

# CITY OF MORRISTOWN

## BUDGET



FISCAL YEAR 2012  
BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012

## About the Cover

### CROCKETT TAVERN

A replica of the boyhood home of Tennessee hero Davy Crockett, the museum contains artifacts from Davy's childhood and tells the story of this legendary figure in American history.

### ABOUT DAVY CROCKETT

Davy Crockett is a genuine American hero. As a frontiersman, politician, and warrior, he won acclaim and a permanent place in the lore that forms the history of America. He may be best known a martyr at the Alamo in Texas' battle for independence.

Davy's early life was filled with hardship. As the fifth of six sons among John and Rebecca Crockett's nine children, Davy watched his father struggle with debt throughout his life. The family moved often, but they never strayed far from East Tennessee. After many failed attempts at business, Davy's father finally established a successful tavern where the Museum now stands.

One of Davy's duties at the tavern was to hunt game for the supper table, which helped hone his skill with a rifle. Another chore was taking care of the livestock of the cattle drovers and sheep herders who were staying at the tavern.

As a young man, Davy was sometimes hired out to drive cattle, as well as, do other work to help pay off his family's debt. At 15, after leaving home for three years, he returned home to a joyful reunion with his family. When he was 17, he received his only six months of education while working part-time in the area.

# FY 2012 BUDGET

## MAYOR

DANNY THOMAS

## COUNCILMEMBERS

CHRIS BIVENS  
GENE BROOKS  
BOB GARRETT  
CLAUDE JINKS  
PAUL LEBEL  
KAY SENTER

FOR FISCAL YEAR BEGINNING JULY 1, 2011  
AND ENDING JUNE 30, 2012

# FY 2012 Budget Overview

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## ***FY 2012 Budget Message***

May 18, 2011

Mayor & Council:

With this letter, I hereby present the approved budget for the City of Morristown for fiscal year 2011-12. 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 plan.

### **A Vision for Morristown**

A budget is a plan for the coming year and beyond. Before one can develop a plan for operation of the City organization, you first have to decide what kind of community you want Morristown to be. Once you have this vision for the future, you can begin to work to make that vision a reality. As a guide in developing this budget for the City, we have relied on three key community planning efforts to help provide this vision. Over the past two years there have been a number of planning efforts designed to identify both strengths and areas of concern for our community. Three key projects have been used to help form the Community's vision for the preparation of this budget. These planning efforts are:

- A community profile developed by community leaders in 2010 under the umbrella of the Morristown Area Chamber of Commerce in which they developed a process to identify and evaluate demographic and socio-economic conditions. This community profile identified several areas where we could improve on weaknesses and capitalize on strengths.
- The Tennessee Department of Community and Economic Development's Three-Star Program helps Tennessee communities achieve excellence in community development by emphasizing foundational steps and targeting community strengths to improve quality of life and grow jobs. Morristown and Hamblen County have been working to update our Three Star Plan and continue our certification in this important State initiative.
- The Mayor and Council held a planning retreat in the summer of 2010 and a follow up session in early 2011 which helped them to focus on key priorities and identify areas for improvement in the coming years.

Council's retreat, the Community Profile and the Three Star Program share many common elements. Staff has worked to blend these elements into an overall vision for the community. This vision is the basis for most of the programs outlined in this budget plan and is the foundation for the goals that have been established for each operating department. The goals fall into the following categories:

- We will strive to improve the economic conditions of the community through sound economic development efforts.

- The City's financial condition must be strengthened through prudent use of resources to meet the needs of the community and with vigilant attention to stringent financial management system.
- Our community will be provided with a sound system of infrastructure, focusing on a balanced approach to maintenance of existing facilities and construction of new infrastructure.
- The Mayor and Council will strive to support a very high quality of life in Morristown, providing an excellent environment to live, work and play.
- Council will work to foster positive interaction with the public and facilitate the open exchange of information.

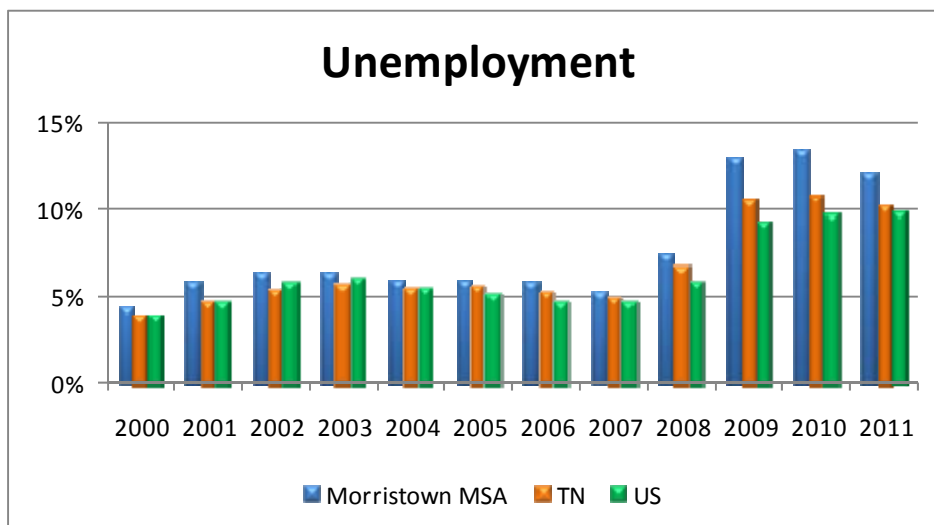
The FY 12 budget is an effort to achieve these goals and move the community forward toward that shared vision reflected in these planning efforts.

## A Weak but Improving Economy

While budget preparation is never an easy proposition, but the “Great Recession” which began in 2008 has certainly complicated the task. The national recession has dealt the State of Tennessee a huge blow. The State's revenue forecasts continue to show a weak economy. 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 - The U.S. economy is showing some weak-to-moderate signs of recovery, but growth has been unsteady. Growth spurts have been followed by periods of cooling. While the general trend is upward, the rate of growth has not been steady and robust. There are signs that excess capacity in manufacturing is beginning to be utilized, but there has been little activity in building new industrial production. Inflation has not yet emerged as a short term threat but remains a long-term concern. Despite improvements in employment prospects and the overall economic outlook, unemployment will remain high at 9.3 percent in 2011. Because unemployment typically lags other indicators, it is projected to remain high for several years into the economic expansion. Fears remain that issues such as Mideast unrest or rising fuel prices may cause recovery momentum to stall.

State – Tennessee economy has seen a stabilization of job loss which is a huge improvement from the rapid decline seen in recent years. As the economy has seen signs of renewed strength, sales tax collections have grown. Most measures of economic activity—including employment and taxable sales— remain well below their pre-recession levels. For some sectors of the economy, like residential housing, pre-recession levels of activity were artificially inflated. The state and national economies are embarked upon a fundamental restructuring that will take many years to fully resolve. Taxable sales will not fully rebound until at least fiscal year 2014, employment will not recover until 2014 and the unemployment rate will remain elevated above its pre-recession low through the decade. But growth is underway and should be sustained into 2013.



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 above, our unemployment rate has exceeded both the State and National trends during this downturn. With fewer employees commuting to the City, retail sales have slumped. While Morristown has seen improvements in employment following national and state trends, we have lagged behind in the rate of recovery.

We have seen several signs of improved economic life in the community in recent months. Local industries have begun to recall workers and production is increasing. This is confirmed by increased utility sales by the City and the Morristown Utility System. We have seen a steady uptick in retail sales as local workers are more confident and workers from outside the City are coming back into our stores. On the downside, however, we suffered another round of bad economic news. This spring, Berkline, the last major manufacturer of furniture in the City, announced it was closing operations with the loss of 500 jobs. This loss of employment and the potential for it to ripple through other industries which were significant suppliers to Berkline will certainly have a negative impact on the local economy.

For the purposes of forecasting this budget, we assume that some sectors of the local economy will begin to see improvement as the national economy strengthens, but Berkline's closing will tend to offset these improvements. We project that the Morristown economy will be flat for the coming year and growth will lag behind the State and National rate of recovery.

## **Pay and Benefit Issues**

Pay and benefits issues impact all of the City's operations; the cost of salaries and benefits represent almost two thirds of what the City spends each year. Over a period of seven years, Morristown employees have seen stagnant or even falling compensation for their service to the community. In FY 11, the Mayor and Council were able to stop the employee furlough that had been put in place as part of the emergency cost cutting effort during FY 10, but there was little available to recognize the hard work and dedication of the City workforce. Unfortunately, given the state of the City's finances, we will not be able to seriously consider raises again this year.

The budget does, however, offer some recognition to employees. When the City began requiring employees to share in the cost of their health insurance, the City provided a stipend to help offset the increased cost born by the employee. It was assumed that this health insurance supplement would remain constant over time while health costs escalated. However, by teamwork, the City and employees have worked to control health costs and the supplement remains near the same ratio to the health premiums as it was when first adopted. In recognition of this teamwork, the health supplement will be incorporated into employee base pay. While this will not have a major impact on net pay at this time, it will show employees that the benefit will not be lost in the future. City employees are encouraged to minimize time lost; if an employee does not use any sick leave during the year, he receives a number of bonus vacation days. In FY 10 as a cost cutting measure, the number of bonus days was reduced from five to four. With this budget, the bonus will be restored to the original five. We also add an additional holiday to the employees' compensation package. This will be a "floating" or personal holiday that can be taken at the discretion of the employee with consultation with his supervisor. This will not require the City to be closed for service but still allow for additional time off for staff. A floating holiday is easier to manage for public safety and other 24 / 7 operations. Finally, and perhaps most significantly, the City is working with Hamblen County to provide workers and dependents with a health clinic. Employees will be able to utilize this service for quality health care and prescription services and avoid costly medical bills. This benefit will certainly represent major savings for employees who elect to utilize the clinic.

These adjustments to benefits are far from fully restoring employees, but they are an effort to recognize that employees have been willing and effective partners in meeting the challenges that our community faces. As the economy begins to recover, competition for qualified and motivated employees will increase. The City

will struggle to retain workers when other employers offer better compensation. We are already beginning to see signs that these competitive pressures are building.

## **Equipment**

A key strategy that the City has employed to cope with the economic downturn has been to defer replacement of equipment. Due to this strategy, the City is very far behind a responsible equipment replacement schedule. Older equipment results in higher operating costs, higher maintenance expense, lost production time and reduced staff efficiency. With this budget we begin to make modest replacement of equipment in areas throughout the organization. These equipment purchases will be highlighted in the narrative sections of departments and are summarized in the supplemental information at the back of the document.

## **Infrastructure**

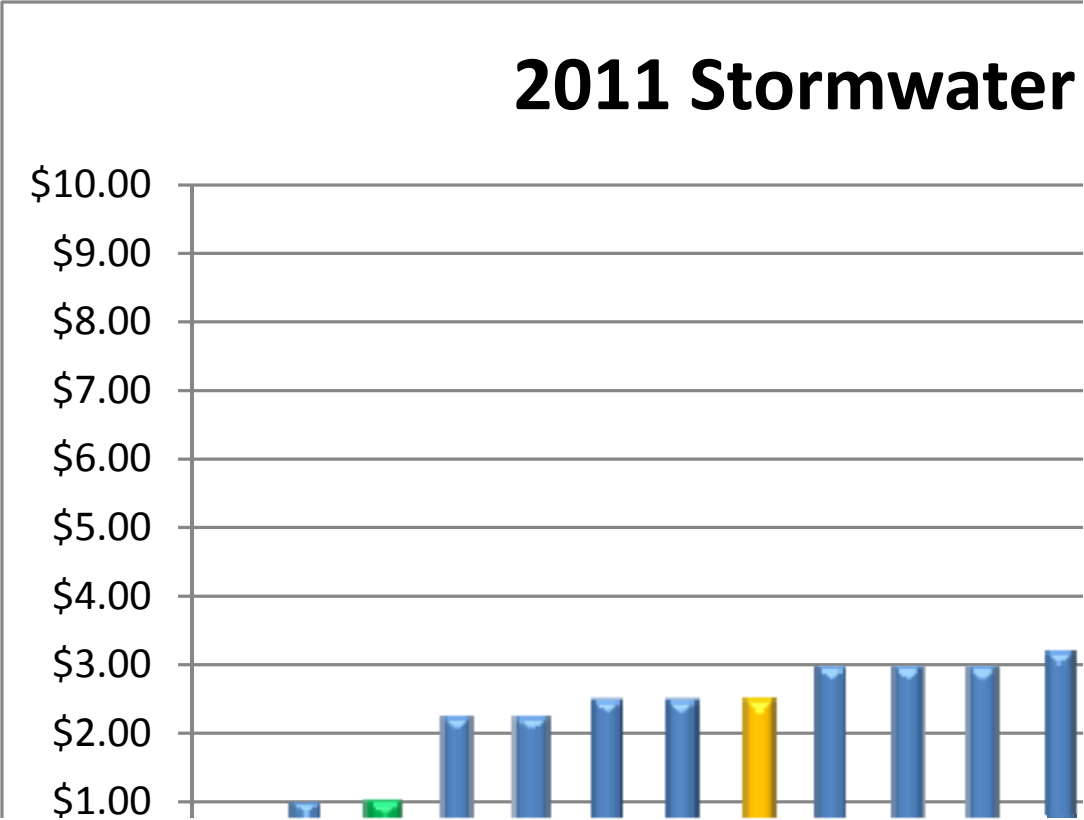
During the years of rapid growth, Morristown opted to invest in capital projects designed to fuel growth and development; we were trying to build the tax base. When the economic downturn came, investment in infrastructure was deferred. These two trends meant that investment in maintaining and replacing aging existing infrastructure has been put off “for another day.” The cumulative impact of allowing infrastructure to decline has led to a number of significant problems for our community.

Sewer – Perhaps the area where deteriorating infrastructure has reached the most critical point is that of the Wastewater collection system. The City is working under an order from the Commissioner of the Tennessee Department of Environment and Conservation (TDEC) for our sewer collection system. This order mandates that we do a complete review of our sewer system and based on this review to undertake systematic rehabilitation projects to address the deficiencies that are identified. The City has also been ordered to upgrade the series of pump stations in the Witt area by the Federal District Judge. In a suit brought by residents of this area, the City was found in violation of the federal Clean Water Act and our National Pollutant Discharge Elimination System (NPDES) permit. The need to rapidly address needs in our sewer system has reached a critical stage, and the City must respond quickly and vigorously. Failure to do so will result in further penalties, loss of management of our system and a major cost burden on our customers. Morristown must change the way we operate our system; a proposal to modify the City’s approach to managing this utility is explained in more detail in the Sewer section of this document.

Streets – The City’s management approach to investments in transportation focused on larger projects to foster growth. This allowed the City to leverage local resources with State and Federal funds and accomplish some major projects and land some significant new business for the area. This approach has allowed routine maintenance of existing streets to decline and the condition of our infrastructure clearly shows the result. In order to stem the decline of our streets and to make repairs before the conditions require even more expensive rebuilding to restore our streets, we will make a major investment in FY 12. This budget assumes that we issue \$3,500,000 in bonds to resurface approximately 8 miles of streets. This debt would be repaid over a period of ten years by dedicating the City’s allocation of gas tax from the State. This will require the community to find additional local resources in the coming years to help maintain roads, but we hope that economic growth will allow for these additional resources without significant tax increases.

Stormwater – The City has been cited by TDEC for failure to fully and effectively enforce the City’s Municipal Separate Storm Sewer System (MS4) permit. This permit governs how the City regulates both the quantity and quality of stormwater runoff. We must upgrade our enforcement efforts as we implement the phase 2 MS4 permit in order to avoid sanctions. While the City has not provided resources for investment in the stormwater infrastructure, we have allocated meager resources and responded after system failure. Another area which will add to the expense of this function comes from the Tennessee Comptroller’s office. The City established a separate stormwater fund in 2008 which was to be supported by a user fee. Unfortunately, adequate resources were not provided for the start-up of this operation, and the newly created fund ran at a deficit in its first year of operation. The deficit was financed by a transfer from the City’s Sewer fund. In FY 10, the Comptroller’s office determined that this transfer was inappropriate, and the Sewer fund must be repaid over a period of five years.

The cost of increased enforcement, need to invest in infrastructure and the requirement to repay the loan means that user fees will not be adequate to support the needs of this utility. With this budget, the stormwater fee will be increased from \$1.00 per eru per month to \$2.50. The chart below shows the relative position of Morristown’s current and new rate when compared to other Tennessee localities. Even with the increase in the rate, Morristown’s fee will be among the lowest in the State. A discussion of how this rate is calculated is provided in more detail in the Stormwater Fund section of this document.



**Financial Management**

In Fiscal Years 10 and 11, the City experienced major issues in financial management. Declining revenue, particularly in Sewer fees and Sales taxes required the City to make a midyear adjustment in December 2009 (FY 10). Budgets were cut, positions were frozen and employees were furloughed in order to make it through the remainder of the year. At the end of FY 10, the City sought and received a Tax and Revenue Anticipation Note (TRAN) in order to meet cash flow needs and meet our obligations. The need for this short term borrowing coupled with concerns with past financial management practices, brought the City under scrutiny by the Tennessee Comptroller’s office. With the FY 11 budget, the City eliminated all positions that were frozen in FY 10, implemented a solid waste fee and increased the sewer rate. During FY 11, the Comptroller also froze our ability to borrow pending review of the City’s past financial practices. In FY 12 we find ourselves on more solid financial ground, and the review by the Comptroller has been completed. We will be able to issue debt to meet the needs of our community, but the City will be required to do a complete review of financial policies and procedures and implement best practices in our financial management. We, along with all localities in the State, will be required to develop and adopt a policy for debt management. Review and development of these policies will require a major effort on the part of both staff and elected officials.

## General Fund

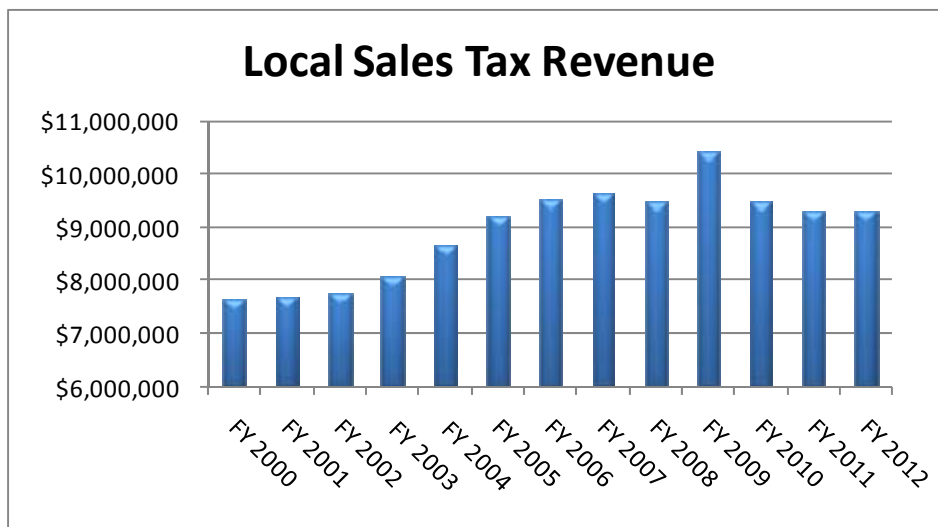
### Revenue

Estimated revenues for the General Fund total \$ 32,882,837, an increase of \$ 4,204,148 or 15 % more than the FY 2011 adopted budget. However one must note that the FY 12 budget includes proceeds from a bond issue for \$4,034,000. When this is taken into account, revenues for FY 12 are essentially unchanged from the prior year.

### Property Tax

The budget for FY 12 includes no property tax increase. Property Tax revenue collections were slightly higher in FY 11, but the budget projects no growth in revenue for FY 12. Any modest increases that may come from new construction are expected to be offset by delinquencies brought on by property owners experiencing economic distress.

### Sales Tax



With the FY 2011 budget, we assumed that the recent rate of decline would slow, but we would continue to see shrinkage in sales. Actual collections will significantly outpace this projection but are likely to remain below FY 10 collections. Based on activity in the local economy there was some reason to hope for stronger growth, but in late March Berkline announced that they were ceasing production. With the loss of these 500 jobs growth in

local sales is expected to cool. For FY 12, we assume that the impact of Berkline's closing will offset growth and revenue will remain at about the level collected in FY 11.

### Expenses

The total General Fund budget is \$ 32,982,836, up 21% from the prior year's budget. The most significant reason for this increase is an investment in infrastructure. Of the \$5.6 million increase, \$3.5 is a bond financed resurfacing of streets, \$900,000 in grant funded improvements to the airport, and \$600,000 in replacement of equipment and \$500,000 to complete the ESG energy savings improvements. Of these projects, only the equipment will be paid from regular operating revenue. Some savings in transfers to other funds help to offset minor increases in operating expenses. These changes are explained in more detail in the body of the document.

## **Stormwater Fund**

The factors increasing the cost of this operation and the need for an increase of the utility rate from \$1.00 to \$2.50 are outlined in the infrastructure section of this transmittal letter. The issue is explained in more detail in the Stormwater Fund section of the budget document.

## **Sewer Fund**

The pressures on the Sewer utility are outlined in the infrastructure section of this letter. No additional adjustments to rates are required for FY 12, but a major change in management philosophy will be required. We will need to focus on investigative field work and compliance with the TDEC order in FY 12 to begin major rehabilitation in FY 13. We will change from our past philosophy of in-house construction to one that utilizes contractors to accomplish projects. This will be explained more fully in the Sewer section of this document.

## **Solid Waste Fund**

With the FY 11 budget, Morristown began treating the Solid Waste Fund as an Enterprise Fund. Staff proposed a fee of \$12 per month, but Council elected to implement a fee of \$10. In FY 12, we will have a full year's collection of fees, which will allow for a reduced subsidy from the General Fund. The taxpayers will need to continue to support the recycling program through General Fund subsidies.

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. A special thank you should be given to Larry Clark, who came to work with the City in December 2010. His hard work in learning the financial system, setting up a new chart of accounts, and developing this budget has demonstrated both his skill and determination. It is only with his contribution that this budget could be presented to you.

It is my honor to offer 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

## **Community Vision and Goals**

Over the past two years there have been a number of planning efforts designed to identify both strengths and areas of concern for our community. Three key projects have been used to help form the Community's vision for the preparation of this budget.

During 2010, the Morristown Area Chamber of Commerce completed a community profile in which they developed a process to identify and evaluate demographic and socio-economic conditions. This community profile identified several areas where we could improve on weaknesses and capitalize on strengths.

The state of Tennessee recognizes the importance of successful community development best practices and its impact on sustaining economic growth. The Tennessee Department of Community and Economic Development's Three-Star program helps Tennessee communities achieve excellence in community development by emphasizing foundational steps and targeting community strengths to improve quality of life and grow jobs. Morristown and Hamblen County have been working to update our Three Star plan and continue our certification in this important State initiative.

The Mayor and Council held a planning retreat in the Summer of 2010 and a follow up session in early 2011 which helped them to focus on key priorities and identify areas for improvement in the coming years.

Council's retreat, the Community Profile and the Three Star Program share many common elements. Staff have worked to blend these elements into an overall vision for the community. This vision is the basis for most of the programs outlined in this budget plan and is the foundation for the goals that have been established for each operating department. The goals fall into the following categories:

- We will strive to improve the economic conditions of the community through sound economic development efforts.
- The City's financial condition must be strengthened through prudent use of resources to meet the needs of the community and with vigilant attention to stringent financial management system.
- Our community will be provided with sound system of infrastructure, focusing on a balanced approach to maintenance of existing facilities and construction of new infrastructure.
- The Mayor and Council will strive to support a very high quality of life in Morristown, providing an excellent environment to live, work and play.
- Council will work to foster positive interaction with the public and facilitate the open exchange of information.

