note: When the City is required to add pipe-work to accommodate the connection, the actual cost of said construction shall be added to the above fee.

All of these recommendations were accepted by Council and the rates were adjusted accordingly.

## Revenue Detail

	<i>FY 2009 Actual</i>	<i>FY 2010 Budget</i>	<i>FY 2010 YTD</i>	<i>FY 2010 Projected</i>	<i>FY 2011 Budget</i>
<b><u>Revenues</u></b>					
Sewer Penalty and Recovery Fees	0	0	0	850,000	0
Interest on Investments	562	0	951	500	0
Sewer Service Charges	5,764,270	6,312,600	4,543,493	5,971,784	8,169,007
Sewer Connection Charges	170,220	150,000	46,121	45,000	75,000
Pre-Treatment Program	236,547	210,000	193,157	235,000	365,000
Septic Haulers	45,540	40,000	37,150	45,000	40,000
SRF	0	0	0	1,350,000	600,000
Bond Proceeds	0	1,350,000	685,000	450,000	4,000,000
Miscellaneous Revenues	4,670	0	0	0	0
Total Revenues	6,221,809	8,062,600	5,505,872	8,947,284	13,249,007

# Sewage Treatment Plant

The Sewage Treatment Plant provides treatment, including recycling and reclamation, of municipal sewage and industrial waste. The treatment plants are required to comply with all applicable state laws, the Clean Water Act, and the General Pretreatment Regulations.

The City has two treatment plants – Turkey Creek and Lowland. They are operated through a contractual agreement with Veolia Water, with oversight from City staff.

## Significant Accomplishments FY2010

- 100% compliance with NPDES Permit TN0023507 effluent limitations and monitoring requirements issued to the Turkey Creek Wastewater Treatment Plant.
- 100% compliance with NPDES Permit TN0068187 effluent limitations and monitoring requirements issued to the Lowland Wastewater Treatment Plant.
- Recipient of the Operational Excellence Award issued by the Kentucky-Tennessee Water Environment Association for achieving 100% effluent compliance during the calendar year 2008.
- 100% acceptable laboratory data achieved in EPA DMR-QA 29 Proficiency Testing.
- Sixteen years without a Lost Time Accident.
- Six years without a Recordable Accident.
- Recipient of the Perfect Record Award, the Excellence Achievement Award for recognition of outstanding efforts in occupational safety performance, and the Certificate of Merit for outstanding safety practices by the National Safety Council.
- One employee attained certification as a Grade II Wastewater Collection System Operator by the State of Tennessee.
- One employee attained Voluntary Pretreatment Certification Level I by the Kentucky-Tennessee Water Environment Association.

## Goals & Objectives

- Maintain 100% compliance with NPDES Permit TN002357 within the limits of the operating capability of the sewerage system and within the direct control of Veolia Water North America through continued implementation of VVNA's Site-Specific Process Control Management Plan, maintenance software MP2, and operations software HACH WIMS.
- Maintain 100% compliance with NPDES Permit TN0068187 within the limits of the operating capability of the sewerage system and within the direct control of Veolia Water North America through continued implementation of VVNA's Site-Specific Process Control Management Plan, maintenance software MP2, and operations software HACH WIMS.
- Maintain safety record of zero Lost Time Accidents and zero Recordable Accidents through effective training and by continuing to foster a safety culture.
- Replace heat exchangers and boilers at Turkey Creek Plant.
- Add additional sludge piping to allow two belt filter presses to be used simultaneously.
- Install SCADA system to monitor various components of the Turkey Creek Plant.
- Replace influent flow meter at headworks of Turkey Creek Plant.
- Install VFDs on main lift station pumps at Turkey Creek Plant.

- Operate plant to minimize odors at fence line of Turkey Creek Plant.
- Install septage receiving and monitoring equipment at ETVID plant.
- Install surge protection at Turkey Creek Plant.
- Repair roofs at Turkey Creek and Lowland Plants.

## Significant Changes for FY11

In addition to the scheduled user rate increase from \$4.59 to \$4.96, a Maintenance, Operation & Management (MOM) surcharge fee of \$1.25 per 1000 gallons will be added for the next 3 years.

## Performance/Workload Measures

Department	Task	FY09	FY10	FY11
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### TREATMENT PLANTS

Laboratory Tests Turkey Creek	14120	14286	14202
Laboratory Tests Lowland	0	1421	1421
Laboratory Proficiency Tests	2	2	2
Biosolids Disposal Dry Ton/Dumpster	3.88	2.91	3.40
Preventive Work Orders TC Treatment Plant	4804	3642	4223
Corrective, MCRR, ASA Work Orders TC Treatment Plant	119	132	126
Alarm Work Orders TC Treatment Plant	21	36	29
Safety Work Orders TC	517	361	439
Preventive Work Orders LL Treatment Plant	0	5	50
Corrective, MCRR, ASA Work Orders LL Treatment Plant	0	8	8
Alarm Work Orders LL Treatment Plant	0	0	0
Safety Work Orders LL	0	3	50
Veolia Equipment Work Orders	26	29	28

### LIFT STATIONS

Lift Station Inspections	3176	3228	3228
Preventive Work Orders Lift Stations	1568	1124	1346
Corrective, MCRR, ASA Work Orders Lift Stations	171	145	158
Alarm Work Orders Lift Stations	171	169	170
Preventive Work Orders Air Valves	185	187	191
Corrective, MCRR, ASA Work Orders Air Valves	11	7	9
Alarm Work Orders Air Valves	1	0	1
Safety Work Orders	89	122	106
OCNM Work Orders	57	50	54
Hydrogen Sulfide Analysis in collection system	126	195	250
E.coli Analysis in collection system	20	14	17

### PRETREATMENT

IU Inspections	29	27	27
IU Monitoring Events	75	72	72
Review IU Semiannual Reports	58	54	54
Class II, Type 3 Inspections (Grease Traps)	185	206	200
Prepare TDEC Semiannual Report	2	2	2

## **□ Personnel Summary**

There are no personnel budgeted in this account. The City contracts with Veolia Water to operate the facility and provide all the necessary personnel.

<b>43230 Sewage Treatment Plant</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
235	Memberships & Fees	12,353	22,500	20,760	22,000	(500)
240	Utilities	14,314	-	4,060	165,000	165,000
250	Professional & Consulting	91,252	57,500	80,624	50,000	(7,500)
290	Other Contractual	129,895	327,500	322,500	140,000	(187,500)
299	Contracts With Other Agencies	-	-	-	182,500	182,500
299	Veolia	2,544,836	1,778,884	2,808,860	970,459	(808,425)
510	Insurance - Fire, Liability, Auto	-	-	8,000	25,000	25,000
930	Improvements Other Than Buildings	-	-	-	295,000	295,000
949	Other Machinery & Equipment	-	-	-	166,000	166,000
		<b>2,792,650</b>	<b>2,186,384</b>	<b>3,253,715</b>	<b>2,015,959</b>	<b>(170,425)</b>

# Collection System Maintenance

Sewer Collection System Maintenance is responsible for the maintenance of sewer pipelines and manholes owned by the City. This division is involved in the investigation, cleaning, stoppage removal, repair and maintenance of the various sewer facilities.

## Significant Accomplishments FY2010

- Inspected 14% of sewer mains.
- Cleaned 20% of sewer mains.
- Assisted sewer construction division with South Cumberland Phase 2 rehabilitation project.
- Assisted sewer construction with replacement of sewer mains on E. 2nd North and W. Main Street using pipe bursting and dig and lay techniques.
- Began smoke testing and manhole inspections of gravity portion of system under contract with LDA.

## Goals & Objectives

- Assist Sewer Construction with South Cumberland Phase 2 rehabilitation project.
- Continue to respond to service calls promptly.
- Inspect 10% of lines
- Reduce blockages by 10%.
- Reduce service calls by performing routine scheduled maintenance.
- Initiate Fats, Oil, & Grease (FOG) program.
- Begin public education program for FOG.
- Clean 20% of sewer mains.
- Begin right of way clearing program to address roots and accessibility to manholes.

## Significant Changes for FY11

Due to the funding deadline schedule for the completion of the South Cumberland Phase 2 project, maintenance crews will be assisting sewer construction to complete the project on schedule. Number of repairs may be reduced during this period. Budget for overtime is increased to accommodate this project. \$407,500 has been budgeted for equipment required to implement right of way clearing and line cleaning in accordance with MOM program. An asset management and tracking program will be implemented to meet requirements of MOM program.

## Performance/Workload Measures

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Sewer Line Inspected by CCTV (ft)	119,391	160,456	149,937
Sewer Line Cleaned (ft)	119,391	204,278	215,134
Sewer Taps Installed W/Laterals	19	7	2
Sewer Lateral Repairs	74	71	58
Manhole Repairs	17	13	20
Force Main Repairs	7	4	3
Responded to Sewer Calls	647	700	458
Sewer Lateral Blockage Calls	344	355	231
Sewer Main Blockage Calls	108	121	83
Miscellaneous Call Outs	195	224	144

## □ Personnel Summary

SEWER SYSTEM MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SUPERINTENDENT	1	1	1	1	1	1
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5
CREW LEADER	1	1	1	1	2	2
HEAVY EQUIPMENT OPERATOR	3	3	3	3	4	4
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	5	5
UTILITY WORKER	0	0	0	0	1	1
TOTAL SEWER SYSTEM MAINTENANCE	8.5	8.5	8.5	8.5	13.5	13.5

<b>43240</b>	<b>Collection System Maintenance</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	209,104	471,843	367,073	475,773	3,930
112	Overtime	20,629	34,000	16,356	85,000	51,000
134	Christmas Bonus	4,960	5,810	6,352	7,027	1,217
141	FICA	17,222	39,141	28,614	43,437	4,296
142	Hospitalization & Life Insurance	27,948	115,585	103,376	135,926	20,341
143	Retirement	31,930	70,469	53,390	82,980	12,511
146	Workers' Compensation	10,578	20,588	19,927	20,588	(1)
148	Employee Education & Training	81	2,000	1,175	2,000	-
211	Mailing	175	1,000	163	1,000	-
233	Publications	-	200	-	200	-
235	Memberships & Fees	22	1,500	203	1,500	-
237	Advertising & Publicity	52	500	-	500	-
250	Professional & Consulting	222,452	20,000	211,640	1,550,000	1,530,000
260	Repairs & Maintenance	-	1,000	689	1,000	-
280	Travel	1,099	1,000	594	1,000	-
290	Other Contractual	1,270	3,000	-	3,000	-
294	Rental & Maintenance Contracts	1,875	2,000	2,341	2,000	-
311	Office Supplies	593	1,000	745	1,000	-
312	Small Tools & Minor Equipment	6,991	15,300	20,504	15,300	-
324	Janitorial Supplies	1,473	2,800	492	2,800	-
326	Uniforms	891	2,700	3,079	2,700	-
331	Gasoline, Fuels & Lubricants	30,128	40,000	48,343	40,000	-
332	Automotive Parts & Accessories	24,896	22,000	48,481	22,000	-
336	Electrical, Plumbing, Hardware & Chemicals	4,169	7,500	6,977	7,500	-
339	Vehicle Expense	-	500	512	500	-
390	Other Supplies	838	1,500	501	1,500	-
400	Construction Materials	43,047	75,000	103,859	71,727	(3,273)
510	Liability Insurance	4,233	4,500	5,368	4,500	-
944	Automotive Equipment	(202)	-	-	66,000	66,000
947	Office Equipment	-	-	-	105,000	105,000
949	Other Machinery & Equipment	525	-	-	341,000	341,000
<b>TOTALS</b>		<b>666,978</b>	<b>962,436</b>	<b>1,065,355</b>	<b>3,094,456</b>	<b>2,132,020</b>

## **Pump Stations**

This division is used to account for the operation, repair, and maintenance of the sewage pumping stations located in the sewer collection system. The contract with Veolia Water NA includes the routine operation and maintenance of the pump stations only. The costs reflected in this division are for major upgrades, utilities, and operational costs not included in Veolia's contract. This division also provides for the design and construction of new pumping stations required for facilitating the transfer of sewage wastes from new collection systems.

### **Significant Accomplishments FY2010**

- Added a new pump station to serve the Cornerstone Academy school area.
- Installed pump station to serve Hampton West Ph 4 subdivision.
- Pigging (cleaning) of ETPC force main was completed which allowed electric pumps to be reinstalled and operate as designed.

### **Goals & Objectives**

- Operate pump stations efficiently and economically.
- Initiate pumping system reliability studies for pumping systems not currently under study.
- Upgrade Witt pumping system per LDA recommendations.
- Clean Witt 1, 2, and 3 force mains using pigging technique.
- Install SCADA system at all pump stations.

### **Significant Changes for FY11**

Professional & Consulting services and contract with other agencies line item budgets increased to accommodate required upgrades to Witt pumping system and to install SCADA system for other pumping systems.

### **□ Personnel Summary**

There are no personnel budgeted in this account.



<b>43250 Pumping Station</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
240	Utilities	3,248	23,000	11,355	17,000	(6,000)
294	Rental & Maintenance Contracts	-	-	-	100,000	100,000
299	Contracts With Other Agencies	-	8,000	-	150,000	142,000
299	Veolia				563,676	563,676
331	Gasoline, Fuels & Lubricants	-	75,000	-	150,000	75,000
510	Liability Insurance	15,714	15,000	17,894	22,000	7,000
930	Improvements Other Than Buildings	-	-	-	1,500,000	1,500,000
<b>TOTALS</b>		<b>118,955</b>	<b>481,822</b>	<b>35,976</b>	<b>2,502,676</b>	<b>2,020,854</b>

# Sewer Construction

The Sewer Construction Division provides for the design and construction of public sewer lines that will collect and transport waste products from the users discharge point to the Sewer Treatment Plant.



## Significant Accomplishments FY2010

- Completed construction of a new gravity line to serve a new Weigel's Store on Cherokee Park Road,
- Completed a portion of a system to serve the annexed area on Jay and Ray Streets.
- Extended a gravity line to serve the Bell Road/Maple Bend area.
- Began the South Cumberland Phase 2 rehabilitation project funded by the SRF program.
- Replaced gravity lines on E. 2nd North Street using combination of pipe bursting and dig and lay techniques.
- Extended a gravity line to serve the Tyler Road/Buffalo Trail area.
- Extended a gravity line on Virginia Avenue.
- Constructed a new gravity line to serve the annexed area on Old Liberty Hill Road.

## Goals & Objectives

- Complete the South Cumberland Phase 2 rehabilitation project.
- Complete the Jay/Ray Street sewer main extension.
- Replace Jackson Street line along RR.
- Construct pump station and force main to serve Windswept Subdivision.
- Replace force main from MAID 1 pump station to Howell Road pump station.
- Construct pump station and force main to serve Valley Home Road annexed area.
- Replace section of Havely Springs trunk line from W. A.J. to Norman Drive.

## Significant Changes for FY11

Due to funding schedule constraint on the South Cumberland Phase 2 project, work hours for this project is 10.5 hours daily Monday – Friday. Overtime budget has been increased for this project. Construction material budget is decreased due to the majority of materials for South Cumberland Phase 2 being procured in FY10.