**We will strive to improve the economic conditions of the community through sound economic development efforts.**

- Council will seek to foster economic development and job creation.
  - a. The City will take a more active role in economic development including industrial and commercial.
    - i. We will decrease unemployment by 5 – 8% by 2015

- ii. Staff will develop a system to facilitate the development process using concepts such as one stop shop and single point of contact to “shepherd” projects through the review and permitting process.
- iii. Industrial
  - 1. We will seek a broad based industrial base to avoid the hazards of downturns in particular sectors of the economy
    - a. Diversify the industrial base to include biotechnology and information technology companies.
  - 2. Support existing industries to retain jobs and encourage expansion and investment.
  - 3. Support activities to further develop our healthcare infrastructure and to recognize healthcare as an industry.
  - 4. Council will work to support workforce education and use that to help market to industrial prospects.
  - 5. Improve and revitalize the east end industrial area.
  - 6. Complete the East TN Progress Center industrial park (ETPC).
- iv. Commercial
  - 1. The City will identify and help market sites for commercial development, especially retail and restaurants.
  - 2. Council will explore opportunities to use tax increment financing (TIF) to facilitate cluster restaurant development.
  - 3. Council will consider marketing the TIF and other development advantages available in Morristown to appropriate developers.
  - 4. Increase total sales tax revenue by 2.5% annually
- b. Support and fund tourism activities in the region in proportion to the size of the market. Recognize tourism as an industry that provides \$81.35 million benefit to local economy.
  - i. Improve and expand recreational infrastructure to attract more sports related tourism.
  - ii. Enhance the Strawberry and International Festivals.
  - iii. Continue to leverage Cherokee Lake as a tourism attraction.

**The City’s financial condition must be strengthened through prudent use of resources to meet the needs of the community and with vigilant attention to stringent financial management system.**

- 1. The City will explore the sale of property to return land to foster private development, strengthen the tax base and provide resources for the operation of the City.
- 2. Council will explore the cost of employee benefits including:
  - a. Employee health insurance
  - b. Retiree health insurance
  - c. Retiree benefits
  - d. Employee retirement plan
- 3. The City will explore a report to educate employees about the total cost of their employment.
- 4. The City will explore employee wellness programs to improve productivity and hold down costs of health coverage.

**Our community will be provided with sound system of infrastructure, focusing on a balanced approach to maintenance of existing facilities and construction of new infrastructure.**

**1. Sewer**

- a. We will provide resources and remain committed to addressing concerns identified in the Tennessee Department of Environment and Conservation (TDEC) Commissioner's order concerning our sewer system.
- b. We will use the Sewer Maintenance and Operations Model (MOM) to focus operations to effectively address sewer deficiencies

**2. Stormwater**

- a. The City will fully implement the Municipal Separate Storm Sewer Systems (MS4) permit requirements using the storm water utility. This effort will comply with State and Federal law as well as significantly improve the water quality of the region.

**3. Transportation**

- a. We will identify adequate funding sources to address long term maintenance needs of the City's streets.
- b. We will explore development of an new Exit 6 on I-81 to improve the function of the ETPC
- c. Complete Exit 8 interchange improvements.
- d. Make improvements to US 25E corridor.
- e. Widen Hwy 11E to four lanes to Exit 23.
- f. Improve traffic flow in and around Morristown. Synchronize traffic lights to help with flow.
- g. Build another east west route other than 11E (Veterans Parkway).
- h. Complete Connector from Exit 4 to Highway 160
- i. Improve signage including Medical District and access roads.
- j. Decrease roads rated poor or below from 5.5% to 4.5%
- k. Reduce average daily commute time (one way by 5% to 20.1 minutes

**4. Industrial Parks**

- a. We will make wise investments to assure the success of the East Tennessee Progress Center, including:
  - i. Sewer
  - ii. Land
  - iii. Roads



**The Mayor and Council will strive to support a very high quality of life in Morristown, providing an excellent environment to live, work and play.**

1. Community appearance
  - a. Council will consider efforts to improve the overall appearance of the community, particularly streetscapes. We will develop improved median plantings, mowing and maintenance
  - b. The City will target derelict buildings and encourage owners to bring them up to standards or demolish them.
  - c. Council will explore a signature tree for both public and private planting.
  - d. We will work to protect citizens from offensive odors.
  - e. We will strive to improve the appearance of the neighborhoods. In particular we will address:
    - i. Overgrown weed lots
    - ii. Improperly parked vehicles in yards
    - iii. Inadequate parking for multifamily dwellings
  - f. Council will seek to assure that ordinances are enforceable and that adequate resources have been provided before enacting regulations.
  - g. Council will explore an environmental court
  - h. The City will enforce high standards, but in a manner that is both authoritative and respectful
2. Environment
  - a. Reduce the number of miles of impaired streams from the current level of 43.3 miles
  - b. Reduce the percentage of soil moderately eroded from the current level of 59%
3. Housing
  - a. Increase the number of housing units by 2.5% by 2015
  - b. Decrease the number of foreclosure filings by 62% by 2015
4. Public Safety
  - a. Reduce traffic accidents from 27.5 to 25.8 per 1,000
  - b. Reduce average response time for police from 5.63 to 5 minutes

**Council will work to foster positive interaction with the public and facilitate the open exchange of information.**

1. The City will conduct a survey of citizens to assure feedback from a broad cross section of the community.
2. Council will better utilize the various boards that seek to offer advice and manage the City's resources. Council will receive minutes from each group in order to help keep abreast of activity.
3. Council will seek to establish an annual meeting of all those who serve on City boards in order to facilitate the exchange of information and to express the gratitude of the community for their service.
4. Council will consider attendance requirements and term limits for service on City Boards to facilitate adequate representation of all sectors of the community.

## City Wide Goals by Operating Department

Goal / Department	Economic Development	Financial Stability	Infrastructure	Quality of Life	Open Government
Administrator	X	X	X	X	X
Finance and Administration		X			X
Community Development	X		X	X	
Engineering	X		X		
Police				X	
Fire				X	
Public Works			X	X	
Parks & Recreation	X			X	X
Wastewater	X		X	X	
Stormwater	X		X	X	
Solid Waste				X	
LAMPTO (transportation)	X		X		

## **Budget Ordinance**

Ordinance to be prepared after review by City Council

# Fund Summaries

## All Funds

FY 2012 BUDGET								
	General	CDBG	LAMPTO	Narcotics	Sewer	Storm Water	Solid Waste	All Funds Total
Revenues:								
Property taxes	\$8,650,000	-	-	-	-	-	-	\$8,650,000
Local option sales taxes	9,375,000	-	-	-	-	-	-	9,375,000
Other local taxes	3,475,000	-	-	-	-	-	-	3,475,000
Licenses, permits & fees	1,941,000	-	-	\$200,609	-	-	-	2,141,609
Use of money & property	4,189,293	-	-	-	7,600,000	-	-	11,789,293
Service charges & fees	145,000	-	-	-	9,795,000	\$1,160,000	\$1,753,484	12,853,484
Intergovernmental	4,507,174	\$623,773	\$497,445	-	-	-	-	5,628,392
Total Revenues	32,282,467	623,773	497,445	200,609	17,395,000	1,160,000	1,753,484	53,912,778
Expenditures:								
General administration	3,159,375	-	-	-	1,182,360	-	-	\$4,341,735
Public safety	12,969,713	-	-	478,705	-	-	-	\$13,448,418
Public works, streets & transportation	8,939,402	-	-	-	11,615,923	852,959	1,593,225	\$23,001,509
Parks & recreation	1,702,041	-	-	-	-	-	-	\$1,702,041
Civic support	1,440,457	-	-	-	-	-	-	\$1,440,457
Airport	1,094,065	-	-	-	-	-	-	\$1,094,065
Community & economic development	-	671,418	614,946	-	-	-	-	\$1,286,363
Debt service	2,414,708	-	-	-	3,080,525	137,854	275,708	\$5,908,796
Other	500,000	-	-	-	-	-	-	\$500,000
Depreciation	-	-	-	-	2,432,707	140,000	104,386	\$2,677,093
Total expenditures	32,219,760	671,418	614,946	478,705	18,311,515	1,130,813	1,973,319	55,400,477
Transfers (to) from:								
CDBG Fund	(47,645)	-	-	-	-	-	-	(47,645)
General Fund	-	\$47,645	\$117,501	278,096	(571,183)	(29,187)	219,835	62,707
LAMTPO Fund	(117,501)	-	-	-	-	-	-	(117,501)
Narcotics Fund	(278,096)	-	-	-	-	-	-	(278,096)
Sewer Fund	571,183	-	-	-	-	-	-	571,183
Solid Waste Fund	(219,835)	-	-	-	-	-	-	(219,835)
Storm Water Fund	29,187	-	-	-	-	-	-	29,187
Net transfers	(62,707)	47,645	117,501	278,096	(571,183)	(29,187)	219,835	-
Net increase (decrease) in fund reserves	(0)	0	0	-	(1,487,698)	(0)	(0)	(1,487,699)

## General Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>
<b>REVENUES</b>				
Total Taxes	20,921,079	20,970,100	21,400,000	21,500,000
Total Licenses, Permits and Fees	1,839,803	2,148,500	1,997,500	1,941,000
Total Use of Money and Property	614,083	501,508	584,490	155,293
Total Service Charges and Fees	151,239	145,000	145,000	145,000
Total Intergovernmental Revenues	<u>4,025,953</u>	<u>3,337,216</u>	<u>3,895,656</u>	<u>4,507,174</u>
<b>Total Revenues</b>	<b>27,552,156</b>	<b>27,102,324</b>	<b>28,022,646</b>	<b>28,248,467</b>
<b>EXPENDITURES</b>				
Total General Government	3,161,168	3,700,678	3,517,652	3,159,375
Total Public Safety	12,248,776	12,575,909	12,113,565	12,969,713
Total Public Works	4,855,780	4,825,109	4,470,619	8,939,402
Total Parks and Recreation	1,565,541	1,640,157	1,588,987	1,702,041
Total Civic Support	1,598,027	1,126,857	1,135,857	1,440,457
Total Miscellaneous	1,325,861	662,600	1,116,244	1,594,065
Total General Fund Debt Service	<u>4,227,770</u>	<u>2,325,665</u>	<u>2,314,708</u>	<u>2,414,708</u>
<b>Total Expenditures</b>	<b>28,982,922</b>	<b>26,856,975</b>	<b>26,257,633</b>	<b>32,219,760</b>
<b><u>Other Financing Sources (Uses)</u></b>				
Storm Water In Lieu of Tax & Admin Fee	0	14,187	14,187	29,187
Sewer In Lieu of Taxn & Admin Fee	0	296,183	296,183	571,183
Storm Water Administrative Fee	20,000	15,000	0	0
Sewer Administrative Fee	260,000	275,000	0	0
Narcotics Transfer (Out)	(295,000)	(293,912)	(355,460)	(278,096)
Solid Waste Transfer (Out)	(1,630,864)	(560,529)	(560,529)	(219,835)
Storm Water Transfer (Out)	0	(115,000)	(115,000)	0
LAMPTO Transfer (Out)	0	0	0	(117,501)
CDBG Transfer (Out)	0	45,000	45,000	(47,645)
Other Transfers In (Out)	0	0	0	0
Bond Proceeds	<u>2,849,536</u>	<u>0</u>	<u>0</u>	<u>4,034,000</u>
Total Other Financing Sources (Uses)	1,203,672	(324,071)	(675,619)	3,971,293
<b>Net Change in Fund Balance</b>	(227,094)	(78,722)	1,089,394	(0)
<b>Beginning Fund Balance</b>	<u>2,619,067</u>	<u>2,391,973</u>	<u>2,391,973</u>	<u>3,481,367</u>
<b>Ending Fund Balance</b>	<u>2,391,973</u>	<u>2,313,251</u>	<u>3,481,367</u>	<u>3,481,367</u>

## Solid Waste Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Solid Waste Fees	\$0	\$1,000,000	\$1,003,000	\$1,261,984	\$258,984
Intergovernmental	239,698	238,100	238,100	241,500	\$3,400
Debt Proceeds	162,919	0	0	250,000	\$250,000
Transfer From General Fund	1,461,049	560,529	560,529	219,835	(\$340,694)
Total Revenues	1,863,666	1,798,629	1,801,629	1,973,319	171,690
Landfill					
<b><u>Expenditures</u></b>					
Sanitation	1,398,828	1,261,657	1,070,524	1,373,390	302,866
Recycling	227,908	249,925	214,469	219,835	5,365
Depreciation	0	40,000	40,000	104,386	64,386
Landfill (Moved to Sanitation)	0	0	0	0	0
Superfund (Moved To Sanitation)	0	0	0	0	0
Debt Service	240,635	247,047	250,708	275,708	25,000
Total Expenditures	1,867,371	1,798,629	1,575,702	1,973,319	397,618
Net Change in Fund Balance	(3,706)	0	225,927	(0)	
Beginning Fund Balance	0	(3,706)	(3,706)	222,222	
Ending Fund Balance	(\$3,706)	(\$3,706)	\$222,222	\$222,221	

## Stormwater Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
Operating Revenues					
Storm Water Utility Fees	\$563,562	\$578,000	\$580,000	\$1,160,000	\$580,000
Total Operating Revenues	563,562	578,000	580,000	1,160,000	580,000
Operating Expenditures					
Drain Way Maintenance	226,996	267,657	235,932	611,211	375,279
Street Cleaning	127,190	154,382	133,604	97,083	(36,521)
Storm Water Management	84,759	123,534	129,575	173,852	44,277
Debt Service	1,216	4,473	4,604	137,854	133,250
Depreciation	136,682	140,000	140,000	140,000	0
Total Operating Expenditures	576,843	690,046	643,715	1,160,000	516,285
Operating Income (loss) before contributions	(13,281)	(112,046)	(63,715)	(0)	
Non-Operating Activities					
Capital Contributions	0	0	0	0	0
Transfer From General Fund	0	115,000	115,000	0	(115,000)
Total Non-Operating Activities	0	115,000	115,000	0	(115,000)
Change in Net Assets	(13,281)	2,954	51,285	(0)	
Net Assets - Beginning	1,710,516	1,697,235	1,697,235	1,748,520	
Prior Period Adjustment	0	0	0	0	
Net Assets - Ending	\$1,697,235	\$1,700,189	\$1,748,520	\$1,748,520	

# Sewer Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Sewer Penalty and Recovery Fees	0	0	0	0	0
Interest on Investments	1,890	0	0	0	0
Sewer Service Charges	6,181,282	8,169,007	8,600,000	9,400,000	1,230,993
Sewer Connection Charges	56,431	75,000	75,000	75,000	0
Pre-Treatment Program	370,015	365,000	400,000	300,000	(65,000)
Septic Haulers	50,100	40,000	20,000	20,000	(20,000)
SRF	0	4,600,000	3,045,000	6,100,000	1,500,000
Bond Proceeds	0	0	0	0	0
Reserve - Debt proceeds				1,500,000	
Miscellaneous Revenues	0	0	0	0	0
Total Revenues	6,659,717	13,249,007	12,140,000	17,395,000	2,645,993
<b><u>Expenditures</u></b>					
Sewer Administration	673,146	1,541,183	1,299,553	1,753,543	212,360
Sewage Treatment Plant	2,762,934	2,015,959	1,988,000	1,462,000	(553,959)
Collection System Maintenance	1,378,584	3,094,458	1,879,020	1,418,691	(1,675,767)
Pumping Station	59,278	2,502,676	812,360	1,141,392	(1,361,284)
Sewer Construction	16,572	948,644	2,220,098	7,593,840	6,645,196
Depreciation	2,393,978	2,100,000	2,432,707	2,432,707	332,707
Bond Principal	1,617,144	1,676,784	1,702,924	1,975,406	298,622
Bond Interest	501,129	1,164,436	550,000	1,060,119	(104,317)
Bond Expense	56,732	45,000	45,000	45,000	0
Total Expenditures	9,459,498	15,089,140	12,929,662	18,882,698	3,793,558
Difference	(2,799,781)	(1,840,133)	(789,662)	(1,487,698)	
Change In Net Assets					
Beginning Net Assets	18,905,583	17,722,946	17,722,946	17,831,306	
Operating Revenue	6,659,717	8,649,007	9,095,000	9,795,000	
Operating Expenses	7,842,354	9,990,712	8,986,640	8,835,452	
Net Assets	(1,182,637)	(1,341,705)	108,360	959,548	
Ending Net Assets	17,722,946.45	16,381,241.45	17,831,306.40	18,790,854.43	



# Narcotics Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
Program Income	\$197,048	\$200,000	\$100,000	\$200,609	\$609
Transfer From General Fund	275,898	293,912	355,460	278,096	(15,816)
Total Revenues	472,946	493,912	455,460	478,705	(15,207)
<b><u>Expenditures</u></b>					
Narcotics Enforcement	450,672	493,653	430,725	478,705	(14,948)
Total Expenditures	450,672	493,653	430,725	478,705	(14,948)
Net Change in Fund Balance	22,274	259	24,735	0	
Beginning Fund Balance	3,198	25,473	25,732	50,467	
Ending Fund Balance	\$25,473	\$25,732	\$50,467	\$50,467	

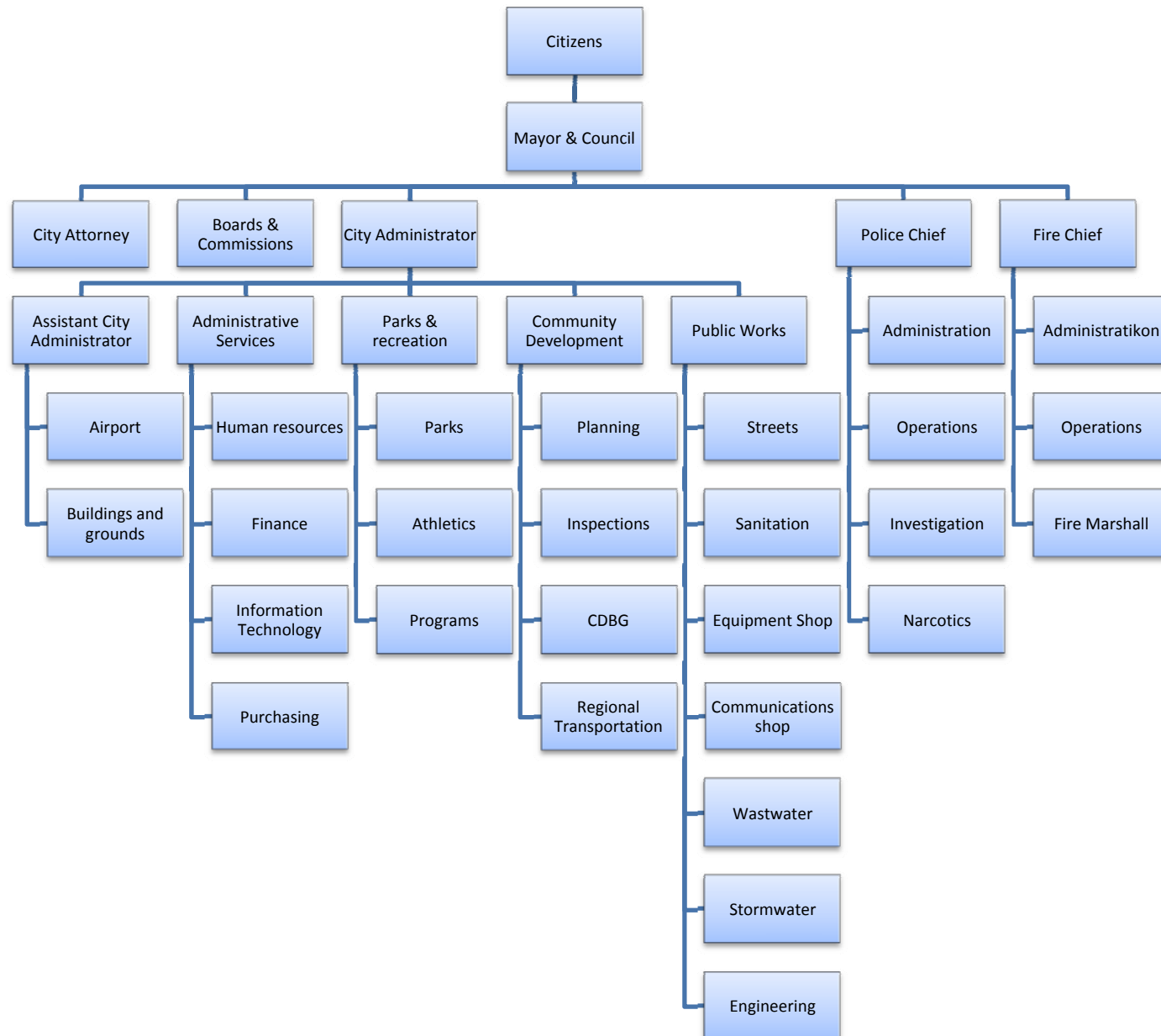
# LAMTPO Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
ETHRA Reimbursements	321,655	258,750	125,265	125,265	\$258,750
General Fund Transfer	-	133,530	133,530	117,501	\$133,530
Federal Grants	-	69,397	100,000	20,565	\$69,397
State Grants	151,571	-	610,510	-	\$0
Transportation Planning Reimbursements	-	-	25,000	25,000	\$0
Section 5307 Reimbursements	54,256	124,865	55,000	326,615	\$124,865
Total Revenues	527,483	586,542	1,049,305	614,946	\$586,542
<b><u>Expenditures</u></b>					
Transportation Planning Administration	125,835	156,081	106,180	157,821	\$156,081
Transportation Planning Programs & Activities (Moved to Admin)	-	-	-	-	\$0
Section 5307 Admin. And Programs	457,738	430,461	844,285	436,726	\$430,461
Section 5307 Programs & Activities (Moved To Admin)	-	-	-	-	\$0
Section 5303 Admin.and Programs	-	7,476	18,917	20,399	\$7,476
Total Expenditures	583,573	594,018	969,381	614,946	\$594,018
Transfer from General Fund	-	-	-	-	
Net Change in Fund Balance	(56,090)	(7,476)	79,924	0	
Beginning Fund Balance	-	(56,090)	(56,090)	23,834	
Ending Fund Balance	(56,090)	(63,567)	23,834	23,834	

## CDBG Fund

	<i><b>FY 2010 Actual</b></i>	<i><b>FY 2011 Budget</b></i>	<i><b>FY 2011 Projected</b></i>	<i><b>FY 2012 Budget</b></i>	<i><b>Increase (Decrease)</b></i>
<b><u>Revenues</u></b>					
CDBG Reimbursements	\$459,336	\$927,434	\$650,000	\$266,552	(\$383,448)
Transfer from General Fund	\$0	\$0	\$0	\$47,645	\$47,645
Other Grants & Reimbursements	52,000	0	110,330	357,221	357,221
Total Revenues	511,336	927,434	760,330	671,418	(256,016)
<b><u>Expenditures</u></b>					
CDBG Administration	81,016	188,094	105,645	117,955	(70,139)
CDBG Programs & Activities	452,938	741,341	493,725	553,463	(187,878)
Total Expenditures	533,954	929,435	599,370	671,418	(258,017)
Transfer to General Fund	0	(45,000)	(45,000)	0	45,000
Net Change in Fund Balance	(22,618)	(47,001)	115,960	0	
Beginning Fund Balance	0	(22,618)	(22,618)	93,342	
Ending Fund Balance	(\$22,618)	(\$69,619)	\$93,342	\$93,342	

# City – Wide Organization Chart



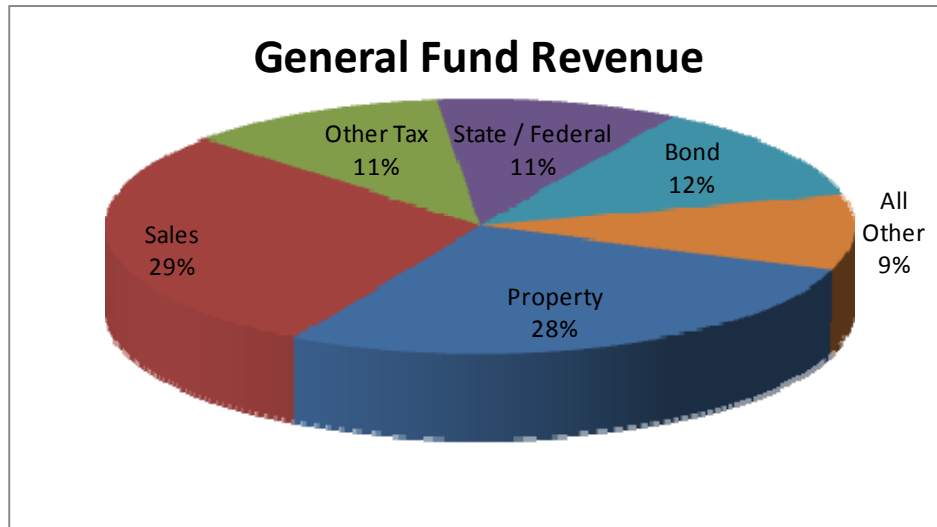
## GENERAL FUND



MAIN STREET, LOOKING WEST FROM HENRY STREET.

# Revenue Analysis

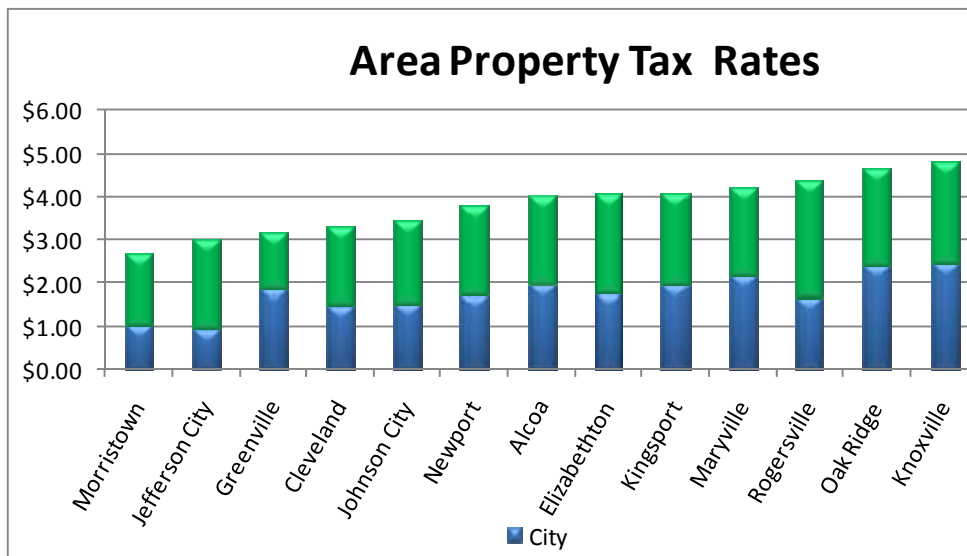
Estimated revenues for the General Fund total \$ 32,882,837, an increase of \$ 4,204,148 or 15 % more than the FY 2011 adopted budget. However one must note that the FY 12 budget includes proceeds from a bond issue for \$4,034,000. When this is taken into account, revenues for FY 12 are essentially unchanged from the prior year. Revenues for the General Fund are divided into 6 major categories as reflected in the chart below. Property tax and local sales tax each reflect about 1/3 of the revenues for the General Fund; the remaining sources of income represent approximately 10% each.



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

## Taxes:

### Property Taxes:

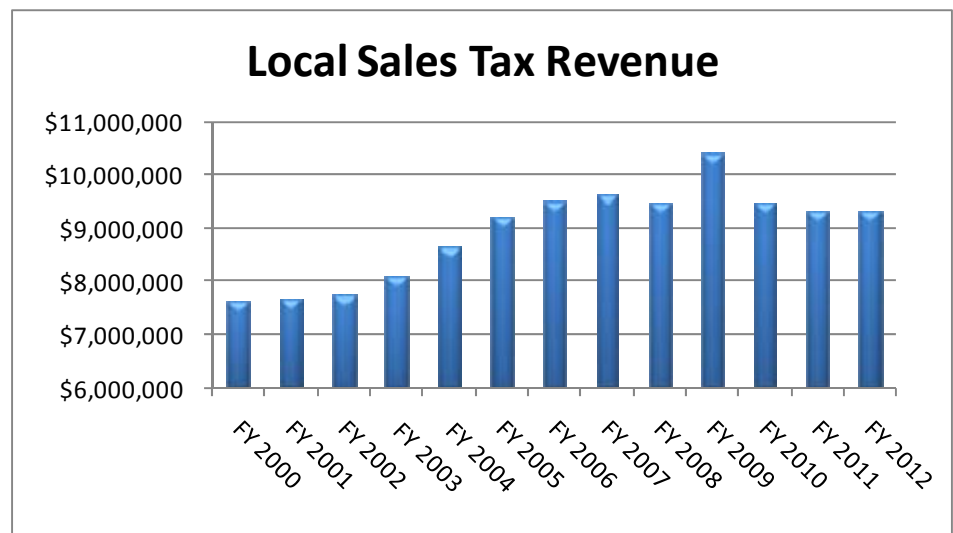


As can be seen from the chart to the left, property tax rates in Morristown are the lowest in the region. There is no property tax rate increase with the FY 12 budget. Property Tax revenue collections were slightly higher in FY 11, but the budget projects no growth in revenue for FY 12. Any modest increases that may come from new construction are expected to be offset by delinquencies brought on by property owners experiencing economic distress.

Cable Franchise Tax: Cable franchise taxes declined in FY 2010 and 2011 as households reduced their discretionary budgets. In Fiscal Year 2012, collections are projected to continue a slow decline.

Gas Franchise Tax: Despite a colder winter, gas franchise payments were down 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. In Fiscal Year 2011 revenue rose slightly, with a cold winter season. Projections for FY 12 are for collections to decline modestly.

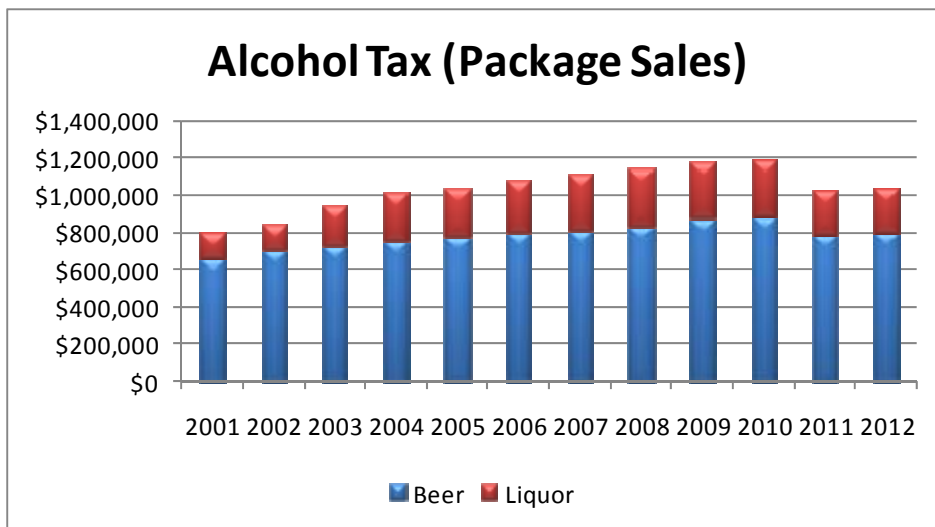
Local Sales Tax:



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%. If one takes this changing rate into account, 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. Later declines in sales reflect the impact of the recession. With the FY 2011 budget, we assumed that the rate of decline would slow, but we would continue to see shrinkage in sales. Actual collections will significantly outpace this projection, but are likely to remain below FY 10 collections. Based on activity in the local economy there was some reason to hope for stronger growth, but in late March Berkline announced that they were ceasing production. With the loss of these 500 jobs growth in local sales is expected to cool. For FY 12, we assume that the impact of Berkline’s closing will offset growth and revenue will remain at about the level collected in FY 11.

**Alcohol Taxes:** Historically, revenue from the package sale of alcohol has not declined significantly even with tough economic times, but FY 11 collections saw slight decreases. We anticipate that collections from alcohol sales will begin to rebound in FY 12.



**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 the recent, recession years have 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%. The State Legislature approved a measure to allow the rate to be increased and City Council raised the rate in FY 11. With the rate increase, revenue has increased, but not enough to offset the decline from slowed economic activity. We assume that FY 12 collections will remain at the current level.

**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, violations, accidents and fines will continue to decrease.



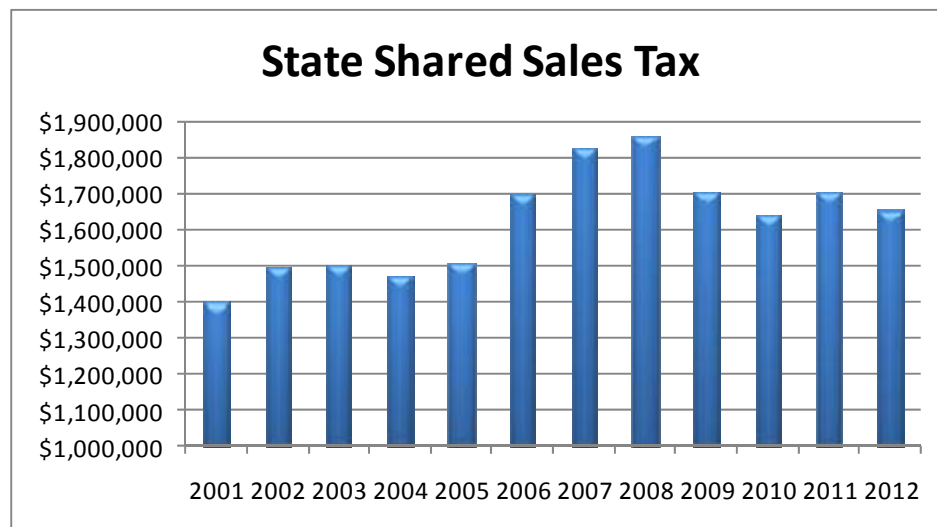
### **Service Charges and Fees:**

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 remain sluggish in FY 12.



State Gas Tax: This revenue is shared with localities based on population. Collections fluctuate with the amount sold. With rapidly rising fuel costs, drivers are seeking more efficient vehicles and deferring travel when possible. Declines in consumption have resulted in significant reductions in this revenue source for FY 11 and these declines are projected to continue in the coming year

#### **Bond Proceeds:**

In order to address the infrastructure needs of the City, a bond issue is planned for FY 12. The General Fund portion of the borrowing would be \$ 4,034,000 for projects to improve city streets, make improvements at the airport, and purchase property in the East Tennessee Progress Center Industrial park. This borrowing is projected for a term of ten years.

# Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
31100	PROPERTY TAX - CURRENT YEAR	8,619,938	8,650,000	8,650,000	8,650,000
31200	PROPERTY TAX - DEL. CURRENT YEAR	282,038	248,250	200,000	220,000
31300	PROPERTY TAX-INTEREST & PENALTY	103,020	85,000	90,000	85,000
31400	PROPERTY TAX-Prior Year(s)	136,541	103,250	130,000	120,000
31500	IN LIEU TAX- MUS ELECTRIC	773,448	770,000	770,000	880,000
31550	TV CABLE FRANCHISE	278,718	265,000	235,000	200,000
31560	NATURAL GAS FRANCHISE	365,640	450,000	420,000	400,000
31600	LOCAL OPTION SALES TAX	9,454,955	8,721,600	9,400,000	9,375,000
31710	LOCAL BEER TAX 17%	885,998	850,000	790,000	800,000
31720	ST_TN- WHOLESALE LIQUOR TAX	304,046	220,000	240,000	240,000
31720	ST_TN- MIXED DRINK TAX-CITY	663,824	-	-	-
31800	BUSINESS TAX- GROSS RECEIPTS	361,096	860,000	750,000	750,000
31920	LOCAL HOTEL & MOTEL TAX	-	462,000	380,000	380,000
32215	LICENSE- BEER	12,100	12,000	15,000	15,000
32610	PERMITS- BUILDING	106,966	-	-	-
32620	PERMITS- ELECTRIC	-	125,000	126,000	125,000
32650	PERMITS- DEVELOPMENT FEES	8,933	3,000	5,000	5,000
32660	PERMITS- SIDEWALKS	-	-	1,000	-
32720	SERVER PERMITS	7,000	6,500	14,000	8,000
32730	PERMITS-FARMERS MARKET	2,000	-	3,700	1,000
33195	USDA-SUMMER FEEDING PROGRAM	76,403	90,000	90,000	90,000
33292	ST_TN- TVA REPLACEMENT TAX	283,813	284,000	290,000	165,840
33292	ARRA GRANTS	4,418	-	722,334	-
33510	ST_TN- SALES TAX	1,642,702	1,603,200	1,700,000	1,668,200
33515	ST_TN- TELECOMMUNICATIONS TAX	2,239	2,300	1,400	2,300
33520	ST_TN- HALL INCOME TAX	117,875	175,000	150,000	155,000
33530	ST_TN- BEER TAX	12,785	13,800	10,000	12,000
33551	ST_TN- GASOLINE & MOTOR FUEL TAX	685,735	625,000	625,000	565,000
33552	ST_TN- STATE PTS TAX	55,399	55,400	52,000	55,400
33585	ST_TN- TDOT-AIRPORT GRANT	872,888	-	166,859	776,000
33590	ST_TN- OTHER STATE REVENUE	147,706	106,800	50,000	-
33592	FED- PD- COPS GRANT	-	97,434	97,434	187,434
33593	ST_TN- EXCISE TAX	47,788	47,800	45,000	50,000
33596	ST_TN- AIRPORT MAINT GRANT	-	-	17,803	-
33599	ST_TN- LAW ENFORCEMENT GRANT	-	21,185	-	-
33603	ST_TN- FIRE DEPARTMENT REIMB	56,426	-	-	-
33604	FED-DEPT OF JUSTICE GRANT	187,942	108,449	108,449	-
33605	ST_TN- LIB- FIRE DEPARTMENT GRANT	-	12,272	4,500	-
33606	ST_TN- PROJECT SAFE NEIGHBORHOOD GRANT	12,821	23,291	-	-
33607	ST_TN- POLICE DEPT GRANTS	108,486	-	79,124	-
33608	ST_TN- PUBLIC WORKS GRANTS	-	-	20,145	-
33609	ST_TN- PARK & REC GRANTS	-	-	53,652	-
33610	ST_TN- TIIPS GRANT	-	-	51,279	-
33611	ST_TN- FAST TRACK GRANT	-	388,995	147,551	-
33617	ST_TN- GREENWAY GRANT	-	-	65,778	-
33618	ST_TN- MAINSTREET PROGRAM	893	-	13,902	-
33780	ST_TN- EVENTS DONATIONS	3,066	-	10,490	-
33800	COUNTY REVENUE	200,000	280,000	280,000	280,000
33840	ST_TN- OTHER REIMBURSEMENTS	18,182	-	-	-
34700	RECREATIONAL FEES	151,239	145,000	145,000	145,000
34710	R_C PARK & REC DONATIONS	4,272	-	-	-
34720	DONATIONS	768	-	-	-
34721	DONATIONS - FAST TRACK	-	298,008	225,000	-
34740	DONATIONS - POLICE	11,125	-	33,602	-
34750	MHA COST-SHARING	57	40,000	3,100	-
34770	DONATIONS FIRE DEPT	500	-	-	-
35110	PD- NON-MOVING VIOLATIONS CITY COURT FINES	1,073,275	1,200,000	1,100,000	1,100,000
35120	SEX OFFENDER REG FEE	3,450	3,000	1,800	3,000
35150	PD- MOVING TRAFFIC VIOLATIONS DUI FINES	88,688	84,000	77,000	84,000
36000	OTHER REVENUES	56,284	63,500	-	-
36120	INTEREST- INVESTMENTS	16,110	15,000	8,000	5,293
36210	LEASE/RENTAL CITY PROPERTY	139,162	115,000	112,000	112,000
36220	GAS FRANCHISE TAX	18,363	-	-	-
36300	NON_REV- SALE- FIXED ASSETS	364,775	-	-	-
36300	NON_REV- SALE- REAL ESTATE	-	-	99,000	-
36300	NON_REV-SALE- CONFISCATED ITEMS	-	-	78,960	-
36500	INVENTORY GAIN/LOSS	(4,571)	-	-	-
36700	OTHER MISCELLANEOUS REVENUE	17,831	10,000	7,015	38,000
36720	OTHER MISC. REVENUE INSURANCE	7,826	-	20,912	-
36730	WORKERS COMPENSATIONS INSURANCE REFUND	1,674	-	-	-
36850	BOND PROCEEDS	2,849,536	-	-	4,034,000
36870	DEBT SERVICE REIMB.	12,424	-	-	-
37820	STORM WATER TRANSFER ADMIN & IN-LIEU	345,976	29,187	29,187	29,187
37880	SEWER TRANSFER ADMIN & IN-LIEU	-	571,183	571,183	571,183
37830	CDBG ADMIN.	-	45,000	45,000	-
L	NON_REV- FUND BALANCE APPROPRIATED	-	293,285	-	500,000
	Total Revenue & NON-REVENUE FUNDS	32,062,589	28,678,689	29,629,159	32,882,837

# Expenses by Department

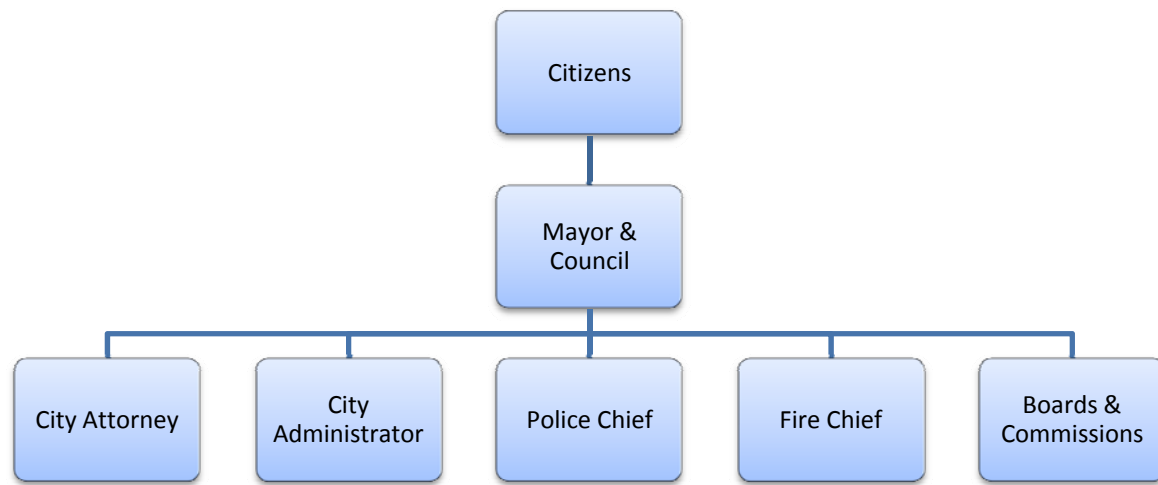
Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>101 General Fund</i>					
41100	- City Council SUBTOTAL	130,848	253,915	145,186	267,496
41110	- Council Elections SUBTOTAL	-	15,000	15,000	-
41200	- City Administrator's SUBTOTAL	414,245	366,170	294,972	492,332
41300	- Asst. City Administrator SUBTOTAL	124,718	128,649	136,978	-
41530	- Finance SUBTOTAL	524,682	645,599	657,420	621,119
41610	- Purchasing SUBTOTAL	68,238	70,429	69,627	71,813
41630	- GF Retiree Benefits SUBTOTAL	396,652	550,000	440,000	500,000
41640	- Computer Operations SUBTOTAL	186,135	212,808	203,513	272,016
41650	- Human Resources SUBTOTAL	211,465	202,185	214,719	239,600
41660	- Legal Services SUBTOTAL	114,484	105,473	80,592	101,299
41700	- Community & Economic Affairs SUBTOTAL	274,425	286,520	344,075	323,988
41710	- Code Enforcement SUBTOTAL	57,974	60,137	59,652	62,529
41750	- Morristown Community Dev. Corp. SUBTOTAL	66,548	53,978	57,008	45,511
41800	- Engineering SUBTOTAL	258,892	274,277	272,546	291,385
42400	- Inspections SUBTOTAL	348,027	352,019	351,219	370,285
42110	- Police Administration SUBTOTAL	471,319	503,739	464,094	510,817
42120	- Police Patrol & Traffic Safety SUBTOTAL	4,571,402	4,512,773	4,345,458	4,864,392
42130	- Police Criminal Investigation SUBTOTAL	1,210,301	1,272,400	1,260,917	1,271,404
42190	- Police Vice SUBTOTAL	85,566	92,013	90,212	92,220
42210	- Fire Administration SUBTOTAL	539,030	559,527	554,537	568,124
42220	- Fire Inspection SUBTOTAL	98,993	106,908	101,333	118,289
42230	- Fire Stations SUBTOTAL	57,717	66,900	54,827	103,430
42240	- Fire Fighting SUBTOTAL	5,202,222	5,444,649	5,225,127	5,420,936
42260	- Fire and Medical Response SUBTOTAL	12,225	17,000	17,059	20,100
43110	- Public Works Admin SUBTOTAL	131,697	151,590	135,838	163,512
43120	- Public Works Buildings & Grounds SUBTOTAL	1,881,469	926,751	810,047	1,365,732
43130	- Public Works Equipment Shop SUBTOTAL	420,186	437,538	437,163	481,226
43140	- Public Works Street Repairs & Maint. SUBTOTAL	489,147	654,127	665,076	807,711
43150	- Public Works Street Lights & Signs SUBTOTAL	648,781	692,725	655,275	728,482
43160	- Public Works Brush Pick-Up & Snow Removal SUBTO	673,078	1,015,728	939,748	1,147,196
43180	- Public Works Sidewalks SUBTOTAL	12,487	25,600	20,000	23,600
43190	- Public Works Traffic Devices SUBTOTAL	130,002	150,000	55,000	130,000
43200	- Public Works Communication Shop SUBTOTAL	120,628	125,600	119,973	130,342
43300	- Public Works Pavement Management	332,278	625,000	625,000	3,950,000
43400	- Public Works Health Inspection & Welfare SUBTOTAL	16,027	20,450	7,500	11,600
44410	- Parks & Rec Administration SUBTOTAL	380,133	389,360	386,411	391,957
44420	- Parks & Rec Playgrounds & Programs SUBTOTAL	391,491	412,225	408,343	450,556
44430	- Parks & Rec Parks SUBTOTAL	793,916	838,572	794,233	859,529
42250	- Civil Service SUBTOTAL	14,072	13,300	-	-
44600	- Social Services SUBTOTAL	272,000	255,575	264,575	250,575
48100	- Airport SUBTOTAL	929,209	112,600	676,244	1,094,065
49100	- Bonds SUBTOTAL	4,227,770	2,325,665	2,314,708	2,414,708
81000	- Special Appropriations SUBTOTAL	1,326,027	871,282	871,282	1,189,882
92000	- Transfers to Other Funds SUBTOTAL	1,925,864	1,102,971	1,030,989	663,077
Total 110 General Fund		30,542,370	27,299,727	26,673,478	32,882,835

# General Government



Morristown's newly constructed airport terminal was dedicated in the Spring of 2011.

# 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 policies; 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.

## **❑ Significant Accomplishments FY 2010-2011:**

- Held a Council retreat focusing efforts on community priorities and appropriate ways to conduct the City’s business
- Purchased additional properties to move toward completion of the East Tennessee Progress Center industrial park.
- Updated the sign ordinance to comply with current legal rulings and community standards.
- Developed a sidewalk master plan to guide future development and encourage connectivity.
- Completed construction of the new airport terminal.
- Adopted a plan for Tax Increment Financing (TIF) to encourage development activity.
- Implemented fiscal reform to assure that the City is properly positioned in difficult economic conditions.

## **❑ Goals for FY 2011 - 2012**

See Community Vision and Goals

## **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Council began the year with \$100,000 in contingency funds. The projected budget assumes that all of this will be allocated to other areas to cover issues that arose during the year or to address changes in priorities.

## **❑ Significant Changes for FY 2012:**

The cost of the health clinic and rising costs of health care result in increased costs for health coverage. If the health clinic is successful, actual expenses will be lower than the amount budgeted.

## ☐ Personnel Summary

MAYOR AND COUNCIL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
MAYOR AND COUNCIL	1	1	1	1	1	1	1
COUNCILMEMBERS	6	6	6	6	6	6	6
TOTAL MAYOR AND COUNCIL	7	7	7	7	7	7	7

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>41100 - City Council</i>					
OBJECT	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
111	SALARIES & WAGES	37,115	37,200	37,200	37,200
134	HOLIDAY BONUS	850	987	987	1,022
211	FICA	2,284	2,921	2,921	2,924
215	EMPLOYEE HEALTH INS	59,917	64,207	64,207	72,854
310	POSTAL SERVICE	164	200	100	200
321	PRINTING SERVICES	2,246	2,500	4,000	2,500
332	ADVERTISING	1,184	1,500	1,200	1,500
371	SUBSCRIPTIONS & BOOKS	75	200	125	200
375	MEMBERSHIPS & DUES	12,822	18,000	18,000	18,000
383	TRAVEL-BUSINESS EXPENSES	2,909	15,000	8,000	15,000
399	OTHER CONTRACTED SERVICES	954	3,700	2,850	10,000
411	OFFICE SUPPLIES & MATERIALS	1,109	1,000	750	1,000
499	OTHER SUPPLIES & MATERIALS	407	1,500	750	1,000
510	INSURANCE - GENERAL LIABILITY	4,772	5,000	4,096	4,096
689	OTHER MISCELLANEOUS EXPENSES	4,040	-	-	-
801	CONTINGENCY	-	100,000	-	100,000
<i>41100 - City Council SUBTOTAL</i>		<i>130,848</i>	<i>253,915</i>	<i>145,186</i>	<i>267,496</i>

# Elections

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

## ☐ Significant Accomplishments FY 2010-2011:

A City-wide election was held for Mayor and three Council seats.