## Performance/Workload Measures

	<u>2008</u>	<u>2009</u>	<u>2010</u>
New Sewer Line Extension (ft)	10,852	9,203	5,016
Rehab by Sewer Line Replacement (ft)	3,719	8,618	3,884

## □ Personnel Summary

SEWER SYSTEM CONSTRUCTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CIVIL ENGINEER	1	1	0	0	0	0
ENGINEERING TECHNICIAN	1	1	2	2	0	0
CONSTRUCTION MANAGER	1	1	1	1	0	0
EQUIPMENT MECHANIC	0	0	1	1	1	1
INSPECTOR	1	1	2	2	0	0
CREW LEADER	0	1	1	1	1	1
SEWER DIRECTOR	1	1	1	1	0	0
GENERAL SUPERVISOR	0	0	0	1	1	1
HEAVY EQUIPMENT OPERATOR	3	4	5	5	3	3
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	1	1
UTILITY WORKER	3	1	1	0	0	0
ADMINISTRATIVE SECRETARY	0.125	0.2	0.2	0.4	0	0
<b>TOTAL SEWER SYSTEM CONSTRUCTION</b>	<b>14.125</b>	<b>14.2</b>	<b>17.2</b>	<b>17.4</b>	<b>7</b>	<b>7</b>

<b>43260 Sewer Construction</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	317,679	235,000	258,243	240,237	5,237
112	Overtime	14,869	35,000	30,000	80,000	45,000
134	Christmas Bonus	5,753	1,881	1,674	1,751	(130)
141	FICA	24,938	18,121	20,060	24,632	6,511
142	Hospitalization & Life Insurance	50,359	59,861	66,836	70,434	10,573
143	Retirement	46,624	32,690	37,422	47,114	14,424
146	Workers' Compensation	13,520	10,675	9,814	10,675	-
148	Employee Education & Training	3,262	4,000	663	4,000	-
211	Mailing	262	500	541	250	(250)
220	Reproduction & Printing	20	500	44	250	(250)
235	Memberships & Fees	1,753	-	4,728	1,350	1,350
237	Advertising & Publicity	579	1,500	1,978	2,000	500
280	Travel	1,434	2,000	4,341	2,000	-
290	Other Contractual	755	1,500	-	1,000	(500)
294	Rental & Maintenance Contracts	21,083	18,750	18,217	20,000	1,250
311	Office Supplies	1,399	4,500	1,310	4,500	-
312	Small Tools & Minor Equipment	9,726	24,000	8,874	25,500	1,500
324	Janitorial Supplies	606	500	143	500	-
326	Uniforms	1,160	3,600	3,329	3,600	-
331	Gasoline, Fuels & Lubricants	26,134	64,000	40,111	52,000	(12,000)
332	Automotive Parts & Accessories	22,373	38,000	56,109	49,000	11,000
336	Electrical, Plumbing, Hardware & Chemicals	302	500	324	500	-
339	Vehicle Expense	312	1,000	82	1,000	-
390	Other Supplies	4,554	2,100	1,294	2,100	-
400	Construction Materials	89,690	500,000	650,000	244,251	(255,749)
510	Liability Insurance	20,804	35,000	41,753	45,000	10,000
910	Land	5,017	-	2,156	15,000	15,000
<b>TOTALS</b>		<b>916,134</b>	<b>1,098,178</b>	<b>1,620,245</b>	<b>948,643</b>	<b>(149,535)</b>

# Sewer Administration

The Sewer Administration Division is a newly created division in FY 10. Previously the expenses budgeted in Sewer Administration were paid for out of the construction division. This new division was created in order to allow the department to better manage the administrative costs of the sewer system.

## Significant Accomplishments FY2010

- Began an audit of sewer customers to confirm that sewer users connected to the sewer system, or where sewer is available, are being billed properly. Approximately 70 customers have been added to the system as a result of the audit which will continue through the period of investigative work being performed by LDA.
- GIS mapping of sewer system has been completed for approximately 98% of the system.
- 6 flow monitors and 4 rain gauges have been installed in the system to support the development of a hydraulic model and for investigation of I/I issues.
- Completed ~14 site development/subdivision plan reviews submitted through the planning department.
- Represented City on Chamber's physical infrastructure committee for development of community information regarding existing status of utilities and benchmarks for future conditions.
- Designed and prepared construction plans for 9 sewer projects.
- Provided inspection services for 4 subdivision developments and 1 rehabilitation project.
- Staff inspected ~606 manholes prior to initiation of LDA investigative work.
- Met all deadlines in Commissioner's Order.

## Goals & Objectives

- Complete GIS mapping of sewer system.
- Develop Fats, Oil & Grease (FOG) program for implementation.
- Assist LDA with developing a Maintenance, Operation, and Management (MOM) program.
- Develop computerized system to track complaints, service calls, work orders, and asset management of the sewer system.
- Develop standard operating procedures for root control, grease control, preventative maintenance for pumping stations, etc.
- Complete hydraulic model of sewer system for capacity determinations.
- Establish design criteria for design of sewer system and components.
- Develop inspection procedures for new construction.
- Develop a capacity, collection, and treatment evaluation program for all new sewer construction.
- Meet all deadlines in the Commissioner's Order.
- Continue working with developers and consultants in a timely and professional manner.

## Significant Changes for FY11

\$298,000 was added to Transfers to Other Funds line item for in lieu of tax fee. Professional & Consulting fee budget increased for legal fees due to Stephens lawsuit.

### □ Personnel Summary

SEWER ADMINISTRATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
ENGINEERING TECHNICIAN	0	0	0	0	2	2
CONSTRUCTION MANAGER	0	0	0	0	1	1
SEWER DIRECTOR	0	0	0	0	1	1
INSPECTOR	0	0	0	0	2	2
ADMINISTRATIVE SECRETARY	0	0	0	0	0.4	0.4
<b>TOTAL SEWER ADMINISTRATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6.4</b>	<b>6.4</b>

<b>43270 Sewer Administration</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	-	311,247	297,398	313,334	2,087
134 Christmas Bonus	-	2,150	1,962	2,843	693
141 FICA	-	23,975	22,137	24,188	213
142 Hospitalization & Life Insurance	-	55,427	75,420	65,071	9,645
143 Retirement	-	43,153	40,934	46,078	2,924
146 Workers' Compensation	-	9,760	9,001	9,760	-
148 Employee Education & Training	-	1,500	-	1,500	-
165 Judgments, Fees & Court Costs	-	-	-	8,500	8,500
235 Memberships & Fees	-	1,000	827	6,550	5,550
250 Professional & Consulting	-	-	3,254	60,676	60,676
280 Travel	-	500	-	500	-
294 Rental & Maintenance Contracts	-	1,250	-	2,000	750
299 Contracts With Other Agencies	-	320,000	332,340	370,000	50,000
311 Office Supplies	-	1,000	-	5,000	4,000
326 Uniforms	-	1,500	-	1,500	-
331 Gasoline, Fuels & Lubricants	-	3,000	-	3,000	-
339 Vehicle Expense	-	2,500	-	2,500	-
390 Other Supplies	-	2,000	-	2,000	-
510 Insurance - Fire, Liability, Auto	-	-	-	45,000	45,000
760 Transfers to Other Funds	-	240,000	250,000	573,000	333,000
	-	<b>1,019,962</b>	<b>1,033,397</b>	<b>1,543,000</b>	<b>523,038</b>

## Sewer Fund Debt & Depreciation

This account is used to budget and pay out the City's bond principal payments on debt.

<b>49110 Sewer Bond Expenses</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Request</b>	<b>(Decrease)</b>
250 Professional & Consulting	3,384	-	-	45,000	45,000
611 Debt Principal	1,031,195	1,476,463	1,152,615	1,676,784	200,321
631 Debt Interest	633,445	1,168,900	353,000	1,164,436	(4,464)
					-
<b>TOTALS</b>	<b>1,668,024</b>	<b>2,645,363</b>	<b>1,505,615</b>	<b>2,886,220</b>	<b>240,857</b>
<b>61000 Depreciation</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Request</b>	<b>(Decrease)</b>
540 Equipment Replacement & Depreciation	-	-	-	2,100,000	2,100,000
<b>TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,100,000</b>	<b>2,100,000</b>

### Debt Detail – Sewer Fund

<b>Issue</b>	<b>Rate</b>	<b>Balance 7/1/10</b>	<b>FY 2011 Principal</b>	<b>FY 2011 Interest</b>
TML 2008 (Refunded Series D-1-D)	Variable	2,847,905	101,207	142,395
TML 2008 (Refunded Series IV-F-3)	Variable	2,258,505	89,856	126,425
TML 2008 (Refunded Series D-8-B)	Variable	4,754,284	168,955	237,714
TML 2008 (Refunded Series D-10-C)	Variable	1,667,750	59,500	83,388
TML 2009 (Refunded Series A-1-G)	Variable	918,000	24,052	26,364
TMBF 2008	Variable	3,752,000	133,500	187,600
TML 2008 - Energy Improvements	Variable	1,658,130	54,150	82,907
Refunded 2001 Issue	4.00%	1,335,000	425,000	55,119
Series B-2-A	Variable	750,000	165,000	27,713
TML/First TN Capital Outlay Note	3.10%	750,000	370,000	17,515
TML 2009 PW Land & Sewer	Variable	1,059,847	27,768	30,438
<b>Totals</b>		<b>21,751,421</b>	<b>1,618,988</b>	<b>1,017,578</b>

## Storm Water Utility Fund





## REVENUE ANALYSIS

### User Fees

The City has established a utility to manage the city's storm water. Fees are assessed on the basis of equivalent residential units (ERU). Each single family residence is assessed a fee of \$1.00 monthly for the handling of their run off. An ERU is defined as 2,400 square feet. Commercial property is assessed a fee in proportion to this standard ERU. For example, a commercial lot with 24,000 square feet of impervious surface would be assessed a fee for 10 ERU's or \$10.00 per month under the current fee structure. Collections in storm water user fees do not fluctuate significantly over time. Most changes are based on new development which adds impervious surface and increases runoff and water quality issues.

### Transfers

In FY11, the General Fund will transfer \$ 115,000 to the Storm Water fund. This represents difference between the cost of maintaining the system and the revenue generated by the user fees. During FY11, the City will undertake a review of our storm water needs and consider an adjustment to the program and/ or rates required.

## Revenue Detail

	<b>FY 2009 Actual</b>	<b>FY 2010 Budget</b>	<b>FY 2010 Projected</b>	<b>FY 2011 Proposed</b>	<b>Increase (Decrease)</b>
Operating Revenues					
Storm Water Utility Fees	\$566,373	\$549,000	\$578,000	\$578,000	\$29,000
Total Operating Revenues	566,373	549,000	578,000	578,000	29,000
Non-Operating Activities					
Capital Contributions	\$321,865	\$150,000	\$70,000	\$0	(\$150,000)
Transfer From General Fund	\$0	\$0	\$0	\$115,000	\$115,000
Total Non-Operating Activities	\$321,865	\$150,000	\$70,000	\$115,000	(\$35,000)
Total Resources	\$888,238	\$699,000	\$648,000	\$693,000	(\$6,000)

# Storm Water Administration

The Storm Water Administration division is used to account for the administration, development and implementation of storm water policies and projects. The City of Morristown is one of more than 85 Tennessee communities that are required to submit a Notice of Intent application to the Tennessee Department of Environment and Conservation for coverage under the Tennessee phase II general storm sewer system (MS4). Under this permit, the city is required to develop a program that manages the quality of storm water runoff from the drainage system. The program focuses on the following: 1) Public education and outreach 2) Public involvement/participation 3) Illicit discharge detection and elimination 4) Construction site storm water runoff control 5) Post-construction storm water management in new development and re-development 6) Pollution prevention/good housekeeping for county operations while portions of the storm water program are already underway.

## ❑ Significant Accomplishments 2009-2010:

On March 18, 2008, the City of Morristown started the Storm Water Utility that has the responsibility for determination of fee levels (due to current inability to fund) based on user's impact on the drainage system and applicable credit procedures, handling storm water complaints such as flooding and clogged storm drains, and planning future improvements for enhanced storm water management and flood control. Our staff maintains the billing account system for the utility as well as assisting our City Finance Director with the valuation of existing infrastructure, replacement services and investments for year end financial statements of the enterprise fund.

Engineering Department Services provided for Storm Water Protection:

- Monitor the condition of our streams and drainage system by responding to complaints and performing annual stream & system monitoring and assessment activities
- Maintain a prioritized database of potential capital projects that can be funded with general fund or storm water utility funds as monies become available
- Prepare applications for grants and other monies as they become available
- Inspect new drainage systems in new developments
- Inspection & Documentation for all land disturbance activities in Morristown
- Issue Land Disturbance Permits and maintain permit status until closure
- Review proposed drainage systems in new or existing developments that are expanding
- Evaluate Bond requirements on new and existing developments that are expanding
- Prepare education materials for the construction and development community concerning storm water quality issues

To provide a better idea of the scope of magnitude of this endeavor, here are some quick facts about the watershed the

City is charged with managing:

- It contains approximately 21 square miles (additional 23 square miles in the urban growth boundary).
- Is made up of highly varying landscape including mountainous, rolling, flat, and karst terrain.
- Its land uses are equally varied (agricultural, large-scale industrial & commercial, woods, varied densities of residential, etc).

- At the time of the City's application for a NPDES Phase II Stormwater Permit, there were an estimated 100 miles of open ditch, 60 miles of storm sewer piping, and over 4,000 storm drainage structures.
- The City's main waterway, Turkey Creek, and its tributaries have roughly a 12 square mile watershed (over half of the incorporated area).
- Turkey Creek is on the State of Tennessee's 303(d) List of Impaired Waters for impairment by siltation, E. coli, and loss of habitat. There is a water contact advisory due to the presence of pathogens.
- The Turkey Creek corridor runs through three (3) City-owned parks (Civic, Fred Miller & Wildwood parks) and is the home of extensive trails proposed by the Greenway Master plan.

#### **NPDES PERMIT REQUIREMENTS SUMMARY:**

Here is a quick summary of what the City is responsible for performing within this watershed:

- Public Education & Outreach – Provide educational opportunities (events & media materials) to the public regarding stormwater pollution prevention.
- Public Involvement & Participation – Provide hands-on activities where the public can take part in the prevention of stormwater pollution.
- Illicit Discharge Detection & Elimination System – Have a system in place to prevent, screen for, and eliminate the pollution of stormwater via illegal connections or discharges of non-stormwater substances.
- Construction Site Runoff Program – Provide a system that regulates land disturbance so as to prevent the pollution of stormwater by related activities.
- Post-Construction Runoff Control – Have a program in place that reduces the amount of postconstruction stormwater pollutants from new development and redevelopment.
- Pollution Prevention & Good Housekeeping – Have policies & procedures in place to prevent pollution caused by municipal operations and provide training for employees who are involved in activities where there is potential for stormwater pollution.

#### **CITY OF MORRISTOWN - NPDES MS4 PERMIT GENERAL STATISTICS 2008-09**

- 2008 44 Notice of Violations (NOV) Issued
- First 5 Months of 2009 12 NOV's Issued
- 2008 26 Documented Stormwater Complaints with 100% Corrected
- 2008 2 Construction NPDES permits to discharge into impaired waters (Requires 2 weekly inspections)
- 2008 3 Illicit Discharges Filed with 100% Corrected
- 2008 Filed 327 Inspection Reports
- 2009 5 Months Filed 87 Inspection Reports

#### **☐ Comments on FY10 Projections:**

Deferring training and close management will allow for some savings in this area.

#### **☐ Significant Changes for FY 11**

Several small cuts allow for a reduction in this area.

## **Personnel Summary**

STORM WATER MANAGEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	0	0	2	0	0	0
MEDIUM EQUIPMENT OPERATOR	0	0	4	0	0	0
CITY ENGINEER	0	0	0	0	0.2	0.2
ENGINEERING TECHNICIAN	0	0	0.5	1	1	1
<b>TOTAL STORM WATER MANAGEMENT</b>	<b>0</b>	<b>0</b>	<b>6.5</b>	<b>1</b>	<b>1.2</b>	<b>1.2</b>

## **Budget Expense Detail**

<b>43292</b>	<b>Storm Water Administration</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	36,979	59,489	56,868	59,737	247
134	Christmas Bonus	74	104	113	274	170
141	FICA	2,731	4,559	4,248	4,591	32
142	Hospitalization & Life Insurance	6,100	9,257	12,717	11,423	2,166
143	Retirement	5,055	8,159	7,785	8,679	520
146	Workers' Compensation	1,178	1,830	5,325	1,830	-
148	Employee Education & Training	-	3,000	-	1,500	(1,500)
149	Public Education & Training	-	5,000	-	2,500	(2,500)
211	Mailing	8	500	-	-	(500)
233	Publications	-	500	-	500	-
235	Memberships & Fees	2,125	22,500	4,613	25,000	2,500
237	Advertising & Publicity	-	500	-	500	-
240	Utilities	255	-	-	-	-
250	Professional & Consulting	25,872	-	-	-	-
280	Travel	-	1,000	-	500	(500)
294	Rental & Maintenance Contracts	2,174	1,000	-	-	(1,000)
311	Office Supplies	-	1,000	-	500	(500)
312	Small Tools & Minor Equipment	8	-	-	3,000	3,000
326	Uniforms	174	-	248	250	250
331	Gasoline, Fuels & Lubricants	1,874	-	-	-	-
390	Other Supplies	54	-	-	-	-
400	Construction Materials - Bldgs, Land & Roadways	-	7,000	13,939	-	(7,000)
510	Insurance - Fire, Liability, Auto	1,781	2,000	2,386	2,750	750
<b>TOTALS</b>		<b>86,439</b>	<b>127,398</b>	<b>108,243</b>	<b>123,533</b>	<b>(3,865)</b>

## Storm Water – Drainway Management

The Storm Water Drainway division is used to account for right-of-way mowing within the city limits, seeing as most grassy right-of-ways are within only feet of a storm drain. This division ensures that all applicable areas are well maintained and are kept to standards. Responsible mowing and proper lawn care techniques will keep grass clippings and chemicals out of the storm drains and ultimately out of our rivers and streams.

### **❑ Comments on Prior Year Actual and FY10 Projections:**

Personnel expenses and vehicle maintenance will combine to slight overruns in this account.

### **❑ Significant Changes for FY 11**

Construction materials were moved from administration to this account.

### **❑ Personnel Summary**

Previously budgeted in General Fund

PUBLIC WORKS STORM DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATOR	4	4	0	0	0	0
TOTAL PUBLIC WORKS STORM DRAINS & WAYS	4	4	0	0	0	0
STORM WATER DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATOR	0	0	0	4	4	4
TOTAL STORM WATER DRAINS & WAYS	0	0	0	4	4	4

<b>43293 Storm Water - Drainway Maintenance</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	89,256	118,539	118,158	118,539	-
112	Overtime	726	1,500	582	1,500	-
134	Christmas Bonus	604	554	899	907	353
141	FICA	204	9,111	8,535	9,138	27
142	Hospitalization & Life Insurance	31,897	32,941	51,191	37,472	4,531
143	Retirement	12,038	16,435	16,343	17,451	1,016
146	Workers' Compensation	5,541	6,100	769	6,100	-
148	Employee Education & Training	180	500	240	250	(250)
235	Memberships & Fees	-	500	-	-	(500)
240	Utilities	38	-	-	-	-
250	Professional & Consulting	639	-	5,341	400	400
280	Travel	-	250	-	-	(250)
294	Rental & Maintenance Contracts	962	1,250	1,479	1,500	250
311	Office Supplies	-	100	-	-	(100)
312	Small Tools & Minor Equipment	38	2,500	59	1,000	(1,500)
324	Janitorial Supplies	44	250	-	50	(200)
326	Uniforms	112	1,300	563	1,700	400
331	Gasoline, Fuels & Lubricants	16,269	18,000	16,182	18,000	-
332	Automotive Parts & Accessories	44,613	30,000	32,149	32,000	2,000
336	Electrical, Plumbing, Hardware & Chemicals	-	250	20	-	(250)
339	Vehicle Expense	40	-	-	-	-
390	Other Supplies	130	500	98	150	(350)
400	Construction Materials - Bldgs, Land & Roadways	-	-	-	15,000	15,000
510	Insurance - Fire, Liability, Auto	5,238	5,000	5,965	6,500	1,500
<b>TOTALS</b>		<b>208,569</b>	<b>245,580</b>	<b>258,573</b>	<b>267,657</b>	<b>22,077</b>

## Storm Water – Street Cleaning

The Storm Water Street Cleaning division is responsible for operating equipment used to clean the streets in the City. Clean streets are more than an aesthetic production of this department. Keeping our streets clean, also helps keep the city's storm drains, and ultimately our streams and water supply unsoiled. Street cleaning aids in reducing storm water pollutants, clearing street-level drain obstructions, and eradicating street sediment. The crew is responsible for cleaning 480 lane miles of road every month.

### **❑ Comments on Prior Year Actual and FY10 Projections:**

Savings in vehicle operations will allow this account to finish the year under budget.

### **❑ Significant Changes for FY 11:**

There are no significant changes in this area.

### **❑ Personnel Summary**

PUBLIC WORKS STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	2	2	0	0	0	0
TOTAL PUBLIC WORKS STREET CLEANING	2	2	0	0	0	0

STORM WATER STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	0	0	0	2	2	2
TOTAL STORM WATER STREET CLEANING	0	0	0	2	2	2

<b>43294 Storm Water - Street Cleaning</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	72,789	73,011	72,532	73,011	-
112	Overtime	-	1,500	-	1,500	-
134	Christmas Bonus	882	752	1,093	1,088	336
141	FICA	5,603	5,643	5,412	5,669	26
142	Hospitalization & Life Insurance	11,162	16,148	19,037	18,838	2,690
143	Retirement	9,856	10,179	10,075	10,826	647
146	Workers' Compensation	2,771	3,050	3,192	3,050	-
250	Professional & Consulting	76	500	37	500	-
280	Travel	-	250	-	-	(250)
312	Small Tools & Minor Equipment	10	2,500	46	1,500	(1,000)
324	Janitorial Supplies	-	500	-	450	(50)
326	Uniforms	-	800	-	800	-
331	Gasoline, Fuels & Lubricants	10,318	20,000	6,120	18,000	(2,000)
332	Automotive Parts & Accessories	6,110	13,000	4,091	13,000	-
336	Electrical, Plumbing, Hardware & Chemicals	-	250	-	1,750	1,500
339	Vehicle Expense	-	1,000	-	-	(1,000)
390	Other Supplies	243	900	-	900	-
510	Insurance - Fire, Liability, Auto	3,143	3,000	3,579	3,500	500
<b>TOTALS</b>		<b>122,964</b>	<b>152,983</b>	<b>125,214</b>	<b>154,381</b>	<b>1,398</b>



## Storm Water – Non Departmental

<b>49190 Storm Water - Bond Expenses</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
611	Debt Principal	-	-	-	2,134	2,134
631	Debt Interest	-	-	-	2,339	2,339
<b>TOTALS</b>		-	-	-	<b>4,473</b>	<b>4,473</b>

<b>61100 Storm Water - Depreciation</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
540	Equipment Replacement & Depreciation	-	-	-	140,000	140,000
<b>TOTALS</b>		-	-	-	<b>144,473</b>	<b>144,473</b>

# Narcotics Fund



## REVENUE ANALYSIS

The Narcotics Fund is financed by a combination of program income and transfers from the General Fund. Program income is generated by drug enforcement activity and confiscation of assets by the courts as the results of convictions. In FY11, the program income is expected to fall by nearly \$125,000 as cases await disposition in the courts. Since program income is expected to decline, the transfer from the General Fund will be increased in order to provide for sufficient resources for the operation of this activity.

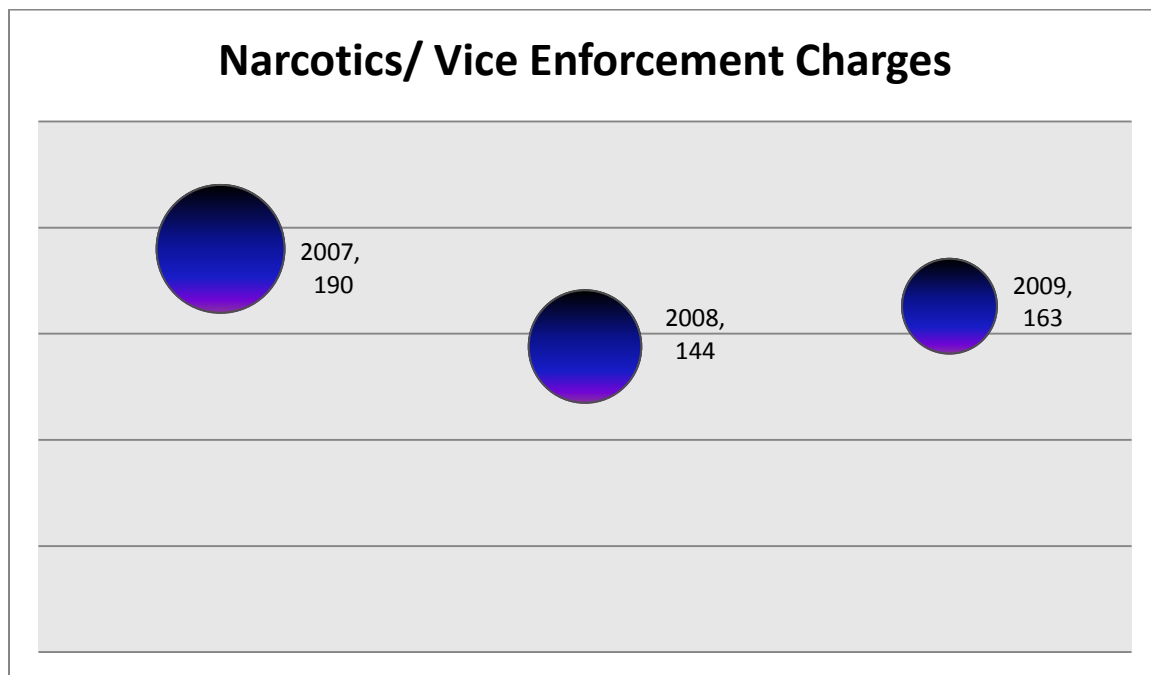
### Revenue Detail

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Program Income	\$155,790	\$325,000	\$226,844	\$200,000	(\$125,000)
Transfer From General Fund	295,000	125,895	201,802	293,912	168,017
Total Revenues	450,790	450,895	428,646	493,912	43,017

# NARCOTICS

The Narcotics Department is responsible for the suppression of illegal drug transactions through investigation, arrest and prosecution of persons involved in illegal drug trade. This is accomplished by active investigation, undercover operations and the use of persons providing information concerning narcotics violations.

The Narcotics Department also coordinates joint efforts with local, state and federal agencies of persons who illegally operate outside the Morristown city jurisdictional boundaries.



## □FY 11 Goals

- Goal: Increase the number of cases investigated and prosecuted.
  - Objective: To reduce the number of illegal drugs being sold in Morristown.
  - Performance Indicator: The number of cases investigated and arrests made compared to the previous year.
- Goal: Develop a schedule that will reduce the hours of local-funded overtime.
  - Objective: Provide on-duty narcotics agent to reduce need for call-out.
  - Performance Indicator: Comparison of overtime used for non-emergency call-outs.

**❑ Comments on Prior Year Actual and FY10 Projections:**

Less enforcement money has been used than was originally anticipated for FY 10.

**❑ Significant Changes for FY 11**

Decreased enforcement resources are partially offset by increased costs for employee benefits.

**❑ Personnel Summary**

POLICE NARCOTICS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	3	3	2	2	2	2
DETECTIVE CORPORAL	0	0	0	1	1	1
DETECTIVE SERGEANT	0	0	1	0	0	0
DETECTIVE LIEUTENANT	0	0	0	1	1	1
POLICE RECORDS CLERK	1	1	1	1	1	1
TOTAL POLICE NARCOTICS	4	4	4	5	5	5

<b>42170</b>	<b>Narcotics</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Proposed</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	223,213	224,283	211,930	229,283	5,000
112	Overtime	4,912	8,000	-	12,000	4,000
134	Christmas Bonus	2,257	1,915	2,288	2,279	364
141	FICA	20,051	17,916	17,514	18,632	716
142	Hospitalization & Life Insurance	43,666	43,158	57,517	47,384	4,226
143	Retirement	36,680	32,295	32,606	35,234	2,938
146	Workers' Compensation	6,927	7,625	7,500	7,625	-
148	Employee Education & Training	2,134	2,600	214	1,100	(1,500)
165	Judgments, Fees & Court Costs	-	1,500	-	258	(1,242)
211	Mailing	69	800	13	300	(500)
220	Reproduction & Printing	-	100	-	100	-
233	Publications	168	200	288	200	-
235	Memberships & Fees	50	365	241	265	(100)
237	Advertising & Publicity	207	1,500	138	1,000	(500)
250	Professional & Consulting	230	250	548	250	-
260	Repairs & Maintenance	-	100	-	100	-
280	Travel	5,003	2,000	1,075	1,500	(500)
290	Other Contractual	6,561	5,500	2,666	5,500	-
294	Rental & Maintenance Contracts	3,048	7,537	3,628	7,537	0
299	Contracts With Other Agencies	14,671	10,000	11,946	10,000	-
311	Office Supplies	1,821	1,800	2,327	1,800	-
312	Small Tools & Minor Equipment	1,094	1,000	78	1,000	-
326	Uniforms	2,807	3,000	4,457	2,600	(400)
331	Gasoline, Fuels & Lubricants	8,888	10,000	10,927	10,000	-
332	Automotive Parts & Accessories	2,620	3,000	2,601	3,000	-
336	Electrical, Plumbing, Hardware & Chemicals	379	500	-	500	-
339	Vehicle Expense	637	500	2,392	500	-
390	Other Supplies	3,438	3,250	1,166	2,750	(500)
391	Narcotics Enforcement	78,607	115,714	46,452	79,214	(36,500)
510	Insurance - Fire, Liability, Auto	9,428	9,500	11,333	12,000	2,500
944	Automotive Equipment	9,500	-	-	-	-
<b>TOTALS</b>		<b>489,067</b>	<b>515,908</b>	<b>431,844</b>	<b>493,912</b>	<b>(21,997)</b>

# Solid Waste Fund



## REVENUE ANALYSIS

Through 2010, the cost of Sanitation services has been financed through a transfer from the General Fund. With the FY 11 proposed budget, the City will begin conversion of this operation to an enterprise fund which will require user fees to support the cost of the service. The rate proposed for garbage collection is \$12.00 per can; the first year is anticipated to generate \$1,200,000. The general fund will still be required to contribute \$351, 582 in order to provide adequate resources to operate the service.

### Revenue Detail

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Budget</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Solid Waste Fees	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Intergovernmental	240,644	239,550	239,550	238,100	(1,450)
Transfer From General Fund	1,630,864	1,660,001	1,621,153	560,529	(1,099,472)
Total Revenues	1,871,508	1,899,551	1,860,703	1,798,629	(100,922)



## SANITATION DEPARTMENT

The sanitation division is charged with the collection of residential and small commercial household refuse using twenty yard semi automated rear loading refuse trucks. The refuse is placed at the curb in ninety gallon roll out carts each week.