## ☐ Goals for FY 2011 - 2012

Explore opportunities to manage elections more efficiently.

## ☐ Comments on FY 2010 Actual and FY 2011 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. In May 2011, there was an election for Mayor and three Council members.

## ☐ Significant Changes for FY 2012:

No elections are anticipated.

## ☐ Personnel Summary

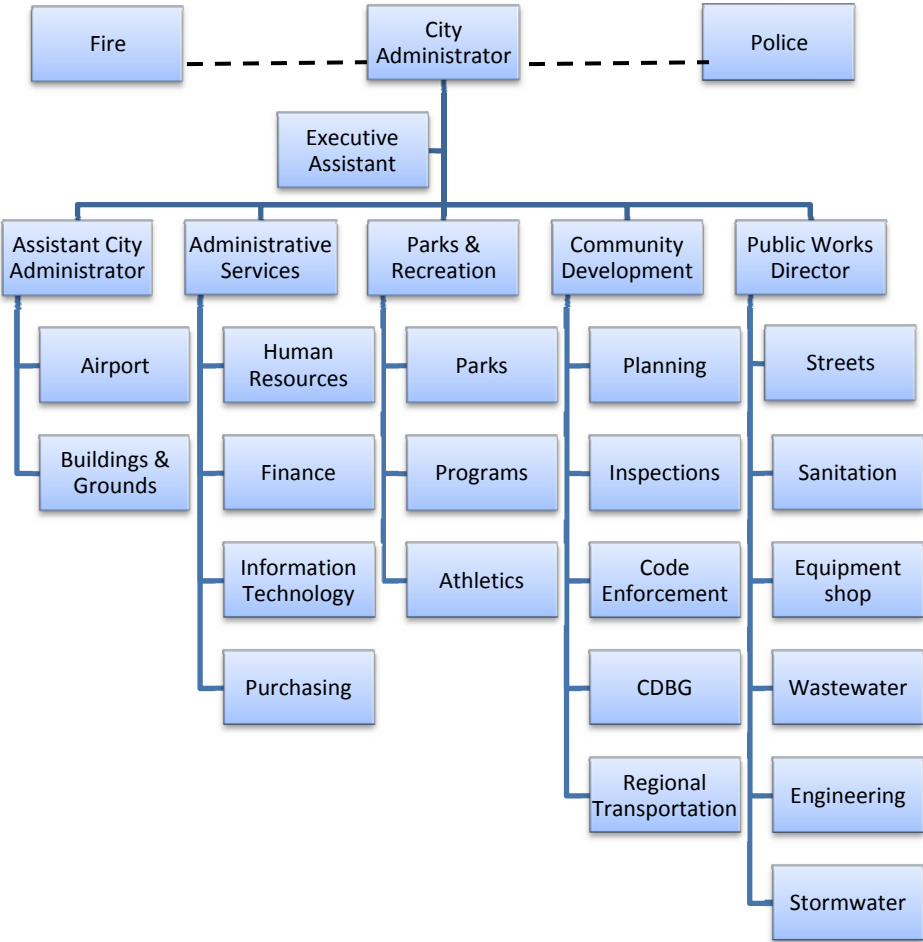
There are no personnel assigned to this department.

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
	<b>41110 - Council Elections</b>				
331	LEGAL NOTICES	-	-	-	-
399	OTHER CONTRACTED SERVICES	-	15,000	15,000	-
	<b>41110 - Council Elections SUBTOTAL</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</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.

## ❑ Significant Accomplishments FY 2010-2011:

- Assisted the Mayor & Council in developing a long term vision for the community.
- Hired an Administrative Services Director and reorganized finance, human resources, information technology, purchasing operations strengthening the City's financial management.
- Worked extensively with the Tennessee Comptroller's Office of State and Local Finance to address previous financial concerns and implement corrective actions as needed.
- Implemented a solid waste user fee and moved this service toward being self supporting.
- Developed a plan to come into compliance with the Tennessee Department of Environment and Conservation (TDEC) Commissioner's order concerning our sewer system.
  - Reorganized staff to focus on maintenance operations
  - Adopted a Capacity, Management, Operations, and Maintenance (CMOM) plan for the operation of the sewer system and submitted it to TDEC for approval.
- Continued enforcement efforts concerning a major violation of sewer discharge limits which resulted in major operational problems in the Witt section of the sewer collection system.
- Reorganized the Code Enforcement program, placing the function under the supervision of the Police Department and providing an increased emphasis on addressing code violations.
- Assisted in development of a sign ordinance to bring regulations in line with recent court rulings.

## ❑ Goals for FY 2011 - 2012

- Develop a system to facilitate the development process using concepts such as one stop shop and single point of contact to "shepherd" projects through the review and permitting process.
- Complete the East TN Progress Center industrial park (ETPC).
- Identify and help market sites for commercial development, especially retail and restaurants.
  - a. explore opportunities to use tax increment financing (TIF) to facilitate cluster restaurant development.
  - b. *Increase total sales tax revenue by 2.5% annually*
- We will provide resources and remain committed to addressing concerns identified in the Tennessee Department of Environment and Conservation (TDEC) Commissioner's order concerning our sewer system.
- We will use the Sewer Maintenance and Operations Model (MOM) to focus operations to effectively address sewer deficiencies
- Implement the Municipal Separate Storm Sewer Systems (MS4) permit requirements using the storm water utility. This effort will comply with State and Federal law as well as significantly improve the water quality of the region.

- Identify adequate funding sources to address long term maintenance needs of the City's streets.
- Improve the overall appearance of the community, particularly streetscapes. We will develop improved median plantings, mowing and maintenance
- The City will target derelict buildings and encourage owners to bring them up to standards or demolish them.
- Conduct a survey of citizens to assure feedback from a broad cross section of the community.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Delays in relocation expenses allowed for some savings in travel.

#### ❑ Significant Changes for FY 2012:

Beginning in FY 12, the Assistant City Administrator is reflected in this budget, accounting for the increase in this account.

#### ❑ Personnel Summary

CITY ADMINISTRATOR	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CITY ADMINISTRATOR	1	1	1	1	1	1	1
ASSISTANT CITY ADMINISTRATOR	1	1	1	1	1	1	1
CITY CLERK/EXECUTIVE SECRETARY	1	1	1	1	1	1	1
CITIZEN INFORMATION SPECIALIST	1	1	0	0	0	0	0
<b>TOTAL CITY ADMINISTRATOR</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

#### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41200 - City Administrator</b>					
111	SALARIES & WAGES	300,596	199,572	199,572	292,194
112	OVERTIME	288	346	-	200
114	SALARIES & WAGES TEMPORARY	24,403	26,000	20,000	26,000
134	HOLIDAY BONUS	1,355	1,277	1,349	2,116
211	FICA	16,862	15,365	16,900	24,519
213	TCRS CONTRIBUTION	18,073	29,344	32,277	42,999
215	EMPLOYEE HEALTH INS	13,703	19,739	6,800	33,254
217	EMPLOYEE LIFE INS	-	-	210	-
219	WORKERS COMPENSATIONS INSURANCE	2,804	3,050	3,170	4,575
220	UNEMPLOYMENT INSURANCE	4,400	5,280	-	-
310	POSTAL SERVICE	110	81	110	110
321	PRINTING SERVICES	35	42	100	100
332	ADVERTISING	1,684	2,020	750	1,500
345	TELEPHONE SERVICES	-	-	-	1,200
371	SUBSCRIPTIONS & BOOKS	821	806	450	718
375	MEMBERSHIPS & DUES	1,379	2,000	1,700	2,000
378	EDUCATION - SEMINARS & TRAINING	-	2,000	960	2,000
383	TRAVEL-BUSINESS EXPENSES	20,321	22,064	6,000	23,464
411	OFFICE SUPPLIES & MATERIALS	914	764	250	500
413	OFFICE EQUIPMENT	1,834	60	50	-
429	GENERAL OPERATING SUPPLIES	-	840	-	800
431	GASOLINE & DIESEL FUEL	35	42	140	50
433	VEH PARTS/OIL/FLUID/TIRES	120	144	600	150
510	INSURANCE - GENERAL LIABILITY	-	-	384	384
533	EQUIPMENT- RENTAL/LEASE	3,558	3,500	2,500	3,500
689	OTHER MISCELLANEOUS EXPENSES	950	-	-	-
801	GRANTS & OTHER SUBSIDIES	-	30,000	-	30,000
964	OFFICE EQUIPMENT	-	1,834	700	-
<b>41200 - City Administrator's SUBTOTAL</b>		<b>414,245</b>	<b>366,170</b>	<b>294,972</b>	<b>492,332</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 FY 2010 Actual and FY 2011 Projections:

There are no major variations in this account.

## □ Significant Changes for FY 2012:

Beginning in FY 12, this account will be merged with the City Administrator.

## □ Personnel Summary

This position was moved to City Administrator.

## □ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41300 - Assistant City Administrator ( moved to City Manager)</b>					
111	SALARIES & WAGES	91,643	92,622	92,622	-
134	HOLIDAY BONUS	831	825	700	-
211	FICA	6,933	7,149	16,900	-
213	TCRS CONTRIBUTION	12,659	13,653	13,653	-
215	EMPLOYEE HEALTH INS	8,605	9,809	9,809	-
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	-
310	POSTAL SERVICE	28	28	85	-
375	MEMBERSHIPS & DUES	131	157	-	-
383	TRAVEL-BUSINESS EXPENSES	1,166	1,399	500	-
411	OFFICE SUPPLIES & MATERIALS	93	111	60	-
431	GASOLINE & DIESEL FUEL	35	42	140	-
433	VEH PARTS/OIL/FLUID/TIRES	120	144	600	-
510	INSURANCE - GENERAL LIABILITY	447	485	384	-
533	EQUIPMENT- RENTAL/LEASE	625	700	-	-
964	OFFICE EQUIPMENT	-	-	-	-
<b>41300 - Asst. City Administrator SUBTOTAL</b>		<b>124,718</b>	<b>128,649</b>	<b>136,978</b>	<b>-</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.

## ❑ Performance and Workload Measures

Task	FY 07	FY 08	FY 09	FY 10
Vendor checks prepared	7,552	7,208	7,248	5,646
Payroll checks prepared	8,170	8,418	8,326	5,982
Direct Deposit checks prepared	4,659	5,355	5,681	4,667
Real Estate Tax Payments	12,819	12,931	13,207	13,140
Personal Property Tax Payments	1,862	1,849	1,839	2,161
License Payments	1,948	1,688	1,598	1,264
Miscellaneous Payments	12,970	14,285	19,303	14,565
General Billing Payments	1,165	1,212	1,404	1,488

## ❑ Significant Accomplishments FY 2010-2011:

- Worked with the Tennessee State Comptroller's office to review past financial management practices and develop a corrective action plan for repayment of the FY 08 improper transfer from the Sewer Fund to the Stormwater fund.
- Revised the chart of accounts.
- Implemented improved cash management and financial reporting.

## ❑ Goals for FY 2011 - 2012

**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
- To develop a policy that will enable the recording of grant requests on the general ledger in a timely manner

**❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Professional services reflect an unanticipated expense for the City's share of the reassessment of property by Hamblen County.

**❑ Significant Changes for FY 2012:**

Personnel expenses increase reflecting the hiring of the Administrative Services Director who oversees Finance, Human Resources, Purchasing and Information technology. This increase is offset by a reduction in the Human Resources account.

Council directed staff to set aside an annual allocation in professional services to provide for the next round of property reassessment, avoiding periodic spikes in costs with the reassessment cycle.

**❑ Personnel Summary**

FINANCE DEPARTMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
ADMINISTRATIVE SERVICES DIRECTOR	0	0	0	0	0	0	0.5
FINANCE DIRECTOR	1	1	1	1	1	1	1
ACCOUNTING CLERK	2	2	2	2	2	2	2
REVENUE OFFICE MANAGER	1	1	1	1	1	1	1
ADMINISTRATIVE COORDINATOR	1	1	1	1	1	1	1
ACCOUNTING TECHNICIAN	1	1	1	1	1	0	0
SENIOR ACCOUNTING TECHNICIAN	0	0	0	0	0	1	1
PAYROLL TECHNICIAN	1	1	1	1	0	0	0
TOTAL FINANCE DEPARTMENT	7	7	7	7	6	6	6.5

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.

The Administrative Service Director was hired in FY 11 to oversee Finance, Human Resources, Information Technology and Purchasing. The Human Resources Coordinator position was eliminated.

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41530 -Finance</b>					
111	SALARIES & WAGES	252,549	262,182	262,182	306,382
112	OVERTIME	-	-	500	500
134	HOLIDAY BONUS	1,860	2,010	2,050	2,238
115	OTHER SALARIES & WAGES	2,634	-	-	-
211	FICA	18,855	20,211	20,211	23,648
213	TCRS CONTRIBUTION	34,943	38,598	38,598	45,038
215	EMPLOYEE HEALTH INS	52,688	56,841	56,841	69,774
219	WORKERS COMPENSATIONS INSURANCE	8,412	9,150	9,512	9,913
310	POSTAL SERVICE	2,843	6,000	10,500	7,500
321	PRINTING SERVICES	698	750	400	750
331	LEGAL NOTICES	1,004	1,000	900	1,000
353	ACCOUNTING & AUDIT SERVICES	-	-	-	55,000
359	OTHER PROFESSIONAL SERVICES	114,165	210,188	230,000	75,000
363	REPAIR & MAINTENANCE- OFFICE EQUIPMENT	-	-	-	500
371	SUBSCRIPTIONS & BOOKS	50	250	100	250
375	MEMBERSHIPS & DUES	6,738	1,750	2,000	1,750
378	EDUCATION - SEMINARS & TRAINING	1,927	3,000	1,000	3,000
383	TRAVEL-BUSINESS EXPENSES	4,170	6,000	3,000	6,000
399	OTHER CONTRACTED SERVICES	6,984	3,000	4,000	1,000
411	OFFICE SUPPLIES & MATERIALS	5,435	4,500	4,500	4,500
429	GENERAL OPERATING SUPPLIES	-	500	500	500
510	INSURANCE - GENERAL LIABILITY	1,500	1,650	1,126	1,126
533	EQUIPMENT- RENTAL/LEASE	7,075	5,780	4,500	5,750
689	OTHER MISCELLANEOUS EXPENSES	81	-	-	-
964	OFFICE EQUIPMENT	-	12,239	5,000	-
<b>41530 - Finance SUBTOTAL</b>		<b>524,682</b>	<b>645,599</b>	<b>657,420</b>	<b>621,119</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.

## ❑ Goals for FY 2011 - 2012

- Reduce on-hand inventory.
- Reorganize items in the warehouse to become more efficient.
- To attend training for Purchasing issues and MUNIS.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

There are no major variations in this account.

## ❑ Significant Changes for FY 2012:

Increased costs for health care account for the increase in this area.

## ❑ Personnel Summary

PURCHASING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
PURCHASING AGENT	1	1	1	1	1	1	1
TOTAL PURCHASING	1	1	1	1	1	1	1

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41610 - Purchasing</b>					
111	SALARIES & WAGES	43,842	44,391	44,391	44,391
134	HOLIDAY BONUS	103	268	268	273
211	FICA	3,212	3,416	3,416	3,438
213	TCRS CONTRIBUTION	6,014	6,525	6,525	6,525
215	EMPLOYEE HEALTH INS	8,763	9,479	9,479	10,714
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	1,525
310	POSTAL SERVICE	92	200	275	250
359	OTHER PROFESSIONAL SERVICES	118	500	100	300
375	MEMBERSHIPS & DUES		350	-	-
378	EDUCATION - SEMINARS & TRAINING		-	-	500
383	TRAVEL	518	-	-	300
399	OTHER CONTRACTED SERVICES	44	-	-	-
411	OFFICE SUPPLIES & MATERIALS	806	650	650	550
413	OFFICE EQUIPMENT		100	-	-
499	OTHER SUPPLIES & MATERIALS	151	50	-	50
510	INSURANCE - GENERAL LIABILITY	1,133	950	973	973
533	EQUIPMENT- RENTAL/LEASE	2,040	2,025	2,025	2,025
964	OFFICE MACHINERY/EQUIPMENT	-	-	-	-
<b>41610 - Purchasing SUBTOTAL</b>		<b>68,238</b>	<b>70,429</b>	<b>69,627</b>	<b>71,813</b>



## 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 FY 2010 Actual and FY 2011 Projections:

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

### ☐ Significant Changes for FY 2012:

There are no major changes in this area.

### ☐ Personnel Summary

No personnel are assigned to this function.

### ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41630 - Retiree Benefits-General Fund</b>					
262	HEALTH INS/RETIREE	396,652	550,000	440,000	500,000
	<b>41630 - GF Retiree Benefits SUBTOTAL</b>	<b>396,652</b>	<b>550,000</b>	<b>440,000</b>	<b>500,000</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

## ❑ Performance and Workload Measures

Systems Supported	
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 10 servers with multiple operating systems and hardware variations.
- PCs - The IT department maintains about 130 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 Microsoft for antivirus and various online spyware programs.

## **❑ Significant Accomplishments FY 2010-2011:**

- Created a Facebook account for the City to use social networking to enhance communications with the community.
- Updated Titan program to allow wireless uploads to the state.
- Finalized offsite backup solution for all data from city servers.
- Installed Google apps to allow collaboration.
- Installed Fingerprint software and scanning device at Public Housing: this speeds up background checks and is less costly.
- Hit one million pages stored in DocStar.
- Created electronic forms for the police department using LEO forms, this allows them to speed up the processing of forms and allows them to spend more time on patrol.
- 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.
- 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 for FY 2011 - 2012**

- 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 and use more social media websites to communicate with the community.
- Collaborate with other government organizations to learn from their best practices.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

There are no significant variations in this area.

## ❑ Significant Changes for FY 2012:

There are no major changes for FY 12 in this account.

## ❑ Personnel Summary

INFORMATION TECHNOLOGY	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
IT DIRECTOR	1	1	1	1	1	1	1
COMPUTER TECHNICIAN	1	1	1	1	1	1	1
TOTAL INFORMATION TECHNOLOGY	2	2	2	2	2	2	2

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41640 - Computer Operations</b>					
111	SALARIES & WAGES	116,558	117,358	117,358	117,608
112	OVERTIME	943	-	936	500
134	HOLIDAY BONUS	392	710	710	720
211	FICA	8,701	9,032	9,032	9,052
213	TCRS CONTRIBUTION	16,141	17,250	17,250	17,288
215	EMPLOYEE HEALTH INS	16,718	19,158	19,158	21,629
219	WORKERS COMPENSATIONS INSURANCE	2,804	3,050	3,050	3,050
226	CLOTHING/UNIFORM/SHOES	255	250	250	-
310	POSTAL SERVICE	2	-	-	-
345	TELEPHONE SERVICES	-	-	2,568	2,568
359	OTHER PROFESSIONAL SERVICES	-	1,000	1,000	1,000
363	REPAIR & MAINTENANCE- OFFICE EQUIPMENT	-	250	250	250
371	SUBSCRIPTIONS & BOOKS	18	50	50	50
375	MEMBERSHIPS & DUES	349	-	-	-
378	SEMINARS & TRAINING	524	4,000	4,000	4,000
383	TRAVEL-BUSINESS EXPENSES	1,334	2,000	2,000	4,000
399	OTHER CONTRACTED SERVICES	-	-	-	4,000
411	OFFICE SUPPLIES & MATERIALS	161	200	200	200
417	ADP PARTS & COMPONENTS	-	12,500	10,000	12,500
429	GENERAL OPERATING SUPPLIES	858	200	1,000	1,000
431	GASOLINE & DIESEL FUEL	122	400	400	400
510	INSURANCE - GENERAL LIABILITY	5,010	5,400	4,301	4,301
533	EQUIPMENT - RENTAL/LEASE	15,245	20,000	10,000	17,000
964	OFFICE EQUIPMENT	-	-	-	50,900
<b>41640 - Computer Operations SUBTOTAL</b>		<b>186,135</b>	<b>212,808</b>	<b>203,513</b>	<b>272,016</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.

## ❑ Goals for FY 2011 - 2012

- For Kim Sanders to obtain her Professional in Human Resource (PHR) certification.
- To become a Certified Tennessee Drug Free Workplace Program.
- Institute and develop a Safety Committee.
- Implement supervisor training on a regular basis. Part of the training will be for workman's comp issues.
- Re-establish and standardize the employee evaluation process for all departments.
- Review and update all personnel policies.
- Developing a new employee orientation program.
- Look at obtaining training for the City's supervisors such as MTAS's Municipal Management Academy (MMA) program.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

During FY 11, the Human Resources Director resigned. The City had significant savings during the extended period for recruitment and reorganization of this function.

## ❑ Significant Changes for FY 2012:

Hiring of the Administrative Services Director and reorganization of duties allow for a reduction in this area. These savings are offset by an increase in Finance.

## ❑ Personnel Summary

HUMAN RESOURCES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
ADMINISTRATIVE SERVICES DIRECTOR	0	0	0	0	0	0	0.5
HUMAN RESOURCES COORDINATOR	1	1	1	1	1	1	0
HUMAN RESOURCES/BUDGET DIRECTOR	1	1	1	1	1	1	1
TOTAL HUMAN RESOURCES	2	2	2	2	2	2	1.5

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41650 - Human Resources</b>					
111	SALARIES & WAGES	109,339	111,195	78,499	81,905
111	SALARIES & WAGES CIVIL SERVICE	-	7,200	7,200	7,200
134	HOLIDAY BONUS	567	566	200	486
211	FICA	8,224	8,550	6,500	6,892
213	TCRS CONTRIBUTION	14,907	16,328	10,000	11,986
215	EMPLOYEE HEALTH INS	16,755	19,096	5,100	16,186
219	WORKERS COMPENSATIONS INSURANCE	2,804	3,050	3,050	2,288
220	UNEMPLOYMENT INSURANCE	4,105	-	-	-
310	POSTAL SERVICE	338	150	100	170
321	PRINTING SERVICES	1,104	1,000	750	1,000
331	LEGAL NOTICES	974	1,000	1,000	750
371	SUBSCRIPTIONS & BOOKS	53	50	500	500
375	MEMBERSHIPS & DUES	938	550	400	550
378	EDUCATION - SEMINARS & TRAINING	37,590	18,750	15,000	15,768
383	TRAVEL-BUSINESS EXPENSES	2,407	3,000	1,500	3,000
399	OTHER CONTRACTED SERVICES	3,188	-	-	6,000
411	OFFICE SUPPLIES & MATERIALS	1,254	800	1,500	800
413	OFFICE EQUIPMENT	-	-	2,200	-
429	GENERAL OPERATING SUPPLIES	-	4,000	100	3,000
499	OTHER SUPPLIES & MATERIALS	897	-	-	-
510	INSURANCE - GENERAL LIABILITY	4,414	4,900	79,120	79,120
533	EQUIPMENT - RENTAL/LEASE	1,606	2,000	2,000	2,000
604	SAFETY MATCHING GRANT	-	-	-	-
<b>41650 - Human Resources SUBTOTAL</b>		<b>211,465</b>	<b>202,185</b>	<b>214,719</b>	<b>239,600</b>

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42250 - Civil Service (MOVED TO HR)</b>					
111	SALARIES & WAGES	7,200	7,200	-	-
411	OFFICE SUPPLIES & MATERIALS	588	100	-	-
533	EQUIPMENT- RENTAL/LEASE	6,284	6,000	-	-
<b>42250 - Civil Service SUBTOTAL</b>		<b>14,072</b>	<b>13,300</b>	<b>-</b>	<b>-</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 FY 2010 Actual and FY 2011 Projections:

There are no major variations in this area.

## ☐ Significant Changes for FY 2012:

There are no significant changes in the legal services account.