Waste Collection			
	FY 2008	FY 2009	FY 2010
Household Refuse	9,907	9,770	9,235

### ❑ Significant Accomplishments 2009-2010:

- Budget reductions for FY 2011 met
- Management adjustments due to funding achieved
- Projected calls for service 1,042
- Serviced 11,600 roll out carts
- Projected tons to be collected 10,000

### ❑ FY 2011 Goals and Objectives:

- Support creation of enterprise fund should funding mechanism be approved
- Continue to meet challenging budget requirements
- Continue high level of customer service
- Seek innovation for both budget and safety concerns
- Complete yearly training requirements
- Emphasize safety procedures for drivers and utility workers

### ❑ Comments on Prior Year Actual and FY10 Projections:

Employee turnover and operating savings will allow spending to be less than the budget for this service.

### ❑ Significant Changes for FY 11:

Replacement of one packer truck is planned at \$120,000.

### ❑ Personnel Summary

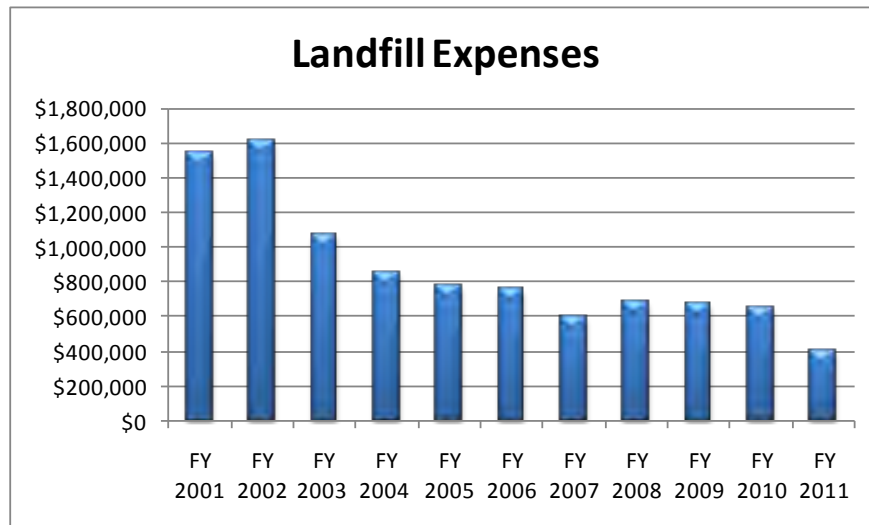
SOLID WASTE SANITATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SANITATION SUPERINTENDENT	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	6	6	6	6	6	6
UTILITY WORKER	4	4	4	4	4	3
TOTAL SOLID WASTE SANITATION	11	11	11	11	11	10

## Budget Expense Detail

43210	Sanitaton Department	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
111	Wages & Salaries Permanent Employees	383,922	390,200	356,440	360,795	(29,405)
112	Overtime	7,052	13,000	2,799	13,000	-
134	Christmas Bonus	5,220	4,661	4,833	5,279	618
141	FICA	28,917	31,201	26,561	28,999	(2,202)
142	Hospitalization & Life Insurance	94,307	94,219	107,992	94,151	(68)
143	Retirement	53,147	56,246	49,636	55,383	(863)
146	Workers' Compensation	15,238	16,775	15,360	15,250	(1,525)
148	Employee Education & Training	-	200	-	200	-
211	Mailing	0	50	14	50	-
220	Reproduction & Printing	-	300	-	-	(300)
233	Publications	-	50	-	-	(50)
235	Memberships & Fees	-	50	-	-	(50)
237	Advertising & Publicity	1,165	1,500	1,822	1,500	-
250	Professional & Consulting	638	500	928	1,000	500
280	Travel	156	500	-	-	(500)
290	Other Contractual	60	-	-	-	-
294	Rental & Maintenance Contracts	384	250	393	450	200
311	Office Supplies	119	200	37	200	-
312	Small Tools & Minor Equipment	524	500	81	500	-
324	Janitorial Supplies	9	300	321	100	(200)
326	Uniforms	-	600	483	100	(500)
331	Gasoline, Fuels & Lubricants	55,379	65,000	53,924	60,000	(5,000)
332	Automotive Parts & Accessories	53,717	50,000	49,533	60,000	10,000
336	Electrical, Plumbing, Hardware & Chemicals	6,585	-	-	-	-
339	Vehicle Expense	125	2,000	240	500	(1,500)
390	Other Supplies	11,586	39,000	46,960	30,000	(9,000)
400	Construction Materials - Bldgs, Land & Roadways	-	500	-	200	(300)
510	Insurance - Fire, Liability, Auto	10,423	10,500	12,526	13,000	2,500
944	Automotive Equipment	-	-	-	120,000	120,000
<b>TOTALS</b>		<b>728,672</b>	<b>778,302</b>	<b>730,883</b>	<b>860,658</b>	<b>109,800</b>

# Landfill

All refuse tipping fees generated by residential citizens of Morristown are expensed through this account. Solid waste collected by the Sanitation Department is deposited into the landfill on a daily basis. Currently the city utilizes the services of Lakeway Recycling and Sanitation for the disposal and burial treatment of our citizen's refuse.



## ❑ Comments on Prior Year Actual and FY10 Projections:

Landfill expenses will reach levels seen in FY 09.

## ❑ Significant Changes for FY 11:

With the transition of Solid Waste to an enterprise fund, the costs associated with disposal of brush and bulk waste have been moved to the General Fund. This allows for a significant decrease in this account.

## ❑ Budget Expense Detail

43220	Landfill	FY 2009	FY 2010	FY 2010	FY 2011	Increase
		Actual	Budget	Projected	Budget	(Decrease)
299	Contracts With Other Agencies	677,405	656,000	671,213	400,000	(256,000)
<b>TOTALS</b>		<b>677,405</b>	<b>656,000</b>	<b>671,213</b>	<b>400,000</b>	<b>(256,000)</b>

# Superfund Site Remediation

This account is used to track and record all expenses related to the maintenance and clean-up costs of closed landfills the City is responsible for.

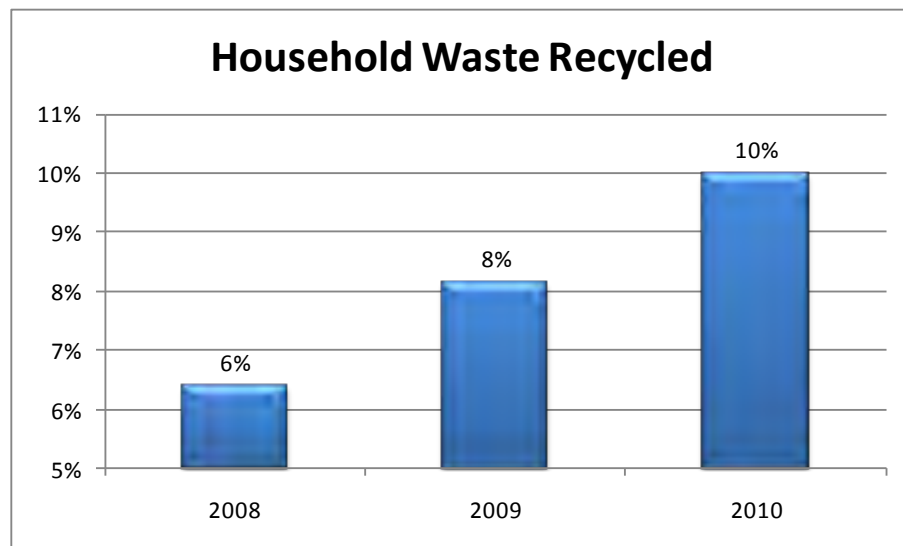
## ❏ Budget Expense Detail

<b>43280 Superfund</b>		<b>FY2009</b>	<b>FY2010</b>	<b>FY2010</b>	<b>FY2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
250	Professional & Consulting	-	1,000	-	1,000	-
<b>TOTALS</b>		-	1,000	-	1,000	-

# Recycling

Curbside recycling funds the expenses for the City's commingled recycling program. The division funds two positions, provides for the maintenance of a semi automated sanitation truck, and the contracted expense of separating and marketing the recyclables collected. The program is primarily a blue bag program meaning customers place recyclables in blue plastic bags for biweekly curb side collection. A limited number of blue carts have been placed with customers that have proven a high level of participation in the program.

Recycling				
	FY 2007	FY 2008	FY 2009	FY 2010
<b>Tons</b>	624	675	865	1,023
<b>% Increase</b>		8	28	18



## ❑ Significant Accomplishments 2009-2010:

- Projected increase of 18% over FY 2009 collections
- Increase collections without need for additional resources
- Placement of 50 additional blue carts

## ❑ FY 2011 Goals and Objectives:

- Continue to promote increase in recycling collections through continued support of KAB
- Seek coverage in local publications to promote the recycling program by informing the public of the increase in collected tons
- Request additional funding for projected collections
- Rebid contract for separating, marketing, and collection of recyclables

## ❑ Comments on Prior Year Actual and FY10 Projections:

Fuel savings will allow this activity to come under budget.

## ❑ Significant Changes for FY 11:

The cost of the recycling contract is up by \$30,000 due to increase volume.

## **□ Personnel Summary**

SOLID WASTE RECYCLING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	1	1	1	1	1	1
UTILITY WORKER	1	1	1	1	1	1
<b>TOTAL SOLID WASTE RECYCLING</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## **□ Budget Expense Detail**

<b>44500</b>	<b>Curbside Recycling</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	75,708	75,752	70,232	72,203	(3,549)
112	Overtime	1,727	2,000	1,107	1,000	(1,000)
134	Christmas Bonus	2,648	2,186	1,662	1,650	(536)
141	FICA	5,881	5,962	5,344	5,650	(313)
142	Hospitalization & Life Insurance	18,158	17,169	23,576	18,832	1,663
143	Retirement	10,900	10,179	9,789	10,790	611
146	Workers' Compensation	2,771	3,050	2,804	3,050	-
148	Employee Education & Training	-	500	-	-	(500)
211	Mailing	-	-	1	-	-
220	Reproduction & Printing	292	500	-	100	(400)
250	Professional & Consulting	38	-	101	100	100
280	Travel	-	500	223	-	(500)
290	Other Contractual	85,403	85,000	90,962	115,000	30,000
294	Rental & Maintenance Contracts	-	-	37	-	-
311	Office Supplies	150	300	-	300	-
312	Small Tools & Minor Equipment	-	300	245	300	-
324	Janitorial Supplies	81	300	285	300	-
326	Uniforms	-	150	342	150	-
331	Gasoline, Fuels & Lubricants	9,268	11,000	6,826	10,000	(1,000)
332	Automotive Parts & Accessories	9,527	8,000	3,314	8,000	-
390	Other Supplies	406	-	-	-	-
510	Insurance - Fire, Liability, Auto	1,828	1,850	2,207	2,500	650
<b>TOTALS</b>		<b>224,787</b>	<b>224,699</b>	<b>219,056</b>	<b>249,924</b>	<b>25,225</b>

## Solid Waste Debt

This account is used to budget and pay out the City's bond principal payments on debt. The City receives a payment from the Solid Waste Board equal to the amount of the annual debt service for this bond.

### ☐ Comments on Prior Year Actual and FY10 Projections:

There are is no variance from expectations.

### ☐ Significant Changes for FY 11:

There are no changes in this area.

### ☐ Budget Expense Detail

<b>49100</b>	<b>Bond Expense</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
611	Debt Principal	-	-	-	224,268	224,268
631	Debt Interest	-	-	-	22,779	22,779
<b>TOTALS</b>		-	-	-	<b>247,047</b>	<b>247,047</b>

<b>61200</b>	<b>Depreciation</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
250	Professional & Consulting	-	-	-	40,000	40,000
299	Contracts With Other Agencies	-	-	-	-	-
<b>TOTALS</b>		-	-	-	<b>40,000</b>	<b>40,000</b>

# LAMPTO FUND





## REVENUE ANALYSIS

The Lakeway Area Metropolitan Transportation Planning Organization (LAMPTO) is financed mostly through State and Federal transportation funds. There is a small matching requirement for administration and projects, which varies by the type of project and funding source. The matching requirements are paid by a transfer from the General Fund.

### Revenue Detail

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Rev. Bud.</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
ETHRA Reimbursements	\$0	\$345,000	\$268,284	\$258,750	\$258,750
Other Grants & Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0
State Grants	\$0	\$0	\$0	\$0	\$0
Transportation Planning Reimbursements	\$0	\$144,952	\$133,449	\$124,865	\$124,865
Section 5307 Reimbursements	\$0	\$62,421	\$57,179	\$69,397	\$69,397
Total Revenues	\$0	\$552,373	\$458,912	\$453,012	\$453,012

# Transportation Planning Administration

The U.S. Census Bureau officially designates the Morristown area as the Lakeway Metropolitan Area, which has resulted in the formation of the Lakeway Area Metropolitan Transportation Planning Organization. The area consists of Morristown, Hamblen County and portions of Jefferson County and Cocke County. This account is used to account for the expenditures of the LAMTPO. All expenditures are covered by Federal revenue.

The Lakeway Area Metropolitan Transportation Planning Organization is responsible for transportation planning, implementation and budget management for the City of Morristown, as well as Jefferson City, Dandridge, and portions of Hamblen and Jefferson Counties. The City GIS department is currently housed within this program as well

**Task I Administration Budget Table**

<b>Tasks</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Admin Tasks (CPP/ / Minutes/ Agendas/ etc.)	\$15,000.00	\$12,054.00	\$3,750.00	\$30,804.00

**Surveillance Work Task**

<b>Products/Work Tasks</b>	<b>Start Date</b>	<b>Completion Date</b>
Surveillance info of Traffic, population , socio-economic data to prepare for the 2010 Census, update traffic analysis zones defining Census geography for the region, based on the final criteria established for tracts, block groups, and other geographic areas, air quality analysis	October 2010	Throughout FY
Update Title VI report	October 2010	Summer 2011
Monitor and review current bridge and pavement inventories	October 2010	Throughout FY
Database and mapping information updates/ reviews monitoring	October 2010	Throughout FY, quarterly basis
TDOT traffic count data updated 171 annual cycle count stations	March 2011	June 2011

<b>TASKS</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Maintenance of Data Inventory and Surveillance	\$2,500	\$3,966.00	\$625.00	\$7,091.00

<b>L RTP Work Tasks</b>		
<b>Products/ Work tasks</b>	<b>Start Date</b>	<b>Completion Date</b>
Review localized plans	October 2010	Throughout FY
Review of relationships between transportation policy decisions and land use development	October 2010	Throughout FY
Have public participation to be involved in the development/ amendment to the LRTP	October 2010	Throughout FY as needed
LAMTPO working with various agencies (Knoxville TPO, RTPOs, EPA, FHWA, FTA, etc) to meet air quality requirements	October 2010	Throughout FY, as needed. New Air Quality analysis to be completed in conjunction with the 2034 LRTP by June 1, 2009
Evaluate ways to relieve congestion	October 2010	Throughout FY
Mass Transit planning/ study (review of ridership trips	October 2010	Throughout FY, monthly basis
Maintain/ amend the 2034 LRTP (with Air Quality Analysis) / comply with SAFETEA- LU requirements (as needed)	October 2010	Throughout FY, as needed
Continuation of travel demand model development	October 2010	Throughout FY, as needed
25E Scenic Byway Study	October 2010	Throughout FY
Collection of projects, data, modeling for the LRTP that will be due in FY2011	October 2010	Throughout FY
TDM updates	October 2010	Throughout FY2011, as needed
US Hwy 11E Study	October 2010	Spring 2011
School safety Audit	October 2010	Summer 2011
Maintenance of the Bike/ Pedestrian Plan	October 2010	Throughout FY, as needed
Working with Knoxville TPO in Freight Planning	October 2010	Throughout FY, as needed
LAMTPO develop resolutions to support the various entities wanting enhancement grant funding for bicycle/ pedestrian ways	October 2010	Throughout FY, as needed
Training on various bicycle/ pedestrian programs and services	October 2010	Throughout FY, as needed

<b>Task III Budget Table—Long Range Transportation Plan</b>				
<b>TASKS</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Maintenance of LRTP to conform to SAFETEA-LU requirements	\$ 16,000.00	\$25,137.00	\$ 4,000.00	\$ 45,137.00
Transportation Systems Management	\$63,692.00	\$0	\$15,923.00	\$ 79,615.00
Multi-Modal Planning	\$ 3,200.00	\$0	\$ 800.00	\$ 4,000.00
<b>TOTAL</b>	<b>\$82,892.00</b>	<b>\$25,137.00</b>	<b>\$20,723.00</b>	<b>\$128,752.00</b>

<b>TIP, Air Quality Work Tasks</b>		
<b>Products/ work tasks</b>	<b>Start date</b>	<b>Completion Date</b>
Maintenance of the FY2011-2014 TIP, as needed, to comply with SAFETEA-LU requirements	October 2010	Throughout FY, as needed
2011-2014 TIP	October 2010	To be completed before October 1, 2010
Participate in teleconference calls	October 2010	Throughout FY, as needed
Attend Knoxville TPO meetings	October 2010	Throughout FY
Study Design a, b, c, e, f	October 2010	Throughout FY, as needed

<b>Task IV Budget Table—TIP, Air Quality</b>				
<b>TASKS</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Amend TIP (2011-2014), as needed, to conform to SAFETEA-LU requirements, as needed	\$20,000.00	\$0	\$5,000.00	\$25,000.00
Amendments to Air Quality, as needed	\$5,000.00	\$0	\$1,250.00	\$6,250.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$0</b>	<b>\$6,250.00</b>	<b>\$31,250.00</b>

**❑ Significant Accomplishments 2009-2010:**

- Completed the Street Centerline file for GIS which requires updates on a daily basis.
- Completed a point address file (updates on a daily basis)
- Maintained all GIS files including, Zoning, Parcel data and Flood mapping
- Worked with all departments that requested mapping info. This includes Hamblen County offices, and Jefferson County, and state of TN. By doing this we are able to get additional GIS data for free.

## **Personnel Summary**

LAMTPO	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
LAMTPO COORDINATOR	1	1	1	1	1	1
TRANSIT PLANNER	0	0	0	0	1	1
<b>TOTAL LAMTPO</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

<b>41761 Transportation Planning Administration</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	-	53,721	53,848	54,848	1,127
114 Wages & Salaries Temporary Employees	-	4,500	3,756	-	(4,500)
134 Christmas Bonus	-	279	289	447	168
141 FICA	-	4,472	4,219	4,230	(242)
142 Hospitalization & Life Insurance	-	8,712	13,863	9,557	845
143 Retirement	-	7,483	7,341	8,079	595
146 Workers' Compensation	-	1,525	1,682	1,525	-
211 Mailing	-	600	570	2,000	1,400
220 Reproduction & Printing	-	250	-	2,000	1,750
235 Memberships & Fees	-	2,200	2,610	1,395	(805)
237 Advertising & Publicity	-	1,000	837	5,000	4,000
250 Professional & Consulting	-	1,000	-	-	(1,000)
280 Travel	-	2,500	2,820	6,000	3,500
294 Rental & Maintenance Contracts	-	100	-	9,000	8,900
299 Contracts With Other Agencies	-	4,000	9,840	-	(4,000)
311 Office Supplies	-	1,400	1,354	2,000	600
390 Other Supplies	-	1,000	607	-	(1,000)
<b>TOTALS</b>	<b>-</b>	<b>94,742</b>	<b>103,637</b>	<b>106,081</b>	<b>11,339</b>

<b>41762 Trans. Planning Programs &amp; Activities</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
299 Contracts With Other Agencies	-	86,448	63,174	50,000	(36,448)
<b>TOTALS</b>	<b>-</b>	<b>86,448</b>	<b>63,174</b>	<b>50,000</b>	<b>(36,448)</b>

## Mass Transportation Programs

The LAMPTO region supports mass transit through contract with a local agency. The cost of that contract and administration of the project is provided in this account.

<b>Mass Transit Section 5303 Planning Funds</b>		
Products/ work tasks	Start date	Completion date
Work with ETHRA in its mass transit services	October 2010	Throughout FY, monthly basis
Mapping of mass transit ridership	October 2010	Throughout FY, monthly basis
Maintenance of the Social Service Coordination Plan as per SAFETEA-LU requirements	October 2010	Throughout FY, as needed
Purchase computer equipment/ software/ training	October 2010	January 2011
DBE plan/ program	October 2010	Summer 2011

<b>Task V Budget Table—Mass Transit (Section 5303)</b>				
<b>TASKS</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Continuation of Mass Transit Study/ SSCP/ Computer Equipment/ Software/ Training/ DBE Plan	\$17,453.00	\$1,745.00	\$1,745.00	\$20,943.00
<b>TOTAL</b>	\$17,453.00	\$1,745.00	\$1,745.00	\$20,943.00

<b>41763 5307 Administration</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111 Wages & Salaries Permanent Employees	-	44,510	42,946	47,623	3,113
134 Christmas Bonus	-	80	87	89	9
141 FICA	-	3,414	3,275	3,650	236
142 Hospitalization & Life Insurance	-	8,641	10,265	9,503	862
143 Retirement	-	6,156	5,850	6,971	815
146 Workers' Compensation	-	1,525	1,402	1,525	-
211 Mailing	-	750	-	200	(550)
220 Reproduction & Printing	-	520	-	400	(120)
235 Memberships & Fees	-	825	324	800	(25)
237 Advertising & Publicity	-	825	-	500	(325)
250 Professional & Consulting	-	800	-	-	(800)
260 Repairs & Maintenance	-	-	-	-	-
280 Travel	-	2,500	2,148	6,000	3,500
294 Rental & Maintenance Contracts	-	100	-	-	(100)
311 Office Supplies	-	825	-	200	(625)
390 Other Supplies	-	900	-	-	(900)
947 Office Equipment	-	-	-	3,000	3,000
<b>TOTALS</b>	<b>-</b>	<b>72,372</b>	<b>66,295</b>	<b>80,461</b>	<b>8,089</b>

<b>41764 5307 Programs &amp; Activities</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
250 Professional & Consulting	-	-	-	50,000	50,000
299 Contracts With Other Agencies	-	400,000	311,054	300,000	(100,000)
<b>TOTALS</b>	<b>-</b>	<b>400,000</b>	<b>311,054</b>	<b>350,000</b>	<b>(50,000)</b>

## CDBG Fund





## Revenue Analysis

The Community Development Block Grant program was accounted for in the General Fund until Fiscal Year 2010. The program is entirely funded from federal grants from the Department of Housing and Urban Development. The amount is higher than in the past due to rolling over unused funds from prior years, additional allocations from the federal stimulus, and award of Neighborhood Stabilization funds.

### Revenue Detail

	<i><b>FY 2009 Actual</b></i>	<i><b>FY 2010 Rev. Bud.</b></i>	<i><b>FY 2010 Projected</b></i>	<i><b>FY 2011 Proposed</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
CDBG Reimbursements	\$0	\$355,000	\$520,133	\$927,434	\$572,434
Transfer from General Fund	\$0	\$0	\$0	\$0	\$0
Other Grants & Reimbursements	\$0	0	0	0	0
Total Revenues	0	355,000	520,133	927,434	\$572,434

## CDBG Administration

This account is used to track the City's Community Development Block Grant funds received from the Federal Government. Morristown has been recognized as an entitlement community by the CDBG program and receives funding that can be used for qualifying expenditures.

The Consolidated Plan for Housing and Community Development is a requirement of the 1990 National Affordable Housing Act and the Community Development Plan, for the U.S. Department of Housing and Urban Development (HUD). A local Consolidated Plan is required of Entitlement Communities receiving Community Development Block Grant (CDBG) Funds under HUD's housing and service programs related to the needs of low to moderate income persons. The City of Morristown's second five year Consolidated Plan was developed in 2009.

Each year Entitlement Communities, as designated by HUD, must submit an Annual Action Plan to HUD at least 45 days prior to the beginning of the new fiscal year. The Citizen's Participation Plan assures that local citizens have adequate time to review and comment upon funding proposals within the Action Plan. Any information received during the comment periods or the public hearings will be attached to the Action plan prior to submittal to HUD.

### ❑ Significant Accomplishments 2009-2010:

- Continued the programming and utilization of the ErerGov system to assist in affordable housing in the region as well as establishing a streamlined permitting and project tracking system for the City staff.
- Completed the Annual Action Plan is a document that describes the City of Morristown's HUD funded projects and community development related activities that are planned to be conducted within the community in the upcoming fiscal year. These activities must be consistent with the City's 5 year Consolidated Plan.
- Continued to **Monitor the Community Development program** which includes, but is not limited to, the following: Five year consolidated plan completion, annual action plan completion, citizen participation plan compliance, consolidated annual performance review, federal expenditure timeliness compliance, quarterly federal cash transaction reports, semi-annual labor department standards report, annual minority business enterprise reports, annual section 3 compliance reports, monthly fair housing compliance, federal Integrated Disbursement and Information System compliance, title VI compliance, CDBG certification, IT security, and daily project review.
- Continued to **Monitor Community Development projects** which require, but is not limited to, the following: Environmental Review, financial reporting, Davis-Bacon Wage rate compliance, federal and local regulatory compliance, equal opportunity/fair housing regulations compliance, HUD national objective compliance, HUD performance measurement framework, contractor review/compliance, sub-grantee monitoring, eligibility requirement monitoring, LMI and federal regulations compliance, lead paint review, and energy star/green building review.

## Goals and Objective 2010-2011:

- **Administration**

General program administration, project implementation/ monitoring, training, reporting, adherence to all HUD regulations. The Community Development and Planning Department staff meets regularly (at least monthly) to evaluate the status of CDBG projects. The CD Coordinator continues to learn and train in all aspects of the program.

- **Citizen Participation Plan** encourages and provides avenues for public input in the planning, implementation and evaluation of the CDBG Program. The principles of the Citizen Participation Plan include: 1. Citizen access to all available information pertaining to the Community Development Block Grant Program so that they may effectively join in the citizen participation process. 2. Public hearings are conducted to solicit input from citizens, particularly Low-Moderate Income (LMI) persons residing in proposed project areas. 3. The development of all programs and plans will reflect the suggestions and views of concerned citizens and the Community Development Advisory Committee.
- **2010 Action Plan.** The initial Public Hearings to solicit public input for this Action Plan were held on January 4, 2010 and January 11, 2010. A draft of the proposed Action Plan was made available to the public March 3, 2010. More public hearing will be required before the final draft is submitted to HUD for approval.
- **Monitoring.** The City of Morristown is responsible for monitoring the CDBG funds that it receives from HUD. As a recipient of CDBG entitlement funds, the City of Morristown is required to follow the applicable laws and regulations of the program. The City of Morristown staff and officials view monitoring as an opportunity to assure compliance while promoting HUD's national objectives. The City's CDBG Coordinator will monitor activities daily and meet with Development staff weekly. The consolidated plan identifies Parks and Recreation and street improvements as a high priority. As the skywalk/sidewalk project continues we will continue to address high priority needs that are urgent while helping to remove blight in this area. We improved the needs assessment period by asking members of the non-profit sector and the community at large to help as we develop a master plan for a targeted low/mod income area within the City of Morristown.
- **Affordable Housing** - The Morristown Regional Planning Commission continues to utilize the Land Development Committee to address development concerns within the City of Morristown's regulations. Part of this task is to evaluate the barriers to affordable housing within the city. The Committee makes recommendations regarding the City's regulations, ordinances, and policies to help foster and maintain affordable housing. In order to improve the Energov permitting and tracking system it require an investment in the ESRI GIS Server. Estimated cost is approximately \$15,000.00
- **Public Housing Strategy** – Continue our partnership with the Morristown Housing Authority (MHA) and other non-profits to provide assistance and needed programs to their residents. Public Housing was established to help provide decent and safe affordable rental housing for eligible low income families, the elderly, and persons with disabilities. Public Housing includes federally subsidized affordable housing that is owned and operated by the local public housing authority (PHA). The public housing authority also administers the federal Section 8 tenant-based rent subsidy program. This program assists very low income families in paying rent for privately owned housing units of their choice.
- **Analysis of Impediments to Fair Housing** study for the City of Morristown was completed in 2004. We are in need of a new comprehensive analysis and plan to guide our activities. The City of Morristown will continue to carry out initiatives and activities that further fair housing in the City, including:

- **Affirmatively Furthering Fair Housing** The City of Morristown is committed to working with the public, private, and non-profit partners in our community to ensure fair housing choice for all residents.

## □ Personnel Summary

CDBG	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CDBG COORDINATOR	1	1	1	1	1	1
TOTAL CDBG	1	1	1	1	1	1

<b>46110 CDBG Administration</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
111	Wages & Salaries Permanent Employees	-	44,515	46,047	45,444	930
134	Christmas Bonus	-	95	103	263	168
141	FICA	-	3,413	3,390	3,497	84
142	Hospitalization & Life Insurance	-	8,641	14,452	9,487	846
143	Retirement	-	6,159	6,304	6,678	519
146	Workers' Compensation	-	1,525	1,402	1,525	-
148	Employee Education & Training	-	2,000	-	6,000	4,000
211	Mailing	-	500	273	500	-
220	Reproduction & Printing	-	1,000	42	200	(800)
235	Memberships & Fees	-	1,000	870	1,000	-
237	Advertising & Publicity	-	1,500	1,492	1,500	-
250	Professional & Consulting	-	5,000	2,557	5,000	-
280	Travel	-	4,000	8,717	8,000	4,000
290	Other Contractual	-	5,125	-	80,000	74,875
294	Rental & Maintenance Contracts	-	600	-	10,000	9,400
299	Contracts With Other Agencies	-	-	1,023	-	-
311	Office Supplies	-	2,000	908	2,000	-
390	Other Supplies	-	500	-	-	(500)
510	Insurance - Fire, Liability, Auto	-	500	596	-	(500)
947	Office Equipment	-	-	393	5,000	5,000
<b>TOTALS</b>		-	<b>88,073</b>	<b>88,570</b>	<b>186,093</b>	<b>98,020</b>

# CDBG Programs

Programs and projects associated with the Community Development Block Grant program are reflected in this account.