## ☐ Personnel Summary

LEGAL SERVICES	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CITY ATTORNEY	1	1	1	1	1	1	1
CITY JUDGE	1	1	1	1	1	1	1
TOTAL LEGAL SERVICES	2	2	2	2	2	2	2

## ☐ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41660 - Legal Services</b>					
111	SALARIES & WAGES	11,145	-	-	-
111	SALARIES & WAGES - ATTORNEY RETAINER	-	10,395	10,395	10,395
134	HOLIDAY BONUS	287	1,476	292	1,645
211	FICA	32	908	908	921
215	EMPLOYEE HEALTH INS	8,391	18,344	10,100	20,814
219	WORKERS COMPENSATIONS INSURANCE	-	-	123	-
349	ATTORNEY CONSULT FEES	-	70,000	55,000	64,000
352	LEGAL SERVICES	42	-	-	-
371	SUBSCRIPTIONS & BOOKS	3,095	2,500	2,750	2,500
399	OTHER CONTRACTED SERVICES	90,300	-	-	-
510	INSURANCE - GENERAL LIABILITY	1,193	1,350	1,024	1,024
532	JUDGEMENT, FEES & COURT COSTS	-	500	-	-
<b>41660 - Legal Services SUBTOTAL</b>		<b>114,484</b>	<b>105,473</b>	<b>80,592</b>	<b>101,299</b>

# Community Development





# **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.

## ❑ Performance and Workload Measures

Task	2007	2008	2009	2010
Community and Economic Affairs				
Subdivision application	27	21	13	26
Site Plans Reviewed	n/a	23	14	18
Annexation (parcels)	191	23	3	10
Annexation (acres)	1,629	81	6	67
Bonds Administered	8	10	2	3
Rezoning Requests	8	10	6	9
Variance Requests	13	17	8	2

## ❑ Significant Accomplishments FY 2010-2011:

- Adopted a New Sign Ordinance after numerous public meetings and city council reviews and revisions.
- Revised the Farmer's Market Ordinance
- Adopted a Temporary Tent and Seasonal Sales Ordinance in conjunction with new guidelines presented to City Council for operation of the City's Farmer's Market
- Completed Sidewalk Master Plan and implemented changes to ordinances and policies to create the beginnings of a walkable community.
- Completed the First Draft of the General Plan
- Completed a Study of Surplus Property within the City of Morristown
- Hosted a Developer's Meeting to encourage Economic Growth within the City of Morristown
- Organized a Joint meeting of both the Morristown Regional Planning Commission and the Morristown City Council
- Assisted in obtaining Three Star Community Status from the State of Tennessee
- Received the Tree Line City Designation as well as a Tree City Growth Award
- Assisted with two Morristown Regional Airport projects: terminal grounds landscaping and the Evelyn Bryan Johnson tribute which will erect a bust of Evelyn in the front garden.
- Reported on Building Revenue and Economic Trends within the current Morristown Housing market
- Assisted in the Morristown-Hamblen County Community Profile Report
- Met Training Requirements for the Morristown Regional Planning Commission as well as the planning staff.
- Settled outdoor advertising lawsuit.
- Initiated process to file claims on the Lochmere Subdivision Bonds
- Mediated a resolution to the Robin's Nest Development with the developer and the Board of Zoning Appeals
- Completed major and minor residential and commercial developments throughout town such as: Barton Springs Commercial Development, Weigels at Brights Pike, and Faith Village Subdivision.
- Assisted the United States Census Bureau to complete local requirements for the 2010 Decennial Census.

- Enhanced the Departmental portion of the City's website with surveys, announcements, and better communication for citizens to connect with city staff.
- Completed the required public notification and public hearings concerning past annexation to meet the Public Chapter 1101 requirements.

#### **❑ Goals for FY 2011 - 2012**

- Complete and Adopt a General Plan including a new Land Use Plan and Thoroughfare Plan
- Host a Joint meeting of the Morristown Regional Planning Commission and the Hamblen County Planning Commission
- Implement the new enterprise server to the Energov system creating a more "Developer Friendly" process.
- Begin the process to create a Historic Zoning Ordinance.
- Continue to serve the development community with prompt, professional and courteous service in completing subdivisions, annexations and rezoning of development property.
- Secure the AICP Certification Maintenance for 2012, obtain professional training for planning staff, and complete the required training for the Morristown Regional Planning Commission members.
- Prepare definitions and guidelines concerning single family residential occupancy and number of occupants /vehicles per single family unit
- Update the Subdivision Regulations and Zoning Ordinance to accommodate the new stormwater regulations.
- Create an Abandoned/Dilapidated Properties Action Plan to address numerous sites with deteriorating buildings on site.
- Establish a Land Use Coding System for use in the Geographic Information System
- Change the review process and tools through the upgrade of the Energov System
- Revised Land Use Plan based on form based character codes
- Enhancement to GIS in Land use Planning efforts

#### **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Grants and subsidies reflects the downtown parking garage project. The City acts as fiscal agent for this project, but all of these expenses are offset by payments from the developer. This public / private project is paid completely by a State grant and the developer; there are no City costs for this project.

#### **❑ Significant Changes for FY 2012:**

\$12,500 is provided for hardware and software associated with the upgrade of the EnerGov system used to track the development and permitting process.

## **Personnel Summary**

COMMUNITY AND ECONOMIC AFFAIRS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
PLANNER	2	2	2	1.5	1.5	1.5	1.5
DEVELOPMENT DIRECTOR	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	0.5	0.4	0.4	0.3	0.3	0.3	0.3
GIS TECHNICIAN	1	1	1	1	1	0	0
HOUSING COORDINATOR	1	1	1	0	0	0	0
TOTAL COMM. AND ECONOMIC AFFAIRS	5.5	5.4	5.4	3.8	3.8	2.8	2.8

In FY 09, one of the planning positions was split and partially funded out of this division and partially funded by the Morristown Development Corporation division. In FY 11 this department lost one full-time employee responsible for Geographic Information System (GIS) administration and upkeep due to budget cuts.

## **Budget Expense Detail**

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41700 - Community &amp; Economic Affairs</b>					
111	SALARIES & WAGES	187,585	190,068	190,068	190,068
112	OVERTIME	-	-	280	-
134	HOLIDAY BONUS	1,131	1,955	1,955	1,221
211	FICA	13,959	14,690	14,690	14,644
213	TCRS CONTRIBUTION	25,571	27,883	27,883	27,849
215	EMPLOYEE HEALTH INS	25,257	27,004	27,004	30,463
219	WORKERS COMPENSATIONS INSURANCE	5,328	4,270	4,270	4,270
310	POSTAL SERVICE	867	1,000	500	1,000
321	PRINTING SERVICES	20	500	175	500
331	LEGAL NOTICES	1,602	3,000	850	3,000
359	OTHER PROFESSIONAL SVCS	561	-	-	500
371	SUBSCRIPTIONS & BOOKS	109	500	175	500
375	MEMBERSHIPS & DUES	2,000	1,250	1,250	2,000
378	EDUCATION - SEMINARS & TRAINING	269	2,000	500	2,000
383	TRAVEL-BUSINESS EXPENSES	3,244	3,000	425	3,500
399	OTHER CONTRACTED SERVICES	852	2,200	2,200	27,500
411	OFFICE SUPPLIES & MATERIALS	1,095	3,000	2,200	-
413	OFFICE EQUIPMENT	-	-	-	10,000
431	GASOLINE & DIESEL FUEL	1,219	1,500	1,500	1,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	293	300	200	300
499	OTHER SUPPLIES & MATERIALS	732	1,200	1,200	1,200
510	INSURANCE - GENERAL LIABILITY	1,133	1,200	973	973
533	EQUIPMENT - RENTAL/LEASE	639	-	-	1,000
801	GRANTS & OTHER SUBSIDIES	958	-	65,778	-
<b>41700 - Community &amp; Economic Affairs SUBTOTAL</b>		<b>274,425</b>	<b>286,520</b>	<b>344,075</b>	<b>323,988</b>

# Codes Enforcement

This office reports to the Police Chief 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.

## ❑ Performance and Workload Measures

Task	2007	2008	2009	2010
Only available from October 2010-December 2010	N/A	N/A	N/A	
Dispatches				329
Assists				26
Notice of Violations				141
Abandoned Vehicles Removed				65
Junk Vehicles Citations				7
Trash/ Debris Citations				9
Business License Checked				87
Follow up				265

## ❑ Significant Accomplishments FY 2010-2011:

- The position of Codes Enforcement Officer was moved under the direction of the Morristown Police Department, in October 2010.
- Prior to October 2010, there were no records available to document Codes Enforcement's Activities. From October 2010 thru December 2010, the following Codes Enforcement's Activities were documented for the year:
  - 329 dispatches
  - 26 assists
  - 141 Notice of Violations issued
  - Tagged 65 abandoned vehicles
  - 21 citations issued
  - Checked 87 business licenses
  - Spent 11 hours in court on various codes violations

## ❑ Goals for FY 2011 – 2012

- Goal: Continue to monitor the Farmers Market to ensure rules, regulations, and ordinances are followed.
  - Objective: To ensure all sellers obtain necessary permits, maintain a clean marketplace, and provide proper service.

- Performance Indicator: Review of records and documents relating to operation of the Farmers Market.
- Goal: Continue to prosecute violations of city ordinance relating to unkempt property, junk cars, and littering.
  - Objective: To ensure property owner and residents maintain clean and safe properties.
  - Performance Indicator: Number of notice of violations issued and cases prosecuted.
- Goal: To work with other city departments to ensure compliance of city ordinances.
  - Objective: To assist other departments with the enforcement of city ordinances and regulations.
  - Performance Indicator: The number of incidents in which assistance is provided to other city departments.
- Goal: To have a process for regular inspections for business license compliance
  - Objective: To ensure all businesses are complying with the city ordinance requiring business licenses.
  - Performance Indicator: The number of businesses checked and notice of violations issued.

#### □ Comments on FY 2010 Actual and FY 2011 Projections:

There are no major variations in this account.

#### □ Significant Changes for FY 2012:

No significant changes are planned in this area.

#### □ Personnel Summary

CODES ENFORCEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CODES ENFORCEMENT OFFICER	1	1	1	1	1	1	1
TOTAL CODES ENFORCEMENT	1	1	1	1	1	1	1

#### □ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41710 - Code Enforcement</b>					
111	SALARIES & WAGES	35,608	36,015	36,015	36,015
134	HOLIDAY BONUS	278	278	283	283
211	FICA	2,697	2,776	2,776	2,777
213	TCRS CONTRIBUTION	4,906	5,302	5,302	5,303
215	EMPLOYEE HEALTH INS	9,313	9,416	9,416	10,651
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	1,525
226	CLOTHING/UNIFORM/SHOES	-	-	-	400
310	POSTAL SERVICE	93	50	20	50
331	LEGAL NOTICES	-	-	-	200
345	TELEPHONE SERVICES	-	-	-	400
355	COMPUTER/DATA PROCESSING	-	-	-	250
375	MEMBERSHIPS & DUES	-	75	10	75
378	EDUCATION - SEMINARS & TRAINING	-	500	100	500
383	TRAVEL-BUSINESS EXPENSES	848	1,000	450	800
399	OTHER CONTRACTED SERVICES	652	500	250	200
411	OFFICE SUPPLIES & MATERIALS	-	100	45	100
413	OFFICE EQUIPMENT	-	100	-	100
429	GENERAL OPERATING SUPPLIES	339	100	385	100
431	GASOLINE & DIESEL FUEL	1,076	500	1,450	2,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	339	500	625	700
510	INSURANCE - GENERAL LIABILITY	-	1,000	-	-
533	EQUIPMENT - RENTAL/LEASE	423	400	1,000	100
<b>41710 - Code Enforcement SUBTOTAL</b>		<b>57,974</b>	<b>60,137</b>	<b>59,652</b>	<b>62,529</b>

# **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.

## **Morristown Community Development Corporation Mission:**

- Manage all administrative aspects of the Crossroads Partnership Main Street program, including grants, purchasing, record keeping, budget development, accounting, preparing all reports required by the Tennessee Main Street program and the National Trust Main Street Center, assisting with the preparation of reports to funding agencies, maintaining [www.crossroadspartnership.com](http://www.crossroadspartnership.com) and recruiting/supervising volunteers or consultants.
- Assist the Crossroads board of directors and committees in developing an annual work plan for implementing program goals specifically focusing on the Four Point Approach.
- Develop and maintain data systems to track the progress of downtown revitalization. These systems include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention, expansion and recruitment. There is also a technical resource library established and available to the board of directors and others.
- Build familiarity with all persons and groups directly and indirectly involved in downtown district activities and encourage a cooperative climate among those with special interests, public officials and others. Serve as a liaison specifically to the Morristown Area Chamber of Commerce, the East Tennessee Preservation Alliance and East Tennessee Quality Growth, Inc.
- Assist the City and Chamber where possible on economic development strategies, business recruitment and development projects.

## ❑ Performance and Workload Measures

Task	2007	2008	2009	2010
Façade Grants Budget	n/a	n/a	\$50,000	\$106,744
Façade Grant Project Applications	n/a	n/a	9	13
Façade Grant Projects Completed	n/a	n/a	8	5
Education/Training Scholarships	n/a	n/a	\$475.00	\$2,000
TN Main Street Grants (non-matching)	n/a	n/a	\$13,901.00	\$5,746
Other Grants (non-matching)	n/a	n/a	\$0.00	\$5,020
TDOT Enhancement Grants	n/a	n/a	\$0.00	\$1,445,783
Main Street Program Volunteer Hours	n/a	na	262	349

## ❑ Significant Accomplishments FY 2010-2011:

*\* Indicates an accomplished goal originally set for 2010.*

- \*Maintained Tennessee Main Street designation (2010 annual report filed in February). Was recognized as a certified program by the National Trust for the first time during 2010. Notable statistics for the ‘Downtown Core’ reported for the 2010 certification include:

  - Increased Main Street program volunteer hours from 262 in 2009 to 349 in 2010
  - Increased average rental rate from \$0.52/SF in 2009 to \$1.65/SF in 2010
  - A net gain in the number of both new jobs and new businesses over 2009
  - Total value of recorded public/private investment in 2010: \$170,573.77
  - Ground floor vacancy rates fell from 24% in 2009 to 23% in 2010
- \*Developed and launched the [www.crossroadspartnership.com](http://www.crossroadspartnership.com) website.
- \*Training: Attended Downtown Revitalization Workshop in Nashville June 28-29 (received \$2,000 scholarship from the Tennessee Main Street program). Also attended the State Preservation Conference/Main Street Summit in Greeneville April 15-16. Received C.A.M.P. (Commission Assistance and Mentoring Program) training on local historic districts. Participated in two local grant writing workshops sponsored by the Center for Non-profit Management.
- Completed 2009 TN Main Street Innovation Grant project (downtown crosswalk enhancements): \$13,901.56 was reimbursed to the City (100% of materials costs).
- \*Obtained 2010 TN Main Street “Green Streets” grant: \$4,746.05. The grant will purchase a central freestanding message center for downtown, three bike racks, a recycling station, eight vertical traffic barriers and promote the 3/50 Shop Local campaign through printing reimbursements.
- \*Served on the Tennessee Downtowns selection committee and mentored two selected communities, Jefferson City and Celina. Three mentor visits will result in a \$1,000 contribution to the Crossroads program from the TN Main Street program.
- Secured the TDOT enhancement grant for the Millennium Square Greenway Trailhead project. The \$1.44 million project met all TDOT imposed deadlines to qualify for a 10% state match, reducing the local match to 10%. The Millennium Square property owners will provide the local match and reimburse the City for design expenses. The architectural firm Brewer Ingram Fuller Architects, Inc. was selected by the City for this project. The original bid opening date of December 14, 2010 was postponed pending TDOT review of Councilmember Gene Brooks’s questions.
- Obtained \$5,0211.91 Rotary Foundation grant to install the first public drinking fountain downtown (scheduled for spring 2011).



- \*Assisted in the management of the downtown façade grant program which utilizes CDBG funds to help with exterior building improvements. At the close of the 2009-2010 program year, eight buildings had participated in the program and received \$40,820.42 in grant reimbursements. At the end of December 2010, five buildings had completed their projects as part of the 2010-2011 program year and received \$17,720.89 in grant reimbursements. A total of \$85,704.62 in grant reimbursements had been applied for during the 2010-2011 program year. Funds not fully utilized are rolled over into the following program year.
- Conducted first downtown landscape survey to assist with \$2,500 Keep Morristown-Hamblen Beautiful Home Depot Foundation grant that was used to plant new shrubs and improve landscaped areas of downtown. Volunteers included Home Depot employees, Tree Board members and local master gardeners, including one who has adopted the Historic Pedestrian Garden downtown.
- Assisted engineering staff on developing a plan to restripe a portion of the public parking area downtown resulting in 25 new parking spaces.
- Worked with Morristown Chamber Tourism on the first organized effort to decorate downtown for fall and to secure the front cover of the December 2010 Fun Things to do in the Mountains magazine by designing the cover art and soliciting private funds to cover the expense.
- Hosted East Tennessee Preservation Alliance Developer's tour on December 10. A group of Knoxville based real estate professionals, developers and City inspectors toured downtown, including one building for sale and one recent renovation project.
- Continued to represent the city on the following boards and committees: Morristown Area Chamber of Commerce board of directors (including Tourism and Retail and Commercial Development committees), Rose Center and Council for the Arts board of directors (including Planning and Building Review committees), East Tennessee Preservation Alliance board of directors (including Advocacy Committee), East Tennessee Quality Growth, Inc. board of directors, Tennessee Urban Forestry Council board of directors, Downtown Morristown Association board of directors.

The following goal from 2010 was dropped:

- Revamp Fourth Friday events. The City of Morristown discontinued funding the Fourth Friday (now referred to as Main Street Festival) music venues in June 2010. The Crossroads Partnership has not agreed to partner with DMA on the events for 2011.

## ❑ Goals for FY 2011 - 2012

*\*\* Indicates an original goal set for 2010 that continues into 2011.*

- \*\*Establish a local historic district zoning commission. This process began in 2010 with a draft ordinance and public meeting. The draft ordinance allowing the creation of a local historic district is expected to be presented to the Regional Planning Commission and City Council in spring 2011.
- Have the newly created historic zoning commission begin the process of inventory, defining district boundaries and proposing specific development guidelines.
- \*\*Fully develop a private membership base for the Crossroads Partnership. Membership levels were developed during 2010 with a goal to implement a mass mail-out in spring 2011.
- \*\*Update and print the downtown visitor's guide. The Morristown Chamber Tourism Department secured the grant in 2010. Redesign and printing will occur in spring 2011.
- \*\*Partner with Morristown Utility Systems on developing a new greenspace within the central downtown alley. A Kohl's department store grant of \$1,500 has been identified for 2011.

- \*\*Continue to expand a redevelopment resource center for potential downtown projects that would include a database of contractors, architects, realtors, financial service providers, and other specialists.
- Installation of 2010 Green Streets grant purchases.
- Continue to assist with 2010-2011 façade grant program and develop parameters for 2011-2010 program year.
- Manage the construction process reimbursements for the Millennium Square Greenway Trailhead project.
- Training: Attend 2nd Downtown Revitalization Workshop in Nashville June 27-28 (scholarship provided). Attend 2011 Tennessee Basic Economic Development Course in Nashville May 2-6 (scholarship request pending approval).
- Seek funding for district identification banners and improved wayfinding signage.
- Improve downtown data collection/statistics gathering. Generate a Buxton report specific to the downtown area. Begin a market analysis for the district.
- Begin 501 (c) 3 designations for Crossroads Partnership.
- Improve publicity and communications by developing a Crossroads Partnership Facebook page and creating a quarterly or monthly electronic newsletter.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Other contracted services reflects the activities of the City's Diversity Task force. The expenses, while higher than the budget, are completely funded by citizen contributions.

#### ❑ Significant Changes for FY 2012:

The costs associated with the Diversity Task Force have been moved to the Mayor and Council's budget.

#### ❑ Personnel Summary

MCDC	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
PLANNER	0	0	0	0.5	0.5	0.5	0.5
TOTAL MCDC	0	0	0	0.5	0.5	0.5	0.5

#### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41750 - Morristown Community Dev. Corp.</b>					
111	SALARIES & WAGES	27,423	27,424	27,424	27,424
134	HOLIDAY BONUS	51	211	211	134
211	FICA	2,119	2,114	2,114	2,108
213	TCS CONTRIBUTION	3,836	3,992	3,992	3,986
215	EMPLOYEE HEALTH INS	5,019	4,779	4,779	5,396
219	WORKERS COMPENSATIONS INSURANCE	701	763	793	763
310	POSTAL SERVICE	45	50	36	50
331	LEGAL NOTICES	-	200	250	400
371	SUBSCRIPTIONS & BOOKS	-	-	-	250
375	MEMBERSHIPS & DUES	637	595	595	700
378	EDUCATION - SEMINARS & TRAINING	100	500	500	800
383	TRAVEL-BUSINESS EXPENSES	1,545	1,850	1,814	2,000
399	OTHER CONTRACTED SERVICES	25,072	10,000	13,000	-
411	OFFICE SUPPLIES & MATERIALS	-	1,200	1,217	1,200
429	GENERAL OPERATING SUPPLIES	-	300	283	300
<b>41750 - Morristown Community Dev. Corp. SUBTOTAL</b>		<b>66,548</b>	<b>53,978</b>	<b>57,008</b>	<b>45,511</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.

## ❑ Performance and Workload Measures

Task	2009	2010	2011	2012
<b>RIGHT OF WAY MANAGEMENT</b>				
Roadway Access Permits		24	2	2
Roadway Access Permit Inspections		72	6	6
<b>Work in Right of Way</b>				
Atmos Energy		26	3	3
ATT		17	9	9
Private		4	12	12
MUS		0	0	0
Inspections		94	16	16

Task	2009	2010	2011	2012
Signal Inventory Management & Mapping		30	4	21
Street Inventory & Evaluation (miles)		125	190	190

#### ❑ Significant Accomplishments FY 2010-2011:

- Design and Project Management projects:
  - new bathroom facilities at Fred Miller Park (\$50,000)
  - new bathroom facilities at Wayne Hansard Park (\$50,000)
  - new bathroom and concession facility at Frank Lorino Park (\$200,000)
  - slope stability project at proposed public works site on Liberty Hill Road (\$33,000)
- Managed Transportation projects:
  - 9 Transport Events by Barnhart Crane
  - 3 TDOT / ARRA funded projects for the City of Morristown (\$868,000)
  - 3 TDOT / ARRA funded projects for Jefferson City (\$338,000)
  - 1 TDOT / ARRA funded projects for the City of White Pine (\$93,000)
  - Construction Administration of the Extension of MLK Blvd. into Eagle Heights (\$469,000)
  - Completed the extensive programming phase of the Morristown Medical District Project (\$1,000,000)
  - Managing the Design Administration for Phase II Veterans Parkway (\$2,000,000)
  - Managing the 2010 Morristown City Street Repair Program (\$63,000 to date, \$153,000 total)
- GIS-Geographic Information System & Mapping projects
  - 911 – Created a GIS map of the 911 grid. This data base will assist in the communication of our 911 software and cellular phone data.
  - Building Codes – Created a Parcel map for the building inspectors.
  - Hamblen County Election Commission – Created a Parcel Map to assist the Election Commission in the precinct location.
  - Morristown Fire Department – Created maps and analysis data to determine coverage area of fire stations.
  - Morristown College Campus – Prepared a map of the Morristown College Campus showing the fire break area needed to protect the community from additional fires. This map was utilized in cost estimates for creating fire breaks.
  - Morristown Police Department – Created and maintained the Sexual Offender Buffer Map. Assist the Morristown Police Department to determine if an address was within the 1000 foot protection area. Created a GIS map to assist in a traffic accident investigation.
  - Road Construction – Created maps for road improvement projects on Brown Ave., East Morris Blvd, Ray Street and Smythview Drive.
  - Solid Waste - Created and maintained Solid Waste data in the GIS system. Created maps of the Recycle Routes for cost analysis.
  - Storm Water – Created a map for the Phase II storm water Notice of Intent. Created a Stormwater Outfall Map and a Storm Event map showing the flooding locations of the February 28, 2011 storm event.
  - Street Assessment – Created a street assessment map for all of the public streets that the City of Morristown is responsible for. This involved driving all of the streets, assessing the condition and recommending the method of repair if needed.
  - TDOT – Created maps for the engineers to review TDOT improvements and signalization at the US Highway 11-E and US Highway 25-E interchange at Exit 2B.
  - TDOT – Coordinated City, Utility, Industrial Board, and Property Owner comments on Exit 8 interchange improvements project

- TDOT – Coordinated City, Utility, and Property Owner comments related to the Walters State interchange improvements project
- TDOT – Coordinated City, Utility, and Property Owner comments related to the 11E improvements from Morristown to Bulls Gap project
- TDOT – Coordinated City, Utility, and Property Owner comments related to the SR160 to Exit 4 connector
- Surveying: Worked on the following projects which included survey, design or mapping:
  - Food City-East end
  - Jeffrey Chain
  - McDonald's West End
  - Frank Lorino Restrooms
  - Plat Reviews
  - Site Plan Reviews
  - Code Enforcement
- Traffic Management:
  - Established a central traffic system server at Public Works with remote access from City's intranet. This allows for more efficient access to individual traffic controller monitoring and alarm documentation.
  - Prepared a database inventory of existing traffic system equipment and maintenance stock to allow for a more efficient maintenance program.
  - Created a City of Morristown Special Provision specification for TDOT that will modernize future TDOT signal system installations in the City of Morristown.
- Special Projects:
  - The Department established a solid waste utility by coordinating the development of a 11,000 account database and the startup billing file for the City's Finance Department, Public Works, and MUS.