## ❑ Significant Accomplishments 2009-2010:

- **Fred Miller Park ADA Parking lot Project.** (Funded through 2006, 2007, & 2008 Action Plans) Total funding = \$225,000; Drawn Down to date= \$55,017; Remaining funds= \$169,983.
- **Rose Center Repairs.** (Funded through 2007, 2008, 2009 Action Plans + CDBG-R Program) Total funding= \$123,828.00; Drawn Down to date= \$30,000; Remaining funds= \$93,828
  - 2009 CDBG Action Plan- \$50,000.00
  - 10,000.00- Classroom hallway repair(floor, ceiling, hallways)
  - 10,000.00- Prater Hall repairs(floor, electrical, lighting)
  - 5,000.00- Archive room(insulate, HVAC, alarm)
  - 25,000- HVAC system(repair/replace throughout)
  - CDBG-R Recovery Act Funding- \$43,824.00 (10% admin cap)
  - 43,824.00- Primarily for roof repair
- **Skywalk Renovations.** (Funded through 2007 & 2008 Action Plans) Total funding= \$ 128,928; Drawn down to date= \$6,045 Project had to be rebid in Dec 2009 with alternates to decrease cost.
- **Homeowner Rehab Program.** (Funded through 2007, 2008, & 2009 Action Plans) Total funding = \$168,000; Drawn Down to date= \$0. Program policies and procedures approved on Nov. 3, 2009. Reviewed 30 applications that were submitted by the public for compliance with eligibility requirements for CDBG Homeowner Rehab program. As of March 1, seven homes have been inspected by our building dept. staff in conjunction with the program. Inspections of all eligible applications should conclude by the end of March.
- **Façade grant program.** (Funded through 2007, 2008, & 2009 Action Plans) Total funding= \$73,100; Drawn down to date= \$8,800; Obligated= \$41,200; Funds remaining= \$ 23,100
- **Fred Miller Park Restroom Construction.** (Funded through 2009 Action Plan) Total Funding= \$62,197.00; Drawn Down to date= \$0. This project is being combined with the Wayne Hansard Park Restroom Construction project listed below:
- **Wayne Hansard Park Restroom Construction** (Funded through the CDBG-R program) Total funding= \$35,000; Drawn Down to date= \$ 0. Submitted to HUD and received approval on an amendment to reallocate funding to cover public restroom facilities at two city parks. Advertised for bids for the two rest room facilities to be placed at Fred Miller and Wayne Hansard parks. Bid awards scheduled to be announced in mid-March
- **HMIS-Homeless Management Information System.** (Funded through the 2009 Action Plan) Total Funding= \$5,000.00; Drawn to date= \$0 HMIS is a HUD supported program that helps area service providers to prevent homelessness, assist those who are homeless, and minimize abuse of services.

- **Faith Village (HABITAT) sidewalk construction.** (Funded through the 2009 Action Plan) Total funded= \$20,000; Drawn to date= \$4,565.20 The Faith Village sidewalks project helped to complete sidewalks in a Habitat for Humanity development.
- **Habitat for Humanity vacant properties housing program.** (Funded through the NSP-1 (Neighborhood Stabilization Program -1<sup>st</sup> round- THDA) Total funded= \$376,000; Drawn Down to date= \$0. The City plans to use CDBG funds to purchase and clear 7 vacant, blighted properties and fund Habitat to purchase the housing materials needed to build housing on the prepared lots. Meetings were held with WSCC Youthbuild and Habitat who indicate a desire to provide volunteer labor. Additionally, TVCEH and Clinch –Powell will be purchasing foreclosed properties to rehabilitate and rent or resell as part of our overall plan to stimulate housing in the area.

### **Goals and Objective 2010-2011:**

- **Rose Center Historic Community Center Emergency Repairs.** Perform priority/emergency repairs to the center relating to water damage, energy conservation, and safety. Complete installation of a new roof = \$30,000. The total cost for the roof replacement is \$109,000. It has been funded through previous years CDBG Action Plans along with local donations and other federal/state grants.
- **Homeowner rehabilitation and economic development MCNRP area**  
Rehabilitate up to 6 qualifying homes in a targeted area while providing up to 5 exterior renovation grants to qualifying businesses in the same area. The need for rehabilitation of single family owner occupied homes and economic development assistance to businesses were both identified as moderate level priorities in the Morristown 2009 Consolidated Plan. Funding sources are CDBG-\$200,000 (\$50,000.00 for economic development and \$150,000.00 for homeowner rehab)
- The **Façade Improvement Grant** program will seek to encourage downtown building owners and tenants to invest in the ‘Downtown Core’ neighborhood of the Target Area by financially assisting with appropriate **exterior** renovations to their buildings. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures. Replacing damaged, boarded or bricked-up windows, main level storefront improvements, cornice repair and repainting or removing paint from buildings that have been previously painted is a priority.
- **(HMIS) Homeless Management Information System**  
This is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting confidentiality in an 11 county area.
- **Affordable Housing** - The Morristown Regional Planning Commission continues to utilize the Land Development Committee to address development concerns within the City of Morristown’s regulations. Part of this task is to evaluate the barriers to affordable housing within the city. The Committee makes recommendations regarding the City’s regulations, ordinances, and policies to help foster and maintain affordable housing. In order to improve the Energov permitting and tracking system it require an investment in the ESRI GIS Server. Estimated cost is approximately \$15,000.00
- **Public Housing Strategy** – Continue our partnership with the Morristown Housing Authority (MHA) and other non-profits to provide assistance and needed programs to their residents. Public Housing was established to help provide decent and safe affordable rental housing for eligible low income families, the elderly, and persons with disabilities. Public Housing includes federally subsidized affordable housing that is owned and operated by the local public housing authority (PHA).The public housing authority also administers the federal Section 8 tenant-based rent subsidy program. This

program assists very low income families in paying rent for privately owned housing units of their choice.

- **Homelessness Prevention** - The City of Morristown continues to participate in the Lakeway Continuum of Care. The City also contributes annually to the following programs that specifically address the needs of the homeless:
  - Ministerial Association Temporary Shelter (MATS) \$10,000.00 - MATS offers shelter to the Homeless for a period of time in addition to offering services which helps the homeless transfer from the shelter to permanent housing.
  - CEASE (Domestic Violence & Sexual Assault) \$10,000.00 - Cease offers shelter to victims of domestic violence and sexual assault that would otherwise be homeless. Additionally, they provide the needed counseling and assistance to recover and obtain permanent housing.
  - Youth Emergency Shelter \$29,259.00 - The Youth Emergency Shelter offers a safe place for children and young adults to stay until they can be united with family, returned home, or a more permanent home is established.
  - Daily Bread \$25,000.00 - The Daily Bread prepares and distributes hot meals at no cost for 3 meals a day during the week and two meals on Saturday. They recently renovated a structure located in the downtown area and moved into it to better serve more at risk individuals. The city contributed funds towards the renovation and purchase of the new site.
  - The City of Morristown will continue to help homeless persons and those at risk of becoming homeless by supporting local agencies that provide the necessary services;
  
- **Emergency Shelter Grants (ESG)** The City of Morristown will be receiving an ESG entitlement allotment of 44,302 in July 2010. These funds will be distributed to eligible local agencies. Also, the Ministerial Association Temporary Shelter (MATS) receives an ESG grant from the State of Tennessee. The grant is approximately \$66,390.00 annually which provides for operation costs and essential services costs. Also, the Youth Emergency Shelter and the domestic violence shelter regularly receive ESG funding between \$40,000 and \$50,000 respectively. The City of Morristown helps homeless persons and those at risk of becoming homeless by supporting local agencies that provide the necessary services.

<b>46111 CDBG Programs &amp; Activities</b>		<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>Increase</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>
237	Advertising & Publicity	-	-	159	-	-
290	Other Contractual	-	50,000	138,643	-	(50,000)
299	Contracts With Other Agencies	-	216,927	292,762	-	(216,927)
700	Grants & Subsidies	-	-	-	696,341	696,341
760	Transfers to Other Funds	-	-		45,000	45,000
<b>TOTALS</b>		<b>-</b>	<b>266,927</b>	<b>431,563</b>	<b>741,341</b>	<b>474,414</b>

## OTHER INFORMATION





## **Budget Policies & Financial Structure**

Morristown was officially incorporated in 1903. Its initial form of government was a Mayor-Council type. Later on the city added an Administrator. The City Council and the Mayor are selected by the vote of the people and the Council selects the City Administrator, who is responsible for the day-in day-out operations of the City.

The City of Morristown's Council-Administrator form of government places the legislative responsibility for municipal government a city council. The Morristown City Council consists of the Mayor and six Council members. City Council levies taxes, enacts ordinances, and adopts the annual budget, as well as performs many other legislative functions.

Administrative or executive authority is vested in the City Administrator. The City Administrator is appointed by the Mayor and Council to manage the government through the development, implementation, and execution of programs and policies established by the Council. The City Administrator recommends the annual budget and work programs in addition to advising the Council on policy and legislative matters.

Various policies and processes are used to guide the maintenance and use of the City's financial resources. They are described as follows.

### ***Budget Policies***

The overall goal of the City's financial plan is to establish and maintain effective management of the City's financial resources. The following section outlines the policies used to guide the preparation and management of the City's annual budget. This section contains a summary of policies pertaining to the operating budget, capital expenditures, revenue, financial accounting, cash management/investment, and debt.

### **Operating Budget Policies**

Financial policies are more than just a list of "do's and don'ts" for a city. They are a set of guidelines that hold staff and elected officials accountable and help ensure that sound financial decisions are made and the impact of those decisions is taken into account. Financial policies also provide a level of security for the community, letting the public know that tax dollars are being spent efficiently and effectively. The policies are broken down into eight sections.

- budget
- capital assets and expenditures
- debt
- revenue
- fund balance
- financial planning
- personnel
- community and economic development and support

### **Financial Planning**

- The City will develop and maintain a long-term financial and strategic plan with a time horizon of five to ten years for each fund. The plan will consider revenues, expenditures, debt, personnel levels, services and other related matters.
- The long-term financial and strategic plan will be updated annually for each fund.

## **Budget**

The budget section of the policies sets the tone and creates an atmosphere of financial responsibility for planning the city's revenues and expenditures for the year, monitoring them and making adjustments when necessary.

- The City will periodically review services provided to the community and to the organization and compare the costs of providing these services internally versus the costs of privatization.
- Ongoing expenditures/expenses are never budgeted for by using a non-recurring or one-time revenue source.
- Expenses for enterprise operations must be funded either exclusively or primarily by user fee revenues. Self-sufficiency is a long-range objective for these funds.
- The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' obligations.
- 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.
- The City will monitor actual revenues and expenditures on a monthly basis and take actions when necessary.
- The City shall adopt a balanced operating budget for each of its funds. Day-to-day operations will not be balanced using fund balance or net assets. Planned capital expenditures may be budgeted for with fund balance.
- Budget amendments shall recognize additional revenue to fund special projects or balance expenditure needs or to counter revenue shortfalls when the expenditure levels are reduced.
- Budget amendments will be done on a quarterly basis through a budget amendment ordinance.
- The City shall include a 0.5% contingency line item when budgeting for each fund.

## **Revenue Policies**

Understanding the City's revenues is essential to ensuring that the City is financially stable. These policies, along with the previous mentioned budget policies, help to ensure that revenues are closely monitored, properly collected and fully understood.

- The City will implement user fees in all areas where feasible and productive, as well as set fees at levels related to the costs of providing the services. Moreover, user fees will be reviewed as part of the budget process and will, accordingly, be adjusted to maintain or move incrementally closer to full coverage.
- As deemed appropriate, the City will establish self-supporting enterprise funds where the relationship between operating costs and revenues will be clearly identified.
- The City will maintain effective collection systems and implement aggressive enforcement strategies in order to maximize revenues from available sources.
- Revenues will be projected conservatively so that actual revenues at the fund level will consistently equal or exceed budget.
- The City will limit the designation of General Fund revenues for specified purposes in order to maximize flexibility in budgeting and utilize revenues more efficiently.
- The City will aggressively pursue Federal and State grants.

## **Personnel**

- The City will provide medical, dental and life insurance for employees. The employees will share in the costs of these benefits. Employees will pay 15% of the health insurance premium for the level of coverage selected by the employee.
- The City will participate in the Tennessee Consolidated Retirement System and fully fund the plan. The FY 2010-FY 2011 contribution rate will be 14.61% of payroll.
- The City will provide retirees of the City of Morristown who are less than 65 years of age at the time of their retirement access to group health, dental and vision insurance for the retiree and their eligible dependents until the retiree's 65th birthday. The City will pay 2.84% of the health insurance premium for each year of service with the City of Morristown, up to a maximum of 85%. Employees who retire under disability due to an on the job injury will qualify for 85% participation from the City. Retirees must work a minimum of 10 years with the City and must be immediately eligible to receive a benefit from TCRS at the time of their separation from the City to qualify for health, dental and vision insurance benefits.

### **Community and Economic Development and Support**

- The City will actively participate in and support activities to recruit and retain industrial development through the purchase and development of industrial park land, and the use of incentives when necessary.
- The City shall have formal written agreements in place with any agency or subsidiary receiving funds in excess of \$50,000 per year including, but not limited to, the Morristown Area Chamber of Commerce, E-911, the Morristown-Hamblen Library, the Humane Society/Animal Shelter, and the Industrial Development Board.
- The City recognizes the important role of various non-profit and social service agencies in the area. The City will make every attempt to continue funding those agencies at the same level each year; however any ~~across-the-board~~ cuts made within the City will cause the same percentage cut in funding to those agencies.

### **Capital Assets and Expenditures**

The City has made significant investments in capital and capital equipment such as fire trucks, police cars, buildings, parks and many other items. It is important that these investments be monitored and maintained. It is also important to recognize that many of the City's operations rely on capital equipment that is expensive and needs to be replaced on a continuing basis.

- The City will adopt and follow a scheduled level of maintenance and replacement for infrastructure and fleet for all funds.
- Capital projects that are financed through the issuance of debt will be financed for a period not to exceed the useful life of the project
- A five-year program for capital infrastructure improvements will be developed and updated annually. The program will identify anticipated funding sources for each project.
- The City will coordinate the development of the capital budget with the development of the operating budget. Future operating costs associated with new capital projects will be forecast and included in the operating budget forecasts.
- The City will maintain an inventory of all capital assets and review their condition on an annual basis. A capital asset will be defined as an item with a useful life of at least two years and an original cost or value of more than \$5,000.

### **Debt Policies**

Long-term debt is a tool that is used by governments on all levels to fund projects that cannot be paid for with cash. There is not a one-size-fits-all debt policy solution. Recommended debt levels vary by city as

there are many variables to consider such as what services a city provides through the general fund, whether or not there is a city-school system, and many other factors.

- The City will strive to maintain its current bond rating from Moody's of A3.
- Total general fund long-term debt will not exceed 5% of total assessed value for taxable property within the City.
- Long-term borrowing will be restricted to capital improvements too costly to be financed from current revenues
- Long-term debt will be retired with a period of time not to exceed the useful life of the capital project
- Variable rate debt will be budgeted at a minimum interest rate of 5% annually.
- Proceeds from long-term debt will not be used to fund ongoing operations.
- The use of any revenue anticipation borrowing will be avoided if possible. If such borrowing becomes necessary, the debt will be retired within 12 months.
- All borrowing will comply with regulations of the State of Tennessee and in accordance with the procedures published by the Division of Local Finance.
- The City will produce an annual report detailing all outstanding debt and future debt service schedules for all funds.

## **Fund Balance**

- The City will maintain an unreserved or unassigned fund balance in the General Fund of at least 15%, but not to exceed 40% of annual General Fund expenditures.
- The City will not budget for the use of unreserved or unassigned fund balance in the General Fund for ongoing operations. Unreserved or unassigned fund balance can be used to cover shortfalls in revenues during a fiscal year if insufficient time remains in the fiscal year to reduce expenditures

# Financial Structure

The city's annual operating budget is organized into funds to individually account for the city's different types of key businesses. The budget is further organized into departments representing functional areas of accountability for services, and further by object codes.. So as you read through the budget, you will notice that revenues in the General Fund are organized as follows:

- Local revenues
  - Taxes
    - Property taxes
    - Sales tax
    - Other Taxes
  - Licenses and Permits
  - Revenues from use of money and property
    - Interest
    - Rents
  - Charges for services
- Intergovernmental revenues
  - State
  - Federal
- Transfers

In addition, expenditures for governmental funds are generally organized in the following manner:

- i) Fund
- ii) Function
- iii) Department
- iv) Category
- v) Object Code

Funds are classified into three basic types: governmental funds, proprietary funds, and fiduciary funds.

## **Governmental Funds**

These funds are used to finance the majority of governmental functions. Specifically, the acquisition, usage, and balances of the City's expendable financial resources as well as the related current liabilities are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination.

The following types of governmental funds are utilized by the City:

**General Fund:** The General Fund provides for general purpose governmental services such as Police, Fire, and Streets Maintenance. The revenues and activities that are not required by law or administrative decision must be accounted for in a special fund. However, the General Fund has a great number of revenue sources, and therefore is used to finance many more activities than any other fund.

**Special Revenue Funds:** Special Revenue Funds account for the proceeds of specific revenue sources, with the exception of special assessments, expendable trusts, or major capital projects. These funds are legally restricted to expenditures for specified purposes.

**Capital Projects Fund:** The Capital Projects Fund accounts for financial resources which are utilized for the acquisition, renovation, or construction of major capital facilities and infrastructure. These projects may include the maintenance or renovation of an existing structure.

### **Proprietary Funds**

These funds are used to account for the ongoing activities of the City which are similar to those often found in the private sector. All assets, liabilities, equities, revenues, expenses, and transfers relating to the City's business and quasi-business activities are accounted for through proprietary funds. As such, the measurement focus is upon determination of net income, financial position, and changes in financial position. Two types of proprietary funds utilized by the City are:

**Enterprise Funds:** Enterprise Funds are used to account for activities that are financed and operated in a manner similar to private business enterprises wherein the expenses (including depreciation) incurred in providing goods or services to the general public on a continuing basis are financed or recovered primarily through user fees. As such, the periodic determination of revenues earned, expenses incurred, and/or net income derived from these self-supporting funds is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The following Enterprise Funds are maintained by the City:

1. Sewer Fund
2. Solid Waste Fund

### **Accounting Basis**

Governmental Funds are accounted for using the current financial resources measurement focus incorporated in the Modified Accrual Basis of Accounting. Under this basis, revenues are recognized when they are susceptible to accrual or when they become measurable and available. Likewise, expenditures are recorded as liabilities are incurred, if measurable, except for principal and interest on general long-term liabilities which are recognized when due. Revenues which are susceptible to accrual include grants from other governments and interest on investments. Revenue from property taxes is susceptible to accrual but is not accrued because funds are not collected in an appropriate period of time after the year's end to pay liabilities of the current period. Revenues generated from sales taxes, fines, forfeitures, penalties, alcohol taxes, and franchise fees are not susceptible to accrual as they are neither measurable nor available prior to receipt.

The Proprietary Funds, including the Enterprise Funds and the Internal Services Fund, are accounted for on the Accrual Basis of Accounting on a flow of economic resources basis. Revenues are recognized when they are earned and become measurable. Expenses are recognized when incurred, if measurable.

The City also reports various a fiduciary funds for which no budget is adopted. These funds are accounted for on an accounting basis consistent with the fund's measurement focus.

### **Budgetary Basis**

The City Council adopts annual budgets for the City's General Fund, Wastewater Fund, Solid Waste Fund, Storm Water Utility Fund, Narcotics Fund, Metropolitan Transportation Planning Fund and Community Development Block Grant Fund. Budgets for these funds are adopted on a modified accrual basis of accounting to be consistent across all types of funds presented in the budget.

Appropriations lapse at the end of each fiscal year. However, the subsequent year's budget will be amended by Council to re-appropriate capital projects in process at year-end, grants in process at year-end, as well as any encumbrances at year-end.

### **The Relationship between the Capital Improvement Program and the Budget**

In addition to the annual operating budget, the city also prepares a 5-year capital improvements plan which is published as a separate document. The CIP specifies those capital improvement or construction projects which will be funded over the next five years. In addition, the CIP prescribes a funding method for those projects. Financial resources used to meet priority needs established by the CIP are accounted for through the Capital Projects Fund for general government projects and through enterprise funds for enterprise capital projects.

## **Budget Process Overview**

The purpose of the budget process is to present to City Council and the public a comprehensive picture of proposed operations for the budget year based on the following guidelines:

- The primary objective is to provide the highest possible level of service to residents without impairing the City's sound financial condition.
- The budget must be balanced for each fund; total projected revenues must equal total projected expenditures.
- The internal budgetary control is maintained at the department level and designed to provide reasonable assurance that these objectives are met.

The City of Morristown's budget process begins with an overall review of current City finances such as revenues, debt services and expenditures. Factors such as the condition of the economy, status of the State of Tennessee and Hamblen County budgets, recent retail and industrial growth and any other pertinent information is taken into account. An estimate for the current year-end is assembled and all of this information is included in the City Administrator and staff's overall review.

The capital budget is prepared and projects are prioritized by City Council. Estimates of available funds are made and based on projections by City staff, and projects are selected to be included in the proposed budget for the upcoming fiscal year.

Based on the overall review and capital projects selected for inclusion in the proposed budget, the City Administrator gives direction to the department heads regarding the initial operating budget. Department heads then prepare initial operating budgets adhering to the directions from the City Administrator.

Once all department heads submit their initial operating budgets, the budgets are compiled, with the total request amounts for each fund compared to the total revenue estimates. After this is complete, the City Administrator carefully reviews the budget for each division. Department heads are then instructed to add/subtract items from their budgets based on estimates of available funds.

The City Administrator then presents a budget to City Council in a work session for their initial review. Department heads are present to assist the City Administrator and address questions from City Council. While no formal action is taken by City Council, their input and comments lead to changes that are incorporated into the final proposed budget, appearing in ordinance form for their consideration at the first regularly scheduled City Council meeting in June.

In order to be adopted, the budget ordinance must be passed by City Council two times, with the second time including a public hearing. In accordance with Tennessee Code Annotated 6-56-206, the City advertises the budget in the Citizen Tribune prior to adoption.

The total budgeted amounts for each fund, as adopted, may only be amended through formal approval of the City Council by ordinance. Budgetary integrity is established in the account records for control purposes at the object of expenditure level, however, the City Administrator upon request of the department head, may transfer part or all of any unencumbered appropriation within a department or from one department to another within the same fund.



## **FY 2011 Budget Process Calendar**

<b>February 1</b>	City Administrator gives direction to department heads
<b>March 1</b>	Departments submit proposed budgets
<b>April 1-15</b>	Department heads meet with City Administrator to review their budgets
<b>May 1 - June 11</b>	Council work sessions - Revisions made to budget based on Council work sessions as needed
<b>June 14</b>	Budget published in newspaper
<b>June 23</b>	Public hearing and First Reading of General Fund, Solid Waste Fund, Narcotics Fund and Storm Water Fund budget ordinance
<b>June 24</b>	Final reading of General Fund, Solid Waste Fund, Narcotics Fund and Storm Water Fund budget ordinance; First reading of Sewer Fund Budget
<b>June 25</b>	Final reading of Sewer Fund budget

# **General Information**

## **History**

The people of Morristown-Hamblen County are proud of their heritage. They have a little of each period of American history reflected here. And our progressive city, through visionary leadership, is making plans and dreaming dreams for Morristown for decades to come.

Davy Crockett, famous backwoodsmen and Alamo defender, lived in Morristown with his parents until 1806 when he moved west. Old timers say Davy often honed his skill with a rifle while hunting on a local hill, now called Crockett Ridge. A replica of his boyhood home, the Crockett Tavern Museum, has been constructed on the original site of the family's tavern and home. John Crockett, Davy's father, was among the first white settlers in the area. Others included Robert McFarland, Alexander Outlaw and Absalom Morris for whom Morristown is named.

Morristown was known as "the Crossroads of Dixie", serving as the crossing point of Buffalo Trail (State Hwy 25E) and the main road that joined Knoxville to Baltimore (State Hwy 11E). This strategic location aided Morristown's agricultural and industrial development. The railroad companies recognized this advantageous city and turned Morristown into a railroad hub. Morristown was officially incorporated in 1855.

The Civil War brought turmoil to Morristown as it did to most of the nation. The town was held by both armies at some point during the conflict because of the easy access by rail. Several battles were fought in this area including the Battle of Morristown and Gillem's Stampede.

Shortly after the war, in 1870, Hamblen County was formed from sections of Jefferson, Grainger and Hawkins Counties -- creating the third smallest county in Tennessee.

In the late 1800's and early 1900's, Morristown blossomed into a popular, well rounded community. The city became the retail center for surrounding counties, and the bustling downtown business district sold everything from groceries to fine clothing. Morristown College was started in 1881 by Judson S. Hill for the education of black students in the area. In 1908, Morristown's first hospital opened, equipped with eight cots and one operating room.

Morristown sent its share of young men off to participate in the World War efforts in Europe. Two men, Edward Talley and Calvin Ward received the Congressional Medal of Honor for their heroism in WWI.

During the mid 1900's, Morristown continued to grow. In 1955, the airport was relocated to its present site. In 1965, Panther Creek State Park was established by the state of Tennessee on the shores of Cherokee Lake. Local shopping centers, downtown overhead sidewalks, a community college and two industrial parks were just a few of the massive projects that developed in Morristown in the '50s, '60s and '70s. Modern-day Morristown has many alluring qualities in addition to its rich history.

## **FORM OF GOVERNMENT**

The City has been organized under the Council-Administrator form of government. Whereby the City Council is the legislative body of the City and is empowered by the City Charter to make all City policy. The Council, including the mayor, is elected at large for a four-year overlapping terms.

The Council appoints a City Administrator to act as administrative head of the City. He serves at the pleasure of Council, carries out its policies, directs business procedures, and has the power of appointment and removal of most City employees. Duties and responsibilities of the City Administrator include preparation, submittal, and administration of the capital and operating budgets, advising the Council on the affairs of the City, handling

citizen's complaints, and maintenance of all personnel records, enforcement of the City Charter and laws of the City, and direction and supervision of most departments.

The Council, in its legislative role, adopts all ordinance and resolutions and establishes the general policies of the City. The Council also sets the tax rates and approves the budget and appropriates funds.

## MAJOR INDUSTRIAL EMPLOYERS

<b>Company</b>	<b>Product</b>	<b>Employees</b>
<b>Koch Foods</b>	Process poultry	882
<b>Berklene Corporation</b>	Upholstered furniture	818
<b>MAHLE, Inc.</b>	Aluminum pistons	794
<b>Howmet Corporation</b>	Ceramic cores, wax patterns & investment castings	480
<b>JTEKT Automotive, Inc.</b>	Pumps and hoses for power steering systems	470
<b>NCR Corporation</b>	Printing supplies for businesses	361
<b>Lear Corporation</b>	Auto seat frames	350
<b>Team Technologies, Inc.</b>	Assembled plastic parts & components	330
<b>Rich Products Corporation</b>	Frozen cakes	300
<b>Tuff Torq</b>	Transmissions & transaxles	236
<b>Colgate Palmolive</b>	Oral care - Dental products	234
<b>Renold Jeffrey</b>	Engineered steel chain	206
<b>General Electric</b>	Residential electrical distribution devices	200
<b>Wallace Hardware Co., Inc.</b>	Wholesale hardware	198
<b>Arvin Meritor</b>	Precision forged gears, spindles & knuckles for highway truck axles	176
<b>CFGGroup/Morristown, TN</b>	Contract seating & institutional furniture	158
<b>Volunteer Blind Industries</b>	Mattresses, box springs, U.S. Armed Forces contract items	150
<b>Otics USA, Inc.</b>	Automotive parts	147
<b>PFG Hale</b>	Distribution of foodservice supplies	146

## **Glossary**

Accrual Accounting A basis of accounting in which revenues and expenses are recorded at the time they are earned or incurred as opposed to when the cash is actually received or spent. For example, revenue that is earned on June 1 but payment was not received until July 10 is recorded as revenue of June rather than July.

Appropriation A legal authority granted by the City Council to make expenditures and incur obligations. Appropriations authorize expenditures for a period of one fiscal year; the authority to spend lapses at the close of the fiscal year.

Assessed Valuation A value that is established for property for use as a basis of levying property taxes. In Tennessee, property is classified based on its use and statutory assessment percentages are applied to appraised values: Residential property 25%, Farm property 25%, Commercial and industrial property 40%, Public utility property 55%, and Business personal property 30%.

Bond A written promise a specified sum of money (called the principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are identified as debt service. Bonds may be used as an alternative to tax receipts to secure revenue for long-term capital improvements. General Obligation Bonds are debt approved by Council to which the full faith and credit of the City is pledged.

Budget A financial plan for a specified period of time that balances projected revenues to estimated service expenditures.

Budget Message The opening section of the budget, which provides City Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and the recommendations of the City Administrator.

Capital Improvement Program - A plan for public facilities which results in construction or acquisition of fixed assets, primarily buildings and infrastructure needs, such as street improvements. The program also includes funding for parks, sewers, sidewalks, major equipment, etc., and major items of capital equipment related to the new facilities.

Capital Outlay An addition to the City's assets. Capital equipment has a value over \$5,000 and a useful life of over two years.

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.

Delinquent Taxes Taxes remaining unpaid after the due date. Unpaid taxes continue to be delinquent until paid, abated, or converted into a lien on the property.

Enterprise Funds Funds in which the services provided are financed and operated similarly to those of a private business. The rates for these services are set to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds in Radford are established for services such as electricity, water, and sewer.

Fiscal Year A twelve-month period to which the annual operating budget applies. The City of Morristown's fiscal year begins July 1st and ends June 30th.

Franchise The granting of a special privilege to use public property such as City streets. A franchise usually involves elements of a monopoly and regulation.

Fund An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific governmental functions.

Fund Balance The excess of assets over liabilities in a fund.

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. The Fund includes most of the basic operation services, such as fire and police protection, streets and general government administration.

HVAC Heating, ventilation and air conditioning units.

ISO - Insurance Services Organization - A private organization financed by insurance companies which rates the ability of a fire department to respond to fire calls within a community.

Interfund Transfers Legally authorized transfers from one fund to another. Typically these transfers are from the General Fund to another fund to subsidize an operation that is not self-supporting.

Intergovernmental Revenues - Revenues from other governments, such as the State and Federal government in the form of grants, entitlements, and shared revenues.

Internal Services Fund - Services established to finance and account for services furnished by a designated City department to other departments.

Lease Purchase Agreements Contractual agreements, which are, termed “leases” but in effect are a contract to purchase over a period of time. Lease purchase agreements typically include a clause that the item may be purchased at the end of the lease agreement for a nominal fee.

Ordinance A formal legislative enactment by the City Council. If it is not in conflict with a higher form of law, such as a State Statute or constitutional provision, it has the full force of law within the boundaries of the City.

Operating Expense The cost of goods and services to provide a particular governmental function. This excludes salaries and fringe benefits.

Pay-as-you-go Basis A term commonly used to describe the financial policy of a government, which finances all of its capital outlays from current revenues rather than borrowing.