#### □ Goals for FY 2011 - 2012

- Create a working comprehensive Right of Way Management policy that will include utility and developer checklists
- Incorporate web site forums and internet based opportunities for public input for use in the City's capital improvement, storm water, and street maintenance programs.
- Utilize the ESRI GIS tools for inventorying street, storm sewer, and traffic issues.
- Modernize 50% of the City's traffic management system that will reduce maintenance costs and greatly improve traffic flow by utilizing City Council approved funding.
- Continue to seek modernization of the City's traffic management system
- Develop a comprehensive street maintenance program that can be funded using a City Council approved funding sources and levels that will include street sign and street marking maintenance and improvement.
- Develop a public involvement and engagement program that includes web based inquiry and reporting for the public as well as web based.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

The expenses in this activity will be very near the budgeted level.

## ❑ Significant Changes for FY 2012:

Several items in materials and supplies need to be replenished in FY 12, most of these will last longer than a fiscal year.

## ❑ Personnel Summary

ENGINEERING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CITY ENGINEER	1	1	1	1	0.8	0.8	0.8
ADMINISTRATIVE SECRETARY	0.375	0.4	0.4	0.3	0.3	0.3	0.3
ENGINEERING TECHNICIAN	1	1	2.5	2	2	2	2
CIVIL ENGINEER	1	1	0	0	0	0	0
<b>TOTAL ENGINEER</b>	<b>3.375</b>	<b>3.4</b>	<b>3.9</b>	<b>3.3</b>	<b>3.1</b>	<b>3.1</b>	<b>3.1</b>

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41800 - Engineering</b>					
111	SALARIES & WAGES	163,564	172,506	172,506	177,025
134	HOLIDAY BONUS	626	1,454	1,454	752
211	FICA	12,268	13,308	13,308	13,676
213	TCRS CONTRIBUTION	22,477	25,215	25,215	25,841
215	EMPLOYEE HEALTH INS	26,429	29,646	29,646	33,509
219	WORKERS COMPENSATIONS INSURANCE	4,346	4,728	4,728	4,728
226	CLOTHING/UNIFORM/SHOES	-	250	250	250
310	POSTAL SERVICE	406	-	-	200
331	LEGAL NOTICES	808	1,000	1,000	750
345	TELEPHONE SERVICES	-	-	1,000	993
359	OTHER PROFESSIONAL SRVCS	561	250	250	1,500
371	SUBSCRIPTIONS & BOOKS	-	500	500	250
375	MEMBERSHIPS & DUES	1,649	2,200	2,200	2,565
383	TRAVEL-BUSINESS EXPENSES	704	3,000	3,000	3,000
399	OTHER CONTRACTED SERVICES	1,168	600	600	300
411	OFFICE SUPPLIES & MATERIALS	1,815	2,000	2,000	5,700
429	GENERAL OPERATING SUPPLIES	3,034	500	3,400	6,111
431	GASOLINE & DIESEL FUEL	5,339	3,800	3,800	3,800
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,149	500	500	1,800
499	OTHER SUPPLIES & MATERIALS	3,693	3,400	500	500
510	INSURANCE - GENERAL LIABILITY	2,201	3,620	1,889	1,889
533	EQUIPMENT - RENTAL/LEASE	6,655	5,800	4,800	6,247
<b>41800 - Engineering SUBTOTAL</b>		<b>258,892</b>	<b>274,277</b>	<b>272,546</b>	<b>291,385</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.

## □ Performance and Workload Measures

Task	2007	2008	2009	2010
<b>Residential permits</b>	n/a	35	69	45
Residential Building Values	n/a	4,234,676	5,124,364	4,312,539
Residential Building Fees	n/a	15,857	19,816	16,220
Accessory Building Permits	n/a	2	19	27
Accessory Building Values	n/a	2,400	925,963	322,960
Accessory Building Fees	n/a	140	3,905	1,215
<b>Commercial permits</b>	n/a	42	55	42
Commercial Building value	n/a	6,837,493	14,023,926	14,932,594
Commercial Permit Fees	n/a	23,339	41,394	40,999
<b>Industrial Permits</b>	n/a	2	4	13
Industrial Values	n/a	283,500	605,000	1,249,100
Industrial Permit Fees	n/a	1,040	2,265	5,365
Educational Building Permits	n/a	0	0	1
Educational Building Values	n/a	0	0	6,392,100
Educational Permit Fees	n/a	0	0	13,446
Job Trailer Permits	n/a	0	1	3
Job Trailer Permit Fees	n/a		50	150
Sign Permits	50	40	38	26
Sign Permit Fees	1,640	1,805	1,395	1,410
Demolition Permits	n/a	4	4	3
Demolition Permit Fees	n/a	200	200	150
Electrical Permits	296	270	208	228
Electrical Permit Fee	17,304	15,940	9,626	12,080
Gas Permits	58	34	32	44
Gas Permit Fees	5,289	1,472	1,100	1,645
Mechanical Permits	n/a	20	37	23
Mechanical Permit Fees	n/a	2,314	15,114	12,592
Plumbing Permits	223	188	118	86
Plumbing Permit Fees	47,395	73,852	32,673	54,337
Sewer Connection Permits	n/a	35	34	16
Sewer Connection Permit Fees	n/a	42,130	66,500	51,300

\*Building Permit Data was not broken down into categories in 2007 a portion of 2008

#### **❑ Significant Accomplishments FY 2010-2011:**

- Adopted the 2006 International Building Code which aligns the City's building code with that of Hamblen County and the State of Tennessee
- Adopted the 2008 National Electrical Code to meet the State Requirements
- Restructured the sign permit process with a Registration Process including a Letter of Verification to minimize threats to Freedom of Speech issues.
- Provided staff support to the Community Development Block Grant Program for the Homeowner Rehabilitation project by providing inspections, assistance, and assisted in work write-ups.
- Initiated the legal process to condemn/rehabilitate three dilapidated structures. Staff issued a building permit for one of the structures and bids are being received for the demolition of the other two structures.

#### **❑ Goals for FY 2011 - 2012**

- Provide certified electrical inspectors to meet the State of Tennessee requirements.
- Increase training to certified inspectors in order to meet State requirements.
- Seek administrative assistance to provide customer service for the public with help when questions arise about permits or problems while the inspectors are on inspections.
- Continue to inspect and issue permits for: buildings, electrical, gas, plumbing, mechanical and signs so as to provide for the health, safety and welfare of the citizens.

#### **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Inspections will stay within their budget for FY 11.

#### **❑ Significant Changes for FY 2012:**

#### **❑ Personnel Summary**

INSPECTIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CHIEF BUILDING OFFICIAL	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	0	0	0
BUILDING INSPECTOR	1	1	1	1	1	1	1
PLUMBING AND GAS INSPECTOR	1	1	1	1	1	1	1
ELECTRICAL INSPECTOR	1	1	1	1	1	1	1
TOTAL INSPECTIONS	5	5	5	5	4	4	4



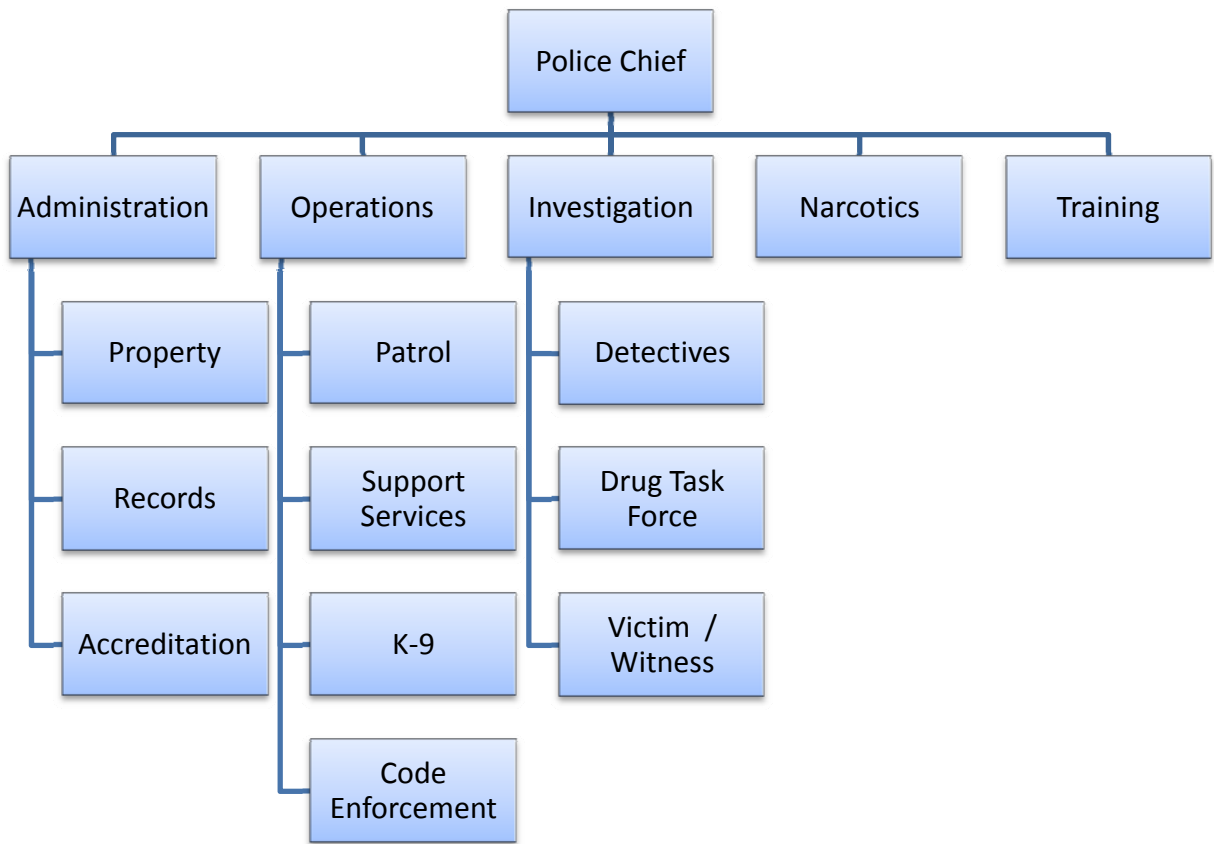
## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>42400 - Inspections</i>					
111	SALARIES & WAGES	230,701	234,077	234,077	234,077
134	HOLIDAY BONUS	4,285	3,662	3,662	3,682
114	SALARIES/WAGES/TEMPORARY	2,859	-	-	-
211	FICA	17,836	18,187	18,187	18,189
213	TCRS CONTRIBUTION	32,238	34,734	34,734	34,737
215	EMPLOYEE HEALTH INS	35,072	38,309	38,309	43,250
219	WORKERS COMPENSATIONS INSURANCE	5,608	6,100	6,100	6,100
226	CLOTHING/UNIFORM/SOES	766	800	-	-
310	POSTAL SERVICE	65	300	300	300
321	PRINTING SERVICES	35	300	300	300
331	LEGAL NOTICES	48	50	50	200
345	TELEPHONE SERVICES	-	-	-	4,000
359	OTHER PROFESSIONAL SRVCS	617	400	400	600
363	REPAIR & MAINTENANCE- OFFICE EQUIPMENT	-	-	-	-
364	REPAIR & MAINT-BUILDING/GROUNDS	-	-	-	-
371	SUBSCRIPTIONS & BOOKS	-	400	400	5,000
375	MEMBERSHIPS & DUES	372	600	600	800
378	EDUCATION - SEMINARS & TRAINING	861	2,400	2,400	3,500
383	TRAVEL-BUSINESS EXPENSES	830	350	350	2,500
399	OTHER CONTRACTED SERVICES	852	-	-	1,300
411	OFFICE SUPPLIES & MATERIALS	173	250	250	250
429	GENERAL OPERATING SUPPLIES	-	-	-	-
431	GASOLINE & DIESEL FUEL	5,692	5,000	5,000	6,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,611	2,200	2,200	2,200
499	OTHER SUPPLIES & MATERIALS	-	400	400	400
510	INSURANCE - GENERAL LIABILITY	2,267	1,900	1,900	1,900
533	EQUIPMENT - RENTAL/LEASE	5,238	1,600	1,600	1,000
<i>42400 - Inspections SUBTOTAL</i>		<i>348,027</i>	<i>352,019</i>	<i>351,219</i>	<i>370,285</i>

## ***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.

## ❑ Significant Accomplishments FY 2010-2011:

- The following grants were received during 2010 which required no local match:
  - COPS Hiring Program
  - Total Amount Awarded: \$658,700
  - Secure Our Schools
  - Total Award Amount: \$49,775
  - Tennessee Governor's Highway Safety Office Grant
  - Total Amount Awarded: \$21,185.25
  - Justice Assistance Grant
  - City Allocation: \$25,350
  - Project Safe Neighborhood Grant
  - Total Amount Awarded: \$10,291
  - Internet Crimes Against Children Grant
  - Open Grant Continued Funding: \$43,797.50
  - MPD obtained a grant for Hamblen County Sheriff's Department from Justice Assistance in the amount of \$11,513.00
  - Received \$3,800 to assist with the purchasing of Bulletproof Vests.
  - \$3,800 required match funds were used from the budgeted uniform account.
- Received State Accreditation from the Tennessee Chiefs of Police Association
- Implemented location dispatching
- Two (2) officers received Federal Explosive Ordinance and Detection Certification
- Acquired Federal Highway Administration mandated safety vests for emergency responders
- Participated in a Critical Event Emergency Communication Exercise with multiple first responder agencies. MPD advanced communication equipment was used to communicate during a simulated critical event.
- General in-service training was conducted by the department for seventy-nine (79) officers, saving the department more than \$33,000.
- Equipment was purchased, which allowed the department to maintain an appropriate level of firearms training while reducing cost for ammunition.
- Purchased and trained a narcotic canine to replace an animal that had been retired from patrol.

## **❑ Goals for FY 2011 - 2012**

### **ADMINISTRATION**

- 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: Develop an electronic system to wirelessly download data from Multiple Data Terminals from patrol vehicles.
  - Objective: To develop the capability of officers to download reports wirelessly in order to reduce time spent away from patrol activities.
  - Performance Indicator: Completion of a functional wireless system.
- Goal: Complete an annual file review of State accreditation files.
  - Objective: To ensure compliance with State accreditation standards.
  - Performance Indicator: Successful completion of an annual file review.

### **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: 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.
- Goal: To maintain school resource officer's certification for personnel assigned to the Hamblen County School System.
  - Objective: To ensure officers meet state certification requirements.
  - Performance Indicator: Number of officers who complete certification training.

## **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Police Administration should be able to have significant savings in FY 11 in a variety of areas.

## ❑ Significant Changes for FY 2012:

Planned purchase of a computer and document scanner is reflected in office equipment.

## ❑ Personnel Summary

POLICE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
POLICE CHIEF	1	1	1	1	1	1	1
POLICE RECORDS CLERK	1	2	2	2	3	3	3
POLICE RECORDS TECHNICIAN	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	0	0	0	0	0	0
POLICE ACCREDIATION MANAGER	1	1	1	1	1	1	1
<b>TOTAL POLICE SUPERVISION</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42110 - Police Administration</b>					
111	SALARIES & WAGES	260,604	265,949	265,949	265,554
112	OVERTIME	-	1,000	1,000	1,000
134	HOLIDAY BONUS	2,232	2,641	2,641	2,497
211	FICA	19,437	20,624	20,624	22,342
213	TCRS CONTRIBUTION	35,953	39,299	39,299	39,075
215	EMPLOYEE HEALTH INS	62,887	56,851	56,851	64,262
219	WORKERS COMPENSATIONS INSURANCE	8,412	9,150	9,150	9,150
220	UNEMPLOYMENT INSURANCE	5,995	-	-	-
226	CLOTHING/UNIFORM/SHOES	734	950	650	950
310	POSTAL SERVICE	1,727	1,200	825	1,200
321	PRINTING SERVICES	-	300	425	300
331	LEGAL NOTICES	-	200	175	200
345	TELEPHONE SERVICES	-	-	-	750
355	COMPUTER/DATA PROCESSING	-	-	-	30,108
359	OTHER PROFESSIONAL SRVCS	743	1,500	-	1,000
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	150
369	REPAIR & MAINTENANCE-OTHER	-	50	-	50
371	SUBSCRIPTIONS & BOOKS	526	850	325	850
375	MEMBERSHIPS & DUES	928	900	125	900
378	EDUCATION - SEMINARS & TRAINING	1,736	2,300	1,500	2,300
383	TRAVEL-BUSINESS EXPENSES	7,685	6,000	4,350	7,000
399	OTHER CONTRACTED SERVICES	29,121	56,568	40,000	45,000
411	OFFICE SUPPLIES & MATERIALS	894	1,200	1,000	1,200
413	OFFICE EQUIPMENT	(5)	500	100	2,500
424	JANITORIAL SUPPLIES	-	250	-	150
429	GENERAL OPERATING SUPPLIES	-	-	-	800
431	GASOLINE & DIESEL FUEL	3,899	5,000	2,500	5,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	253	650	725	500
499	OTHER SUPPLIES & MATERIALS	348	1,100	350	-
510	INSURANCE - GENERAL LIABILITY	6,442	6,750	5,530	5,530
533	EQUIPMENT- RENTAL/LEASE	19,483	21,957	10,000	500
689	OTHER MISCELLANEOUS EXPENSES	1,286	-	-	-
<b>42110 - Police Administration SUBTOTAL</b>		<b>471,319</b>	<b>503,739</b>	<b>464,094</b>	<b>510,817</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.

### ❑ Performance and Workload Measures

Task	2007	2008	2009	2010
Calls for Service/ Officer Contacts	45,204	54,234	47,256	44,959
Cases Assigned for Investigation	4,798	4,583	4,230	4,566
Cases Closed	3,163	3,022	3,248	3,297
Reported Property Loss	\$3,528,355	\$3,160,603	\$2,610,224	\$3,255,561
Property Recovered	\$1,714,024	\$1,860,134	\$1,648,317	\$2,983,554
Traffic Crashes	1,756	1,652	1,311	1,611
Total Physical Arrests	3,999	3,435	2,104	2,854
Total Arrest Charges	7,572	6,487	5,118	4,832
Traffic Citations	7,934	14,809	11,767	11,245
Call for Service Response Time (minutes)	2.74	5.63	7.49	3.374
Emergency Call Response Time (minutes)	*	*	2.99	< 3 minutes
Community Events	86	90	83	132
Narcotics/ Vice Enforcement Charges	190	144	163	260

### ❑ Significant Accomplishments FY 2010-2011:

#### Patrol

- In February 2010, patrol units responded to an assault of a child. A suspect was arrested who was later charged by detectives for murder.
- In February, patrol units responded to a shooting call on Madison Street. A male with multiple gunshot wounds was found lying in his front yard. Patrol officers located a suspect, who was later charged by detectives.
- Patrol units responded to three (3) bank robberies in 2010. In two of the robberies, patrol units located and arrested the robbers within minutes. The third robbery was closed by arrest at a later time by MPD detectives.
- In June 2010, Officer Diana Eldridge, while off duty, assisted at an accident scene in which she was credited by medical personnel as to saving the life of an injured person. Officer Eldridge received the MPD Life Saving Award.
- The Patrol Division, while working with eight (8) less officers, maintained an average emergency response time of less than three (3) minutes.
- Out of 132 community events, the Patrol Division participated in 62 events.

- Patrol Division conducted escorts for six (6) large generator moves.
- Patrol participated with Support Services in nine (9) sobriety checkpoints.

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

- Grant funds were obtained to continue the PSN initiative. The team is composed of three members: Major Michelle Jones, Detective Corporal Bob Ellis and Corporal Kenneth Hinkle.
- Working with Patrol, Narcotics, and Investigations, the PSN team investigated 130 possible PSN cases.
- Several PSN cases were prosecuted at the Federal Level.
- The PSN unit assisted other local, State and Federal Agencies with Firearms and ammunition identification for Federal Prosecution.
- Officers working in the PSN unit conducted undercover Firearms purchases which resulted in three (3) persons being charged in Federal Court.
- Officer Kenneth Hinkle was qualified in Federal Court as an expert witness for firearms identification.
- PSN received a \$10,291.00 grant.

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

- The Special Response Team replaced a 1987 Ford van, which was used to transport team members and equipment, with a 2003 Ford van that was seized from a drug dealer, at no cost to the City.
- In May 2010, the team received tactical vests through a Homeland Security Grant of
- \$49,917.00, with no cost to the City.
- The Special Response Team responded to five (5) critical events to assist M.P.D Patrol and Investigations, and other state and Federal agencies.
- In 2010, the M.P.D Special Response Team hosted a school, which was paid for by Homeland Security Grant funds, six (6) M.P.D officers were trained at a savings of \$4,500.00 to the department.

### **Crisis Negotiations Team (CNT)**

- On March 21, 2010, Crisis Negotiators negotiated the surrender of four (4) armed robbery suspects, who had barricaded in a residence on Price Drive.
- Two new negotiators were assigned to the team to fill vacancies. Both officers received a forty (40) hour Crisis Negotiation course.
- CNT participated in a large scale scenario with the SRT, EOD, and Public Information Officers.
- Members of CNT responded with the Special Response Team on several high risk incidents.

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

- Three Bomb Technicians attended one week training in Huntsville, AL. to maintain their Federal Certification.
- Unit supervisor Lt. Blair received recertification in January, after completing the recertification course at the Hazardous Devices School in Huntsville, AL.



- The Bomb Squad had four (4) calls for service in Morristown, two (2) events involved acid bottle bombs; the other two were to dispose of several sticks of dynamite for the Morristown Utilities department.
- The Bomb Squad received the wireless remote control system for the Andros F6a robot. This equipment (approximately \$67,000) was purchased using federal grants, at no cost to the City.
- The Bomb Squad had three (3) calls for service in Jefferson County which included a suspicious package left outside the Murphy Oil Gas station, two (2) glass containers of liquid nitro glycerin, found in a storage shed, and the disposal of old dynamite for Jefferson City's Public Works department.
- The Bomb Squad had one (1) call for service in Grainger County. Removal and destruction of old dynamite from a farmhouse.
- The Bomb Squad had one (1) call for service in Cocke County which included assisting the FBI in the investigation and search for stolen explosives.
- The Bomb Squad had two (2) calls for service in Hawkins County. In one event the Bomb Squad assisted the FBI with the search of a house and storage building looking for stolen military explosives. During the second event, the EOD and the Morristown Police Department's explosives K-9 assisted in the search of TRW in Rogersville during a bomb threat.

### **Support Services**

- Participated in 132 community events which were presentations, parades, park events, etc.
- Conducted 5 recruiting events
- Reassigned DARE officers to full time middle school SROs.
- Coordinated and participated with patrol in nine (9) sobriety checkpoints.
- Assisted Patrol with six (6) large generator moves.

### **Criminal Apprehension Unit**

- The CAU's activity for 2010 was as follows:
  - 36 days worked
  - 35 misdemeanor arrests
  - 58 felony arrests
  - 93 total arrests
  - Total number of warrants served was 194
  - The CAU was able to check on 27 registered sex offenders inside city limits
  - Since the CAU was formed on February 18, 2008, a total number of arrests are 520 and a total of 818 warrants have been served.

### **Honor Guard**

- The Morristown Police Department Honor Guard participated in ten (10) events in 2010 which included parades, funerals, memorial services, and special community events.

### **❑ Goals for FY 2011 – 2012**

- Goal: Maintain emergency response time to four (4) minutes or less.
  - Objective: To ensure timely police response to critical situations.
  - Performance Indicator: Analysis of response time to emergency calls for service.
- Goal: To maintain a reasonable level of traffic laws enforcement based on staffing levels.

- Objective: To maintain lower vehicle crash numbers throughout the city.
- Performance Indicator: Comparison of the number of charges cited to previous year.
- Goal: Train patrol personnel to be more effective collecting statement and evidence at crime scenes.
  - Objective: For first responders to collect evidence and witness statements which detectives can use to assist in their investigations.
  - Performance Indicator: Number of personnel completing training.
- Goal: To increase the number of citations for violation of the Seat Belt Law.
  - Objective: To decrease vehicle crash related injuries and to increase compliance by motorists.
  - Performance Indicator: The number of citations written for violation of the Seat Belt Law.
- Goal: To decrease the number of police related vehicle crashes.
  - Objective: To enhance the safety of officers and citizens.
  - Performance Indicator: Compare number of police vehicle crashes to previous year crashes.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

We anticipate that the department will be able to come well under the budget in this area.

#### ❑ Significant Changes for FY 2012:

The City received a Department of Justice grant which allows us to hire an additional 4 positions. These positions are fully funded by the grant for FY 12, but the City will need to pay for them in the fourth year of the grant.

Capital Equipment purchases include:

5 Refurbished Crown Vic Patrol Cars	\$72,500
Repeaters And mobile Radio Equipment	\$24,300
Armored Vests	\$11,700
VHS Recording Systems	\$12,000

#### ❑ Personnel Summary

POLICE PATROL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
POLICE OFFICER	49	51	52	50	45	42	46
POLICE CORPORAL	0	0	4	3	4	4	4
POLICE SERGEANT	5	5	5	3	3	3	3
POLICE LIEUTENANT	5	4	6	6	5	5	5
POLICE CAPTAIN	3	3	3	5	4	4	4
POLICE MAJOR	0	0	0	0	2	2	2
TOTAL POLICE PATROL	62	63	70	67	63	60	64

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42120 - Police Patrol &amp; Traffic Safety</b>					
111	SALARIES & WAGES	2,610,318	2,521,450	2,521,450	2,653,217
112	OVERTIME	44,614	109,989	84,000	85,000
134	HOLIDAY BONUS	21,246	21,442	21,442	23,950
119	HOLIDAY PAY	10,655	72,756	72,756	76,236
211	FICA	197,959	201,027	201,027	204,887
213	TCRS CONTRIBUTION	361,116	389,292	389,292	396,662
215	EMPLOYEE HEALTH INS	524,126	567,081	567,081	683,614
219	WORKERS COMPENSATIONS INSURANCE	94,827	91,500	91,500	97,600
226	CLOTHING/UNIFORM/SHOES	22,774	37,900	15,000	40,000
310	POSTAL SERVICE	389	300	250	300
321	PRINTING SERVICES	275	2,500	800	2,500
332	ADVERTISING	384	500	250	500
345	TELEPHONE SERVICES	-	-	-	12,250
359	OTHER PROFESSIONAL SRVCS	8,167	7,000	1,000	7,000
360	REP & MAINT-COMMUNICATIONS	-	1,500	-	1,500
361	REPAIR & MAINTENANCE-VEHICLES	1,378	-	-	9,000
364	REPAIR & MAINT-BLDG/GROUNDS	508	1,500	-	1,500
375	MEMBERSHIPS & DUES	1,063	1,750	1,250	1,750
378	EDUCATION - SEMINARS & TRAINING	18,955	24,000	5,000	24,000
383	TRAVEL-BUSINESS EXPENSES	19,548	21,100	18,500	21,100
399	OTHER CONTRACTED SERVICES	6,713	10,500	2,500	10,500
411	OFFICE SUPPLIES & MATERIALS	9,651	10,000	8,500	10,000
413	OFFICE EQUIPMENT	1,010	23,900	13,783	4,900
416	MUNITIONS	23,463	-	-	19,000
420	DEFENSIVE DRIVER CLASS SUPPLIES	-	-	-	10,000
424	JANITORIAL SUPPLIES	-	100	-	100
431	GASOLINE & DIESEL FUEL	185,885	190,000	165,000	190,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	65,795	68,000	55,000	59,000
439	OTHER REPAIR & MAINTENANCE SUPPLIES	-	2,293	-	-
510	INSURANCE - GENERAL LIABILITY	108,558	118,500	93,184	93,184
533	EQUIPMENT - RENTAL/LEASE	17,255	16,893	16,893	4,643
689	OTHER MISCELLANEOUS EXPENSES	187,750	-	-	-
960	MACHINERY & EQUIPMENT	19,000	-	-	-
971	MOTOR EQUIPMENT	8,019	-	-	72,500
999	OTHER CAPITAL OUTLAY	-	-	-	48,000
<b>42120 - Police Patrol &amp; Traffic Safety SUBTOTAL</b>		<b>4,571,402</b>	<b>4,512,773</b>	<b>4,345,458</b>	<b>4,864,392</b>

# Investigations

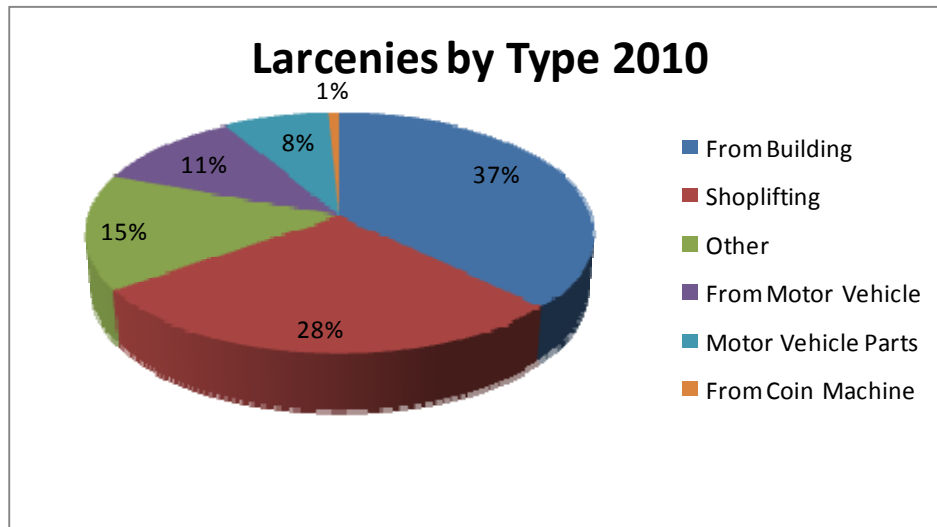
This division is equipped to conduct major case investigations and handle plain clothes assignments. It is also an assignment of this division to prevent crime through a public relations program.

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.

## ❑ Performance and Workload Measures

<b>Morristown Police Department Reported Part 1 Crimes</b>				
<b>Classification</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Criminal Homicide	1	1	1	1
Forcible Rape	28	29	30	29
Robbery	64	52	36	45
Assault	674	652	691	656
Burglary	208	205	157	166
Larceny	1,834	1,917	1,743	1,973
Auto Theft	124	125	82	91
Arson	16	12	7	7

<b>Morristown Police Department Clearance Rate</b>				
<b>Classification</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Criminal Homicide			100.0%	100.0%
Forcible Rape			46.7%	37.9%
Robbery			72.2%	64.4%
Assault			87.7%	93.1%
Burglary			42.0%	25.9%
Larceny			64.0%	59.1%
Auto Theft			79.3%	71.4%



#### ❑ Significant Accomplishments FY 2010-2011:

- MPD detectives investigated 4,566 cases. One thousand, one hundred forty (1,140) cases were closed by arrest. Two million, nine hundred eighty-three thousand, five hundred fifty-four dollars (\$2,983,554) worth of property was recovered.
- Investigators convicted a suspect of a homicide of a three (3) year old male.
- In May 2010, detectives investigated the death of a thirteen (13) year old male. A suspect, the male's grandmother, will be presented to the grand jury for second degree murder.
- During 2010, detectives investigated three (3) bank robberies. Suspects were charged in all three (3) robberies.
- In February 2010, working with the U.S. Postal Service, TBI, and the Secret Service, investigators charged a suspect with ten (10) counts of threatening and harassment.
- In January 2010, investigators charged two (2) suspects for committing a burglary in which more than forty (40) firearms had been taken. Two (2) additional suspects were arrested for their involvement in the sales of the firearms.
- In February, M.P.D detectives investigated a case of child abuse involving a twenty-two (22) month old child. A suspect was arrested and a presentment will be made to the Grand Jury of Hamblen County.
- In February, investigators charged one (1) suspect in connection with a shooting which occurred on Madison St.
- In April, detectives charged a suspect with aggravated kidnapping and attempted aggravated rape of a sixteen (16) year old female, and two (2) counts of re-entry after deportation.
- In May 2010, detectives investigated a one point five (1.5) million dollar fraud case from First Baptist Church. Two (2) suspects were identified and charged for bank fraud and laundering.
- In December, detectives investigated a shooting on Lennie Avenue, a suspect was charged with two (2) counts of assault, vandalism, and reckless endangerment.
- In December, detectives investigated a child abuse case involving a four (4) year old child. A suspect was identified and charged with aggravated child abuse.

- In December, detectives investigated a shooting on Clancy Street. Two (2) brothers were charged with aggravated assault.
- In 2010, investigators obtained information and assisted the ATF in buying explosives from an individual.
- In 2010, Internet Crimes Against Children (ICAC) investigated and prosecuted several cases involving child pornography.
- In 2010, investigators began using Integrated Automated Fingerprint Identification System which was purchased with grant funds, at no cost to the City.

#### ❑ Goals for FY 2011 - 2012

- Goal: To provide initial investigation response training to patrol personnel.
  - Objective: Train patrol personnel to better evaluate crime scenes and obtain evidence needed for investigation.
  - Performance Indicator: Number of officers trained.
- Goal: To continue to provide specialized training for personnel in areas such as arson investigation, crimes against children, internet crimes against children, auto theft, and homicide.
  - Objective: To ensure investigators have proper knowledge to investigate and prosecute difficult criminal cases.
  - Performance Indicator: Number of classes attended.
- Goal: To cross train investigators to serve with multiple, specialized units.
  - Objective: To ensure adequate number of personnel available to investigate complex crimes.
  - Performance Indicator: Number of investigators receiving training in multiple specialized areas.
- Goal: To develop a formal process for debriefing ICAC forensic examiners as well as investigators when needed.
  - Objective: To ensure personnel are properly debriefed to avoid stress related trauma.
  - Performance Indicator: Number of debriefings completed.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

There are no major variations from the adopted budget.

#### ❑ Significant Changes for FY 2012:

The cost of health coverage is the most significant change in this area.

#### ❑ Personnel Summary

POLICE INVESTIGATIONS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
DETECTIVE	9	8	8	8	8	8	8
DETECTIVE CORPORAL	0	0	1	1	1	1	1
DETECTIVE SERGEANT	2	2	1	3	3	3	3
DETECTIVE LIEUTENANT	1	1	1	1	1	1	1
DETECTIVE CAPTAIN	1	1	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
TOTAL POLICE INVESTIGATIONS	14	13	13	15	15	15	15

## Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42130 - Police Criminal Investigation</b>					
111	SALARIES & WAGES	776,945	784,957	784,957	784,307
112	OVERTIME	18,198	30,806	28,319	28,000
134	HOLIDAY BONUS	9,414	10,288	10,288	10,363
211	FICA	57,115	62,773	62,773	60,831
213	TCRS CONTRIBUTION	112,809	118,657	118,657	114,874
215	EMPLOYEE HEALTH INS	130,973	155,919	155,919	161,399
219	WORKERS COMPENSATIONS INSURANCE	21,089	22,875	22,875	22,875
226	CLOTHING/UNIFORM/SHOES	9,707	500	500	9,750
310	POSTAL SERVICE	475	500	500	500
321	PRINTING SERVICES	98	200	200	200
345	TELEPHONE SERVICES	-	-	-	4,500
359	OTHER PROFESSIONAL SRVCS	248	300	300	300
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	700
371	SUBSCRIPTIONS & BOOKS	35	400	400	300
375	MEMBERSHIPS & DUES	583	625	625	500
378	EDUCATION - SEMINARS & TRAINING	520	3,000	3,000	3,000
383	TRAVEL-BUSINESS EXPENSES	3,222	4,000	4,000	5,000
399	OTHER CONTRACTED SERVICES	643	1,500	1,500	1,000
411	OFFICE SUPPLIES & MATERIALS	6,704	7,000	7,000	6,100
413	OFFICE EQUIPMENT	-	1,500	1,500	1,500
429	GENERAL OPERATING SUPPLIES	-	100	100	1,100
431	GASOLINE & DIESEL FUEL	17,164	16,500	16,500	16,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	4,246	7,500	7,500	6,800
499	OTHER SUPPLIES & MATERIALS	759	2,000	1,000	-
510	INSURANCE - GENERAL LIABILITY	25,052	26,500	21,504	21,504
533	EQUIPMENT - RENTAL/LEASE	13,522	14,000	11,000	9,500
<b>42130 - Police Criminal Investigation SUBTOTAL</b>		<b>1,210,301</b>	<b>1,272,400</b>	<b>1,260,917</b>	<b>1,271,404</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 FY 2010-2011:**

- There were a total of 252 new cases assigned to the Vice Division with a total of 258 cases closed during 2010.
- The Vice Division made a total of 193 arrests that represent 260 charges.
- Three individuals were charged with more than 80 counts of drug fraud related offenses.
- The Vice Division played a crucial role in the arrest of an individual who was selling stolen explosives. The individual was prosecuted in Federal Court and is awaiting sentencing.
- The Narcotics/Vice Division presented information related to the narcotic problems that originates in Florida to government officials from Kentucky.
- The Vice Division worked with Patrol to charge several individuals for prostitution in 2010.

### **❑ Goals for FY 2011 - 2012**

- Goal: Maintain an information system with other divisions in the Morristown Police Department, as well as investigators of other agencies.
  - Objective: To have a more effective communication process to increase potential detection and prosecution of individuals involved in illegal sales of narcotics, prostitution, gambling, and other criminal activities.
  - Performance Indicator: Number of information sharing meetings conducted and electronic communications distributed.
- Goal: Continue to identify individuals involved in illegal sales of prescription narcotics.
  - Objective: Reduce the number of illegal sales of prescription narcotics.
  - Performance Indicator: Number of arrests made for prescription fraud and illegal sales of prescription narcotics.

### **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

There are no significant differences from the budget.

### **❑ Significant Changes for FY 2012:**

There are no major changes in this area.



## ☐ Personnel Summary

POLICE VICE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
DETECTIVE	1	1	0	0	0	0	0
DETECTIVE CORPORAL	0	0	1	0	0	0	0
DETECTIVE SERGEANT	0	0	0	1	1	1	1
TOTAL POLICE VICE	1	1	1	1	1	1	1

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>42190 - Police Vice</i>					
111	SALARIES & WAGES	54,542	55,825	55,825	55,825
112	OVERTIME	2,039	3,500	3,500	3,500
134	HOLIDAY BONUS	475	631	631	636
211	FICA	4,274	4,587	4,587	4,319
213	TCRS CONTRIBUTION	7,811	8,672	8,672	8,161
215	EMPLOYEE HEALTH INS	8,377	9,548	9,548	10,783
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	1,525
226	CLOTHING/UNIFORM/SHOES	650	650	650	650
359	OTHER PROFESSIONAL SRVCS	-	200	200	800
363	REPAIR & MAINTENANCE- OFFICE EQUIPMENT	-	-	-	200
378	EDUCATION - SEMINARS & TRAINING	100	400	13	400
383	TRAVEL-BUSINESS EXPENSES	65	125	175	325
411	OFFICE SUPPLIES & MATERIALS	631	500	175	400
413	OFFICE EQUIPMENT	-	250	250	250
431	GASOLINE & DIESEL FUEL	1,242	1,500	1,500	2,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	432	900	450	500
499	OTHER SUPPLIES & MATERIALS	336	-	-	-
510	INSURANCE - GENERAL LIABILITY	2,267	2,400	1,946	1,946
533	EQUIPMENT - RENTAL/LEASE	797	800	565	-
971	MOTOR EQUIPMENT	128	-	-	-
<i>42190 - Police Vice SUBTOTAL</i>		<i>85,566</i>	<i>92,013</i>	<i>90,212</i>	<i>92,220</i>

# Fire Department



FY 2012 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 85 total personnel with 78 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 46 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 each shift. We operate out of six stations and respond with seven front line pieces of apparatus. Additionally, our emergency medical 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, a chaplain service, 5 urban search and rescue personnel and an award winning 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 FY 2010-2011:

- Maintained integrity of the FY11 budget document
- Ensured adherence to nationally recognized Codes and Standards for Fire Administration
- Complied with Insurance Service Office requirements
- Ensured an enhanced atmosphere of safety awareness within the organization
- Successfully applied for an Assistance to Firefighters grant

## ❑ Goals for FY 2011 - 2012

- Proactively attempt to reduce the number of sick days that department personnel use by 10% [projected 57 days in FY 2011]
- Ensure maintenance of the Department's ISO rating
- Continue process of Haz-Mat Team accreditation
- Apply for grant funds through the Assistance to Firefighters program
- Continue to serve our citizens in a courteous manner

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

There will be some small savings in this area.

## ❑ Significant Changes for FY 2012:

There are no significant increases in this account.

## ❑ Personnel Summary

FIRE SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
FIRE CHIEF	1	1	1	1	1	1	1
DEPUTY FIRE CHIEF	1	1	2	2	2	2	2
TRAINING OFFICER	0	0	1	1	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
LIAISON OFFICER	1	1	1	1	1	1	1
TOTAL FIRE SUPERVISION	4	4	6	6	6	6	6

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42210 - Fire Administration</b>					
111	SALARIES & WAGES	367,419	381,421	381,421	381,204
112	OVERTIME	130	-	-	-
134	HOLIDAY BONUS	5,422	4,944	4,944	5,292
211	FICA	27,566	29,557	29,557	29,567
213	TCRS CONTRIBUTION	50,522	56,010	56,010	56,029
215	EMPLOYEE HEALTH INS	62,365	57,620	57,620	65,032
219	WORKERS COMPENSATIONS INSURANCE	8,412	9,150	9,150	9,150
226	CLOTHING/UNIFORM/SHOES	292	300	300	300
310	POSTAL SERVICE	15	50	12	50
345	TELEPHONE SERVICES	-	-	2,195	2,200
371	SUBSCRIPTIONS & BOOKS	189	300	322	300
375	MEMBERSHIPS & DUES	464	700	538	700
378	EDUCATION - SEMINARS & TRAINING	-	-	-	200
383	TRAVEL-BUSINESS EXPENSES	53	600	635	400
386	PUBLIC RELATIONS EXPENSES	-	-	-	-
399	OTHER CONTRACTED SERVICES	-	-	-	1,500
411	OFFICE SUPPLIES & MATERIALS	1,710	1,900	1,200	1,900
429	GENERAL OPERATING SUPPLIES	-	200	465	300
431	GASOLINE & DIESEL FUEL	3,631	5,500	3,018	5,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,173	1,500	-	1,500
510	INSURANCE - GENERAL LIABILITY	2,505	2,650	2,150	2,150
533	EQUIPMENT- RENTAL/LEASE	7,163	7,000	5,000	4,850
567	STATE FEES AND OTHER	-	125	-	-
<b>42210 - Fire Administration SUBTOTAL</b>		<b>539,030</b>	<b>559,527</b>	<b>554,537</b>	<b>568,124</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 and Workload Measures

<b>Public Education and Fire Safety Programs</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>4 Year Totals</b>
Pub Ed / Fire Safety Programs	83	157	131	97	468
Extinguisher Classes	12	23	10	5	50
Children	4,250	13,386	20,745	7,205	45,586
Adults	1,754	10,134	7,093	3,320	22,301
Literature	11,409	25,565	19,168	10,457	66,599
Program Hours	201.5	289.5	237	150.5	879

<b>Smoke Alarm Program</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>4 Year Totals</b>
Households Affected	153	105	169	51	478
Alarms Installed by FD Personnel	210	206	196	75	687
Alarms Given Out for Citizens to Install	83	198	461	171	913
Batteries Distributed	57	52	247	247	603

<b>Fire Inspections</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>4 Year Totals</b>
Code Violations	119	187	279	194	779
Occupancy Inspections	245	309	416	398	1,368

<b>Burn Permits</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>4 Year Totals</b>
Issued	162	103	111	145	521
Denied	49	66	88	96	299
Requests	211	169	199	241	820

## **❑ Significant Accomplishments FY 2010-2011:**

### **Public Education Program**

- Continued to provide fire safety literature to Hamblen County Schools through our partnership with the National Fire Safety Council
- Participated in the national campaign of Fire prevention Week in conjunction with the National Fire Protection Agency
- Partnered with the Parks and Recreation Department for their Boo Feast activity, distributing 6,000 pieces of literature
- Provided fire extinguisher training to 5 industries within our jurisdiction

### **Smoke Detector Program**

- Provided smoke alarms to 75 Morristown households
- Continued our partnership with two local churches to place smoke alarms and batteries within needy households, resulting in the placement of 171 alarms and 72 batteries
- Received a grant to purchase wireless detectors for some of our non profit agencies

### **Fire Inspection Program**

- Continued to follow-up on written violations to ensure compliance
- Followed-up on citizen complaints involving a variety of occupancy types
- Conducted 398 Occupancy inspections

### **Burning Permits**

- Issued 145 permits as compared to 111 in previous year
- Denied 96 requests as compared to 88 the previous year
- Took 241 total requests for burning permits as compared to 199 the previous year

## **❑ Goals for FY 2011 - 2012**

- Continue to provide relevant, well structured, well presented Public Education programs
- Conduct life safety inspections of all non-profit agencies which house or provide meals to our citizens
- Place wireless smoke alarms, which were funded through a grant program, into our non-profit agencies which house the less fortunate among us
- Accompany the State Fire Marshal on his inspections of Hamblen County Schools
- Conduct life safety inspections of the major medical complexes
- Continue to actively enforce life safety requirements in the downtown region
- Perform inspections of Special Structures within our jurisdiction (Rose Center, old Roberts School, etc.)
- Continue to visit all sites of burning permit requests and provide strict oversight of the permitting system
- Work to reduce Brush/Trash fire responses by 10%



## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

This area will finish the year under budget.

## ❑ Significant Changes for FY 2012:

The category “other contracted services” includes maintenance agreements for station overhead doors, fire extinguishers, alarms and generators.

## ❑ Personnel Summary

FIRE PREVENTION & INSPECTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
FIRE MARSHAL	1	1	1	1	1	1	1
ASSISTANT FIRE MARSHAL	0	0	1	1	0	0	0
<b>TOTAL FIRE PREVENTION &amp; INSPECTION</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42220 - Fire Inspection</b>					
111	SALARIES & WAGES	59,826	61,289	61,289	60,789
134	HOLIDAY BONUS	1,322	820	820	825
211	FICA	4,502	4,751	4,751	4,713
213	TCRS CONTRIBUTION	8,197	8,986	8,986	8,914
215	EMPLOYEE HEALTH INS	8,792	9,587	9,587	10,823
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	1,525
226	CLOTHING/UNIFORM/SHOES	515	600	-	300
310	POSTAL SERVICE	10	100	-	100
345	TELEPHONE SERVICES	-	-	375	400
371	SUBSCRIPTIONS & BOOKS	170	1,000	171	1,000
375	MEMBERSHIPS & DUES	350	400	531	400
378	EDUCATION - SEMINARS & TRAINING	-	-	1,065	1,700
383	TRAVEL-BUSINESS EXPENSES	4,466	5,000	2,993	3,500
386	PUBLIC EDUCATION & TRAINING	2,298	2,500	2,365	2,500
399	OTHER CONTRACTED SERVICES	307	350	-	11,900
411	OFFICE SUPPLIES & MATERIALS	112	300	183	300
429	GENERAL OPERATING SUPPLIES	187	300	-	300
431	GASOLINE & DIESEL FUEL	3,391	5,000	3,242	5,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	59	1,000	-	1,000
510	INSURANCE - GENERAL LIABILITY	2,505	2,650	2,150	2,150
533	EQUIPMENT- RENTAL/LEASE	458	500	1,100	-
567	STATE FEES AND OTHER	-	250	200	150
689	OTHER MISCELLANEOUS EXPENSES	125	-	-	-
<b>42220 - Fire Inspection SUBTOTAL</b>		<b>98,993</b>	<b>106,908</b>	<b>101,333</b>	<b>118,289</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 FY 2010-2011:**

- Maintained a clean and safe environment at all Fire Department facilities
- Repaired four heating units in the engine bay area at station # 1
- Repaired engine bay doors at stations # 1 and 6
- Replaced heater on generator at station # 1
- Repaired A/C unit at station # 5
- Maintained backflow preventers at stations # 1, 2 and 6
- Added monitoring connections with Murrell Alarm Company for fire alarm systems at stations # 1, 2, 5 and 6
- Maintained all yard mowing equipment

## **❑ Goals for FY 2011 - 2012**

- Replace roof at station # 1
- Perform interior painting at station # 2
- Install vinyl siding on exterior wood surfaces at stations # 1 and 2
- Install fire alarm systems at stations # 3 and 4
- Replace some furnishings at various stations
- Continue to place high importance on fire department facility maintenance and appearance

- Perform in-house maintenance/service on mowing equipment at a cost savings of 30%
- Safeguard the funding for this budget unit keeping in mind the best interests of our citizens, the City and the fire department

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

There will savings in the repair and maintenance account.