Performance Measures Specific measures of work performed as an objective of the department.

Planned Use of Fund Balance - Carryover of appropriated expenditures from the prior year such as encumbrances or revenues received in the prior year to be expended in the following year.

Revenue - Money that the government receives as income. It includes such items as taxes, fees, fines, grants, and interest income.

Reserved Fund Balance A portion of a fund's balance that has been legally restricted for a specific purpose and is not available for general purposes.

Restricted Fund Balance - Restrictions on the expenditure of certain revenues that exceed appropriated expenditures accumulate in fund balance but are separated from unrestricted fund equity.

Salary and Benefit Expenses The cost of all salaries, wages, and associated fringe benefits required to provide a governmental service.

SCADA - SCADA stands for Supervisory Control And Data Acquisition. As the name indicates, it is not a full control system, but rather focuses on the supervisory level. As such, it is a purely software package that is positioned on top of hardware to which it is interfaced, in general via Programmable Logic Controllers, or other commercial hardware modules. In Radford, SCADA systems are used in monitoring electrical and water distribution.

Tax Rate - The level of taxation stated in terms of either a dollar amount or a percentage of the value of the tax base.

Transfer - A movement of money from one fund to another in order to provide general support, to pay for services, or to segregate funding sources for designated or restricted purposes.

Unreserved Fund Balance The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation. Cities usually maintain a fund balance to use in times of emergency.

## Staffing Summary

MAYOR AND COUNCIL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MAYOR AND COUNCIL	1	1	1	1	1	1
COUNCILMEMBERS	6	6	6	6	6	6
TOTAL MAYOR AND COUNCIL	7	7	7	7	7	7

CITY ADMINISTRATOR	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ADMINISTRATOR	1	1	1	1	1	1
CITY CLERK/EXECUTIVE SECRETARY	1	1	1	1	1	1
CITIZEN INFORMATION SPECIALIST	1	1	0	0	0	0
TOTAL CITY ADMINISTRATOR	3	3	2	2	2	2

ASSISTANT CITY ADMINISTRATOR	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
ASSISTANT CITY ADMINISTRATOR	1	1	1	1	1	1
TOTAL ASSISTANT CITY ADMINISTRATOR	1	1	1	1	1	1

FINANCE DEPARTMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FINANCE DIRECTOR	1	1	1	1	1	1
ACCOUNTING CLERK	2	2	2	2	2	2
REVENUE OFFICE MANAGER	1	1	1	1	1	1
ADMINISTRATIVE COORDINATOR	1	1	1	1	1	1
ACCOUNTING TECHNICIAN	1	1	1	1	1	0
SENIOR ACCOUNTING TECHNICIAN	0	0	0	0	0	1
PAYROLL TECHNICIAN	1	1	1	1	0	0
TOTAL FINANCE DEPARTMENT	7	7	7	7	6	6

PURCHASING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PURCHASING AGENT	1	1	1	1	1	1
TOTAL PURCHASING	1	1	1	1	1	1

INFORMATION TECHNOLOGY	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
IT DIRECTOR	1	1	1	1	1	1
COMPUTER TECHNICIAN	1	1	1	1	1	1
TOTAL INFORMATION TECHNOLOGY	2	2	2	2	2	2

HUMAN RESOURCES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HUMAN RESOURCES COORDINATOR	1	1	1	1	1	1
HUMAN RESOURCES/BUDGET DIRECTOR	1	1	1	1	1	1
TOTAL HUMAN RESOURCES	2	2	2	2	2	2

LEGAL SERVICES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ATTORNEY	1	1	1	1	1	1
CITY JUDGE	1	1	1	1	1	1
TOTAL LEGAL SERVICES	2	2	2	2	2	2

COMMUNITY AND ECONOMIC AFFAIRS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PLANNER	2	2	2	1.5	1.5	1.5
DEVELOPMENT DIRECTOR	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	0.5	0.4	0.4	0.3	0.3	0.3
GIS TECHNICIAN	1	1	1	1	1	0
HOUSING COORDINATOR	1	1	1	0	0	0
TOTAL COMM. AND ECONOMIC AFFAIRS	5.5	5.4	5.4	3.8	3.8	2.8

CODES ENFORCEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CODES ENFORCEMENT OFFICER	1	1	1	1	1	1
TOTAL CODES ENFORCEMENT	1	1	1	1	1	1

LAMTPO	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
LAMTPO COORDINATOR	1	1	1	1	1	1
TRANSIT PLANNER	0	0	0	0	1	1
TOTAL LAMTPO	1	1	1	1	2	2

CDBG	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CDBG COORDINATOR	1	1	1	1	1	1
TOTAL CDBG	1	1	1	1	1	1

MCDC	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PLANNER	0	0	0	0.5	0.5	0.5
TOTAL MCDC	0	0	0	0.5	0.5	0.5

ENGINEERING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CITY ENGINEER	1	1	1	1	0.8	0.8
ADMINISTRATIVE SECRETARY	0.375	0.4	0.4	0.3	0.3	0.3
ENGINEERING TECHNICIAN	1	1	2.5	2	2	2
CIVIL ENGINEER	1	1	0	0	0	0
TOTAL ENGINEER	3.375	3.4	3.9	3.3	3.1	3.1

INSPECTIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CHIEF BUILDING OFFICIAL	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	0	0
BUILDING INSPECTOR	1	1	1	1	1	1
PLUMBING AND GAS INSPECTOR	1	1	1	1	1	1
ELECTRICAL INSPECTOR	1	1	1	1	1	1
TOTAL INSPECTIONS	5	5	5	5	4	4



POLICE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
POLICE CHIEF	1	1	1	1	1	1
POLICE RECORDS CLERK	1	2	2	2	3	3
POLICE RECORDS TECHNICIAN	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	0	0	0	0	0
POLICE ACCREDITATION MANAGER	1	1	1	1	1	1
TOTAL POLICE SUPERVISION	5	5	5	5	6	6

POLICE PATROL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
POLICE OFFICER	49	51	52	50	45	42
POLICE CORPORAL	0	0	4	3	4	4
POLICE SERGEANT	5	5	5	3	3	3
POLICE LIEUTENANT	5	4	6	6	5	5
POLICE CAPTAIN	3	3	3	5	4	4
POLICE MAJOR	0	0	0	0	2	2
TOTAL POLICE PATROL	62	63	70	67	63	60

POLICE INVESTIGATIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	9	8	8	8	8	8
DETECTIVE CORPORAL	0	0	1	1	1	1
DETECTIVE SERGEANT	2	2	1	3	3	3
DETECTIVE LIEUTENANT	1	1	1	1	1	1
DETECTIVE CAPTAIN	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
TOTAL POLICE INVESTIGATIONS	14	13	13	15	15	15

POLICE VICE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	1	1	0	0	0	0
DETECTIVE CORPORAL	0	0	1	0	0	0
DETECTIVE SERGEANT	0	0	0	1	1	1
TOTAL POLICE VICE	1	1	1	1	1	1

POLICE NARCOTICS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
DETECTIVE	3	3	2	2	2	2
DETECTIVE CORPORAL	0	0	0	1	1	1
DETECTIVE SERGEANT	0	0	1	0	0	0
DETECTIVE LIEUTENANT	0	0	0	1	1	1
POLICE RECORDS CLERK	1	1	1	1	1	1
TOTAL POLICE NARCOTICS	4	4	4	5	5	5

FIRE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIRE CHIEF	1	1	1	1	1	1
DEPUTY FIRE CHIEF	1	1	2	2	2	2
TRAINING OFFICER	0	0	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
LIAISON OFFICER	1	1	1	1	1	1
TOTAL FIRE SUPERVISION	4	4	6	6	6	6

FIREFIGHTING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIREFIGHTER	46	47	39	39	36	33
DRIVER/ENGINEER	18	18	21	21	21	21
LIEUTENANT	15	15	18	18	18	18
CAPTAIN	4	4	3	3	3	3
BATTALION CHIEF	3	3	3	3	3	3
TOTAL FIREFIGHTING	86	87	84	84	81	78

FIRE PREVENTION & INSPECTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
FIRE MARSHAL	1	1	1	1	1	1
ASSISTANT FIRE MARSHAL	0	0	1	1	0	0
TOTAL FIRE PREVENTION & INSPECTION	1	1	2	2	1	1

PUBLIC WORKS SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1
TOTAL PUBLIC WORKS SUPERVISION	1.5	1.5	1.5	1.5	1.5	1.5

PUBLIC WORKS BUILDINGS & GROUNDS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
BUILDING & GROUNDS SUPERVISOR	1	1	1	1	1	1
CUSTODIAN	3	3	0	0	0	0
CREW LEADER	1	1	1	1	1	1
GROUNDKEEPER	1	1	0	0	0	0
TOTAL PUBLIC WORKS BUILDINGS & GROUNDS	6	6	2	2	2	2

PUBLIC WORKS EQUIPMENT SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
EQUIPMENT MECHANIC	4	4	4	4	4	4
SHOP SUPERVISOR	1	1	1	1	1	1
SHOP SUPERINTENDENT	1	1	1	1	1	1
MECHANIC HELPER	1	1	1	1	1	1
TOTAL PUBLIC WORKS EQUIPMENT SHOP	7	7	7	7	7	7

PUBLIC WORKS REPAIRS & MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CREW LEADER	1	1	1	1	1	1
GENERAL SUPERVISOR	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	2	2	2	2	2	2
MEDIUM EQUIPMENT OPERATOR	6	6	6	6	5	5
TOTAL PUBLIC WORKS REPAIRS & MAINTENANCE	10	10	10	10	9	9

PUBLIC WORKS STREET LIGHTS & SIGNS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
GENERAL SUPERVISOR	1	1	1	0	0	0
UTILITY WORKER	0	0	0	1	0	0
TRAFFIC TECHNICIAN	1	1	1	1	2	1
TOTAL PUBLIC WORKS STREET LIGHTS & SIGNS	2	2	2	2	2	1

PUBLIC WORKS BRUSH & SNOW REMOVAL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATORS	8	8	7	7	6	7
CREW LEADER	0	1	1	1	1	1
UTILITY WORKER	5	5	5	5	2	2
TOTAL PUBLIC WORKS BRUSH & SNOW REMOVAL	13	14	13	13	9	10

PUBLIC WORKS COMMUNICATION SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
COMMUNICATIONS TECHNICIAN	1	1	1	1	1	1
ASSISTANT COMMUNICATIONS TECHNICIAN	0	1	1	1	1	1
TOTAL PUBLIC WORKS COMMUNICATION SHOP	1	2	2	2	2	2

PUBLIC WORKS STORM DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATOR	4	4	0	0	0	0
TOTAL PUBLIC WORKS STORM DRAINS & WAYS	4	4	0	0	0	0

PUBLIC WORKS STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	2	2	0	0	0	0
TOTAL PUBLIC WORKS STREET CLEANING	2	2	0	0	0	0

PARKS & REC SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
PARKS & REC DIRECTOR	1	1	1	1	1	1
PARKS & REC ASSISTANT DIRECTOR	1	1	0	0	0	0
ATHLETIC COORDINATOR	1	1	1	1	1	1
ATHLETIC SUPERVISOR	1	1	1	1	1	1
ATHLETIC ASSISTANT	0	0	1	1	1	1
ADMINISTRATIVE ASSISTANT	0	0	1	1	1	1
RECEPTIONIST	1	1	0	0	0	0
TOTAL PARKS & RECREATION SUPERVISION	5	5	5	5	5	5

PARKS & REC PLAYGROUNDS & PROGRAMS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION CENTER SUPERVISOR	1	1	1	1	1	1
RECREATION PROGRAM COORDINATOR	0	1	1	1	1	1
PARK RANGER	1	1	1	1	1	1
TOTAL PARKS & REC PLAYGROUNDS & PROGRAMS	2	3	3	3	3	3

PARKS & REC MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION AIDE	1	1	1	1	0	0
CREW LEADER	4	5	5	4	3	2
SUPERINTENDENT	1	1	1	1	1	1
ASSISTANT SUPERINTENDENT	1	1	1	1	1	1
MAINTENANCE WORKER I	3	5	4	4	4	4
MAINTENANCE WORKER II	2	0	0	1	1	1
TOTAL PARKS & REC MAINTENANCE	12	13	12	12	10	9

PARKS & REC MHA PROGRAMMING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
RECREATION PROGRAM COORDINATOR	1	0	0	0	0	0
TOTAL PARKS & REC MHA PROGRAMMING	1	0	0	0	0	0

SEWER SYSTEM MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SUPERINTENDENT	1	1	1	1	1	1
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5
CREW LEADER	1	1	1	1	2	2
HEAVY EQUIPMENT OPERATOR	3	3	3	3	4	4
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	5	5
UTILITY WORKER	0	0	0	0	1	1
TOTAL SEWER SYSTEM MAINTENANCE	8.5	8.5	8.5	8.5	13.5	13.5

SEWER SYSTEM CONSTRUCTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
CIVIL ENGINEER	1	1	0	0	0	0
ENGINEERING TECHNICIAN	1	1	2	2	0	0
CONSTRUCTION MANAGER	1	1	1	1	0	0
EQUIPMENT MECHANIC	0	0	1	1	1	1
INSPECTOR	1	1	2	2	0	0
CREW LEADER	0	1	1	1	1	1
SEWER DIRECTOR	1	1	1	1	0	0
GENERAL SUPERVISOR	0	0	0	1	1	1
HEAVY EQUIPMENT OPERATOR	3	4	5	5	3	3
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	1	1
UTILITY WORKER	3	1	1	0	0	0
ADMINISTRATIVE SECRETARY	0.125	0.2	0.2	0.4	0	0
TOTAL SEWER SYSTEM CONSTRUCTION	14.125	14.2	17.2	17.4	7	7

SEWER ADMINISTRATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
ENGINEERING TECHNICIAN	0	0	0	0	2	2
CONSTRUCTION MANAGER	0	0	0	0	1	1
SEWER DIRECTOR	0	0	0	0	1	1
INSPECTOR	0	0	0	0	2	2
ADMINISTRATIVE SECRETARY	0	0	0	0	0.4	0.4
TOTAL SEWER ADMINISTRATION	0	0	0	0	6.4	6.4

STORM WATER MANAGEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	0	0	2	0	0	0
MEDIUM EQUIPMENT OPERATOR	0	0	4	0	0	0
CITY ENGINEER	0	0	0	0	0.2	0.2
ENGINEERING TECHNICIAN	0	0	0.5	1	1	1
TOTAL STORM WATER MANAGEMENT	0	0	6.5	1	1.2	1.2

STORM WATER STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	0	0	0	2	2	2
TOTAL STORM WATER STREET CLEANING	0	0	0	2	2	2

STORM WATER DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
MEDIUM EQUIPMENT OPERATOR	0	0	0	4	4	4
TOTAL STORM WATER DRAINS & WAYS	0	0	0	4	4	4

SOLID WASTE SANITATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
SANITATION SUPERINTENDENT	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	6	6	6	6	6	6
UTILITY WORKER	4	4	4	4	4	3
TOTAL SOLID WASTE SANITATION	11	11	11	11	11	10

SOLID WASTE RECYCLING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11
HEAVY EQUIPMENT OPERATOR	1	1	1	1	1	1
UTILITY WORKER	1	1	1	1	1	1
TOTAL SOLID WASTE RECYCLING	2	2	2	2	2	2

TOTAL EMPLOYEES	321	325	329	328	314	305
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