#### ❑ Significant Changes for FY 2012:

Repairs to the roof on Station #1 (\$25,000) and replacement furniture for various stations (\$13,350) are included in this account.

#### ❑ Personnel Summary

There are no personnel assigned to this account.

#### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42230 - Fire Stations</b>					
310	POSTAL SERVICE	7	-	-	-
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	24,585	-	-	3,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	1,200	32,000	24,857	26,000
369	REPAIR & MAINTENANCE-OTHER	-	-	-	3,000
399	OTHER CONTRACTED SERVICES	2,147	1,000	-	700
411	OFFICE SUPPLIES & MATERIALS	21	300	-	300
413	OFFICE EQUIPMENT	-	3,000	-	-
424	JANITORIAL SUPPLIES	13,563	16,000	14,517	18,000
428	EDUCATIONAL & TRAINING SUPPLIES	-	-	-	-
429	GENERAL OPERATING SUPPLIES	2,392	3,000	5,273	6,100
431	GASOLINE & DIESEL FUEL	28	300	-	300
510	INSURANCE - GENERAL LIABILITY	8,947	9,300	7,680	7,680
533	EQUIPMENT- RENTAL/LEASE	1,487	2,000	2,500	-
689	OTHER MISCELLANEOUS EXPENSES	3,339	-	-	-
921	BUILDING & IMPROVEMENTS	-	-	-	25,000
994	FURNITURE	-	-	-	13,350
<b>42230 - Fire Stations SUBTOTAL</b>		<b>57,717</b>	<b>66,900</b>	<b>54,827</b>	<b>103,430</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 and Workload Measures

Engine Company Fire Response	2007	2008	2009	2010	4 Year Totals
Truck 1	315	412	372	416	1,515
Engine 1	577	440	410	477	1,904
Engine 2	485	352	328	398	1,563
Engine 3	315	257	231	268	1,071
Engine 4	353	253	235	247	1,088
Engine 5	216	187	221	228	852
Engine 6	126	176	241	281	824
Total	2,387	2,077	2,038	2,315	8,817

Fire Incidents	2007	2008	2009	2010	4 Year Totals
Fire Classification					
Structure	67	62	64	67	260
Outside of Structure	17	13	9	14	53
Vehicle	56	35	33	32	156
Brush, Trash, etc.	128	91	63	124	406
Total	268	201	169	237	875

<b>Fire Calls / False Alarms</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>4 Year Totals</b>
Fire Classification					
False Alarms	355	292	295	295	1,237
All Other Calls	472	276	226	776	1,750
Total Calls	827	568	521	1,071	2,987
% of total that were false alarms	43%	51%	57%	28%	41%

<b>Training</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
NTRFTA Instructors	10	21	3	3
Specialized Classes	27	25	18	14
Total	37	46	21	17

## ❑ **Significant Accomplishments FY 2010-2011:**

### Firefighting

- Adhered to all mandates for maintaining an ISO rating of a Class 3 (training, pre-planning, engine company drills, hydrant flows twice per year, etc.)
- Adhered to all applicable standards and mandates for scene safety and the safety of fire personnel
- Completed all required annual certifications on fire apparatus and equipment (pump tests, aerial ladder tests, hose tests, etc.)
- Performed daily/weekly/monthly maintenance on facilities and yards at the 6 locations of fire operations
- Performed daily/weekly/monthly/annual maintenance on apparatuses and other vital firefighting equipment
- CPR Instructors provided training at both high schools, at various industries, businesses and other organizations as requested
- Received an Assistance to Firefighter Grant for purchase of leather structural firefighting boots
- Responded to 2895 calls for service in calendar year 2010, an increase of 857 total calls from the previous year
- Our save to loss ratio in property value for 2010 was 8 to 1

### Training

#### 1. TN Commission on Firefighting

Department completed 40 hr in-service program on the following subjects:

- Cardio-Pulmonary Resuscitation – 4 hrs
- Infection Control/Blood Borne Pathogens – 4 hrs
- Hazardous Materials: Response Practices for First Responders– 8 hrs
- Trauma Emergencies – 5 hrs
- Medical Emergencies – 5 hrs
- Fire Ground Operations Part 1 – 7 hrs
- Fire Ground Operations Part 2: Scenarios – 7 hours

## 2. Insurance Services Organization

ISO requires a documented training program to meet ISO standards to keep the city's class 3 ISO rating.

- 240 hours of individual training per person.
- At least 8 hands-on drills per year.
- Each drill must last at least 3 hours.
- 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.

MFD personnel completed 11 training drills:

- Aerial Operations
- Emergency Vehicle Operations Driving Course
- Forcible Entry
- Ground Ladders
- Medical Equipment Refresher
- Pump Operations & Hose Lays
- Ropes & Knots
- Salvage & Overhaul
- Search & Rescue
- Truck 1 Extrication Tools & Equipment
- Vehicle Extrication

MFD completed 10 training classes:

- Automated External Defibrillator Card Update
- Department Safety Stand-Down & Inspection
- DuPont CAER Car
- Emergency Vehicle Operations classroom
- Fire Scene Operations
- Glasgow Coma
- Helicopter Upgrade Update
- Individual Training Log Review
- Safe Haven
- Tennessee Fire Incident Reporting System Changes

MFD suppression personnel logged **33092.75** individual and company training hours.

- That is an average of 408.55 hours per person per year.
- 3.24 training hours per person per. shift.

## 3. Special Units:

- |                               |                        |
|-------------------------------|------------------------|
| • Chaplains                   | 2 events               |
| • Child Restraint Technicians | 26 events / 128 people |
| • CPR                         | 29 events / 931 people |
| • Explorer Post               | 3 events/ 1000 people* |
| • Fire Safety Clowns          | 2 events / 120people   |
| • Honor Guard                 | 4 events / 2520 people |
| • Urban Search & Rescue       | 1 event                |

\* Huge crowds. Impossible to get accurate count.  
Post won first place in the State Fire EMS Competition  
Post won first place in the Goodwill Fire/EMS Challenge

1. Public Education: Schools, Station tours, business and community events:
  - 41 events / 4826 estimated public contact
2. The department sent 25 personnel to 9 different specialized classes.
  - Chaplain Training
  - USAR Training
  - TARS Recertification
  - Child Restraint Technician Recertification
  - Tennessee Advisory Committee on Arson
  - Leadership and Ethics for the Fire Service
  - Tennessee Public Fire Education Conference
  - Fire Officer II
  - Fire Officer III

## **□ Goals for FY 2011 - 2012**

### Firefighting

- Maintain an average response time of less than 4 minutes to all emergencies per NFPA 1710 (during 2010 our average time was 3:46)
- Proactively work to reduce the number of false alarms
- Conduct a feasibility study on how broadband connectivity can be used to deliver data on board response vehicles for the benefit of response personnel
- Proactively work to reduce the number of on-the-job injuries by utilizing a safety officer at emergency scenes
- Continue all requirements for maintenance of our ISO rating
- Continue providing outside utility districts with flow/pressure documentation on hydrants within their systems and document any additional water flow by our department in their jurisdiction
- Continue the maintenance program to color code (per NFPA standards) at least 1/3 of our fire hydrants each year ( we have approximately 1200 hydrants within the MUS system)
- Conduct surveys & questionnaires to determine actions necessary to increase diversity in our recruitment process
- Continue participation in TN Fire Incident Reporting System
- Continue to compete for applicable Assistance to Firefighter Grants
- Maintain adherence to all codes, standards and mandates which ensure operational effectiveness and enhance firefighter safety

## Training

- To increase local, state, and national certifications
- Take advantage of all available outside funding sources to offset the cost of training and equipment
- Use the Tennessee Fire & Codes Academy's ACI program (Academy Certified Instructor) to teach select TFACA classes in-house at significant monetary savings.

Example: Pump Ops @ Bristol Fire Dept. cost of \$5,500.

ACI Pump Ops @ Morristown Fire Dept. cost of \$1,000.

- Use Savings for ACI to funnel personnel into needed fire service classes and training that falls outside the purview of the ACI program.
- Update reference library to current use standards.

### ☐ Comments on FY 2010 Actual and FY 2011 Projections:

There should be some savings in this area.

### ☐ Significant Changes for FY 2012:

Purchase of a defibulator on Engine #6 is budgeted at a cost of \$ 11,195.

### ☐ Personnel Summary

FIREFIGHTING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
FIREFIGHTER	46	47	39	39	36	33	33
DRIVER/ENGINEER	18	18	21	21	21	21	21
LIEUTENANT	15	15	18	18	18	18	18
CAPTAIN	4	4	3	3	3	3	3
BATTALION CHIEF	3	3	3	3	3	3	3
TOTAL FIREFIGHTING	86	87	84	84	81	78	78



## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42240 - Fire Fighting</b>					
111	SALARIES & WAGES	3,084,550	3,153,627	3,153,627	3,156,067
112	OVERTIME	203,472	209,500	185,000	209,500
134	HOLIDAY BONUS	33,503	33,270	1,200	34,902
117	HOLIDAY PAY	78,762	74,736	74,736	62,704
211	FICA	248,253	259,824	259,824	244,109
213	TCRS CONTRIBUTION	456,204	498,542	498,542	468,524
215	EMPLOYEE HEALTH INS	672,500	735,600	735,600	831,935
219	WORKERS COMPENSATIONS INSURANCE	118,170	118,950	118,950	118,950
226	CLOTHING/UNIFORM/SHOES	24,557	30,000	5,657	30,000
310	POSTAL SERVICE	184	200	176	200
321	PRINTING SERVICES	130	-	-	-
341	ELECTRICITY	1,422	-	-	-
342	WATER & SEWER	-	2,000	1,216	2,000
345	TELEPHONE SERVICES	-	-	-	400
359	OTHER PROFESSIONAL SRVCS	7,991	28,000	14,109	29,000
361	REPAIR & MAINTENANCE-VEHICLES	1,833	-	-	500
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	-	2,000	-	8,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	128	-	-	-
371	SUBSCRIPTIONS & BOOKS	1,544	500	-	500
375	MEMBERSHIPS & DUES	427	500	313	500
378	EDUCATION - SEMINARS & TRAINING	1,935	6,500	4,161	6,500
383	TRAVEL-BUSINESS EXPENSES	22,119	20,000	7,489	20,000
386	PUBLIC EDUCATION & TRAINING	-	1,000	-	-
399	OTHER CONTRACTED SERVICES	3,060	3,000	-	-
411	OFFICE SUPPLIES & MATERIALS	409	1,000	467	1,000
413	OFFICE EQUIPMENT	-	11,000	950	-
429	GENERAL OPERATING SUPPLIES	8,867	5,400	1,237	14,000
431	GASOLINE & DIESEL FUEL	42,709	60,000	26,252	60,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	37,601	55,500	33,221	5,550
510	INSURANCE - GENERAL LIABILITY	119,295	125,000	102,400	102,400
533	EQUIPMENT- RENTAL/LEASE	3,684	9,000	-	2,500
689	OTHER MISCELLANEOUS EXPENSES	3,249	-	-	-
960	MACHINERY & EQUIPMENT	25,356	-	-	11,195
971	MOTOR EQUIPMENT	310	-	-	-
<b>42240 - Fire Fighting SUBTOTAL</b>		<b>5,202,222</b>	<b>5,444,649</b>	<b>5,225,127</b>	<b>5,420,936</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 and Workload Measures

Engine Company Medical Response	2007	2008	2009	2010	4 Year Totals
Truck 1	786	811	772	849	3,218
Engine 1	179	355	254	275	1,063
Engine 2	379	400	405	415	1,599
Engine 3	268	329	280	296	1,173
Engine 4	198	159	184	192	733
Engine 5	111	96	111	131	449
Engine 6	60	84	81	90	315
Total	1,981	2,234	2,087	2,248	8,550

Medical Calls Most Often Dispatched	2007	2008	2009	2010	4 Year Totals
Call Type					
Unconscious / Person-down	232	220	185	195	832
Cardiac Incident	343	385	330	441	1,499
Motor Vehicle Collision	318	267	249	295	1,129

## ❑ Significant Accomplishments FY 2010-2011:

- Maintained mandatory certification levels for fire personnel
- Maintained an average response time to all medical emergencies of 3 minutes and 46 seconds
- Maintained all required in-service training for fire personnel
- Ensured inventory replacement supply of FD equipment from EMS
- Maintained State mandated requirements for front-line response vehicles

### ❑ Goals for FY 2011 - 2012

- Maintain an average response time of less than 4 minutes for medical emergencies
- Maintain all certifications for fire personnel
- Maintain all medical response vehicles to State of TN requirement levels
- Maintain a ready inventory of required medical equipment and supplies
- Comply with mandatory in-service requirements

### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

This function will finish the year within budget.

### ❑ Significant Changes for FY 2012:

Higher costs for several different supplies will result in a slight increase in this budget.

### ❑ Personnel Summary

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

### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>42260 - Fire and Medical Response</b>					
226	CLOTHING/UNIFORM/SHOES	2,263	2,500	3,000	3,000
321	PRINTING SERVICES	284	250	414	300
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	-	-	1,695	2,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	1,935	-	-	-
375	MEMBERSHIPS & DUES	-	100	150	150
378	EDUCATION - SEMINARS & TRAINING	848	5,000	3,075	5,000
419	SMALL TOOLS & EQUIP	-	4,000	5,000	4,000
429	GENERAL OPERATING SUPPLIES	4,390	2,500	1,575	3,500
510	INSURANCE - GENERAL LIABILITY	2,505	2,650	2,150	2,150
<b>42260 - Fire and Medical Response SUBTOTAL</b>		<b>12,225</b>	<b>17,000</b>	<b>17,059</b>	<b>20,100</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.

### □ Performance and Workload Measures

MORRISTOWN PUBLIC WORKS CALL LOG						
Division Code	Division	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
43130	Equipment Shop	1,132	1,081	1,248	1,161	960
43140	St. Repairs and Maint.	93	105	136	120	134
43150	Street lights and signs	111	138	104	109	149
43160	Brush pick up and snow	1,207	986	1,062	1,252	1,340
43200	Communications shop	105	121	136	120	135
43210	Sanitation	1,068	1,120	1,066	1,096	2,796
43240	Sanitary Sewer	489	792	703	583	689
43293	Street Ways/Mowing	45	138	48	84	90
43294	Street Cleaning	33	24	16	11	15
44500	Recycling	394	651	654	484	551
	Animal Calls	84	92	87	103	92
	Referrals	453	487	529	460	576
	Misc.	247	262	214	123	156
<b>TOTAL CALLS</b>		<b>5,461</b>	<b>5,997</b>	<b>6,003</b>	<b>5,706</b>	<b>7,683</b>

Calls for Service Resolved					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
<b>CALLS FOR SERVICE</b>	<b>1,755</b>	<b>1,661</b>	<b>1,669</b>	<b>1,839</b>	<b>5,823</b>
<b>CALLS FOR SERVICE RESOLVED</b>	<b>1,735</b>	<b>1,643</b>	<b>1,648</b>	<b>1,823</b>	<b>5,785</b>
<b>% RESOLVED</b>	<b>98.9%</b>	<b>98.9%</b>	<b>98.7%</b>	<b>99.1%</b>	<b>99.3%</b>

<b>MORRISTOWN PUBLIC WORKS CALL LOG - PERCENT OF TOTAL</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>FY 2011</b>
43130	Equipment Shop	20.7%	18.0%	20.8%	20.3%	12.5%
43140	St. Repairs and Maint.	1.7%	1.8%	2.3%	2.1%	1.7%
43150	Street lights and signs	2.0%	2.3%	1.7%	1.9%	1.9%
43160	Brush pick up and snow	22.1%	16.4%	17.7%	21.9%	17.4%
43200	Communications shop	1.9%	2.0%	2.3%	2.1%	1.8%
43210	Sanitation	19.6%	18.7%	17.8%	19.2%	36.4%
43240	Sanitary Sewer	9.0%	13.2%	11.7%	10.2%	9.0%
43293	Street Ways/Mowing	0.8%	2.3%	0.8%	1.5%	1.2%
43294	Street Cleaning	0.6%	0.4%	0.3%	0.2%	0.2%
44500	Recycling	7.2%	10.9%	10.9%	8.5%	7.2%
	Animal Calls	1.5%	1.5%	1.4%	1.8%	1.2%
	Referrals	8.3%	8.1%	8.8%	8.1%	7.5%
	Misc.	4.5%	4.4%	3.6%	2.2%	2.0%
<b>TOTAL CALLS</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

#### ❑ **Significant Accomplishments FY 2010-2011:**

- Continued to maintain yearly training requirements
- Complied with new work zone safety requirements, work zone requirements applied successfully on South Cumberland project
- Answered 7,680 phone calls producing 5,823 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, payroll and workers comp claims
- Assisted citizens regarding implementation of new sanitation fee, this issue resulted in an increase of calls for service of 2,000 in the sanitation category
- Total number of training hours, accident investigations and doctors visits 1,230
- Maintained Sanitation and Recycling can inventory
- Coordinated fencing project at new Public Works location
- Coordinated fencing project at East Tennessee Progress Center
- Re-bid uniforms and changed over to UniFirst for uniform service

#### ❑ **Goals for FY 2011 - 2012**

- 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 particularly the South Cumberland sewer project
- Seek continued improvement in providing customer service to the citizens the department serves
- Separate uniform expenses into their proper divisions

#### ❑ **Comments on FY 2010 Actual and FY 2011 Projections:**

This area will finish the year under budget.

## ❑ Significant Changes for FY 2012:

A new position of Public Works director has been allocated among several departments reflecting the areas that will be overseen by this position. The cost of the new position allocated to the account is offset by a reduction in uniform expenses that have been separated into their respective fund/division.

## ❑ Personnel Summary

PUBLIC WORKS SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
PUBLIC WORKS DIRECTOR	0	0	0	0	0	0	0.33
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5	0.5
ADMINISTRATIVE SECRETARY	1	1	1	1	1	1	1
TOTAL PUBLIC WORKS SUPERVISION	1.5	1.5	1.5	1.5	1.5	1.5	1.83

*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

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43110 - Public Works Admin</b>					
111	SALARIES & WAGES	66,842	68,140	68,140	95,710
134	HOLIDAY BONUS	1,542	1,580	3,700	3,700
211	FICA	5,138	5,334	5,334	7,457
213	TCRS CONTRIBUTION	9,384	10,097	10,097	14,092
215	EMPLOYEE HEALTH INS	12,578	14,226	14,226	19,711
219	WORKERS COMPENSATIONS INSURANCE	2,103	2,288	2,288	2,791
226	CLOTHING/UNIFORM/SHOES	24,731	34,000	23,387	3,100
310	POSTAL SERVICE	11	25	25	25
321	PRINTING SERVICES	-	100	100	100
345	TELEPHONE SERVICES	-	-	-	400
371	SUBSCRIPTIONS & BOOKS	-	50	50	50
375	MEMBERSHIPS & DUES	25	100	100	100
378	EDUCATION - SEMINARS & TRAINING	-	1,500	68	1,500
383	TRAVEL-BUSINESS EXPENSES	215	650	33	650
399	OTHER CONTRACTED SERVICES	266	650	-	350
411	OFFICE SUPPLIES & MATERIALS	1,115	1,500	1,169	1,900
413	OFFICE EQUIPMENT	-	200	18	200
424	JANITORIAL SUPPLIES	-	100	-	100
429	GENERAL OPERATING SUPPLIES	-	200	18	100
431	GASOLINE & DIESEL FUEL	1,282	3,500	1,359	3,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	295	1,700	-	1,700
451	CONCRETE PRODUCTS	-	-	-	200
510	INSURANCE - GENERAL LIABILITY	3,758	3,150	3,226	3,226
533	EQUIPMENT- RENTAL/LEASE	2,405	2,500	2,500	2,750
689	OTHER MISCELLANEOUS EXPENSES	9	-	-	100
<b>43110 - Public Works Admin SUBTOTAL</b>		<b>131,697</b>	<b>151,590</b>	<b>135,838</b>	<b>163,512</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)  
ETPC Entrance  
FAME Beds  
Farmers Market  
Residential Lots Suburban Drive(Airport safety area)

### ❑ Significant Accomplishments FY 2010-2011:

- 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
- Continued reduction of the expense for contract custodial services begun December 1, 2009. This reduction has effected the appearance of City Center and has required employees occupying these facilities to take on active role in custodial activities in their areas
- Inventory controls on janitorial supplies has controlled expenses for this object code
- Maintained a satisfactory level of custodial and grounds service when considering the funding reduction within the division
- Continued review of ECM’s installed by ESG and review of punch list items.
- In 2011 ESG installed the splash pad improvements.
- The police impound lot and the security improvements required by TML Risk Pool have been completed at the future site of Public Works Operations.

### ❑ Goals for FY 2011 - 2012

- 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
- Continue to work with “Crossroads” and other downtown volunteers 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, complete heating of north end of Widner facility to relieve heated vehicle storage needs at the equipment shop

### ❑ Comments on FY 2010 Actual and FY 2011 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 has been purchased. The purchase and conceptual design and planning services by Fuller Architects were completed in 2010. In 2011 expenses reflect the improvements at the site.

#### ❑ Significant Changes for FY 2012:

- One commercial mower (\$8,000) has been budgeted in this department.
- The costs of contracted janitorial service has been held to a minimum.

#### ❑ Personnel Summary

PUBLIC WORKS BUILDINGS & GROUNDS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
BUILDING & GROUNDS SUPERVISOR	1	1	1	1	1	1	1
CUSTODIAN	3	3	0	0	0	0	0
CREW LEADER	1	1	1	1	1	1	1
GROUNDSKEEPER	1	1	0	0	0	0	0
TOTAL PUBLIC WORKS BUILDINGS & GROUNDS	6	6	2	2	2	2	2

#### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43120 - Public Works Buildings &amp; Grounds</b>					
111	SALARIES & WAGES	74,672	75,855	75,855	76,105
112	OVERTIME	1,638	6,000	6,000	6,000
114	SALARIES/WAGES/TEMPORARY	21,685	30,000	-	-
134	HOLIDAY BONUS	961	929	929	1,098
211	FICA	7,046	8,628	8,628	5,906
213	TCRS CONTRIBUTION	10,906	12,095	12,095	11,279
215	EMPLOYEE HEALTH INS	17,577	18,859	18,859	21,329
219	WORKERS COMPENSATIONS INSURANCE	3,074	3,050	3,050	3,050
220	UNEMPLOYMENT INSURANCE	2,775	-	-	-
226	CLOTHING/UNIFORM/SHOES	49	200	-	1,500
310	POSTAL SERVICE	4	25	25	25
331	LEGAL NOTICES	161	-	-	100
342	WATER & SEWER	552,500	575,000	553,446	579,000
359	OTHER PROFESSIONAL SRVCS	33,792	1,000	1,000	1,000
361	REPAIR & MAINTENANCE-VEHICLES	25,891	-	-	1,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	12,307	57,000	45,000	35,000
375	MEMBERSHIPS & DUES	500	10	20	500
399	OTHER CONTRACTED SERVICES	73,171	87,000	48,000	60,500
411	OFFICE SUPPLIES & MATERIALS	14	100	100	100
413	OFFICE EQUIPMENT	-	4,000	2,500	-
419	SMALL TOOLS & EQUIP	-	-	-	4,000
424	JANITORIAL SUPPLIES	10,084	10,500	10,000	10,500
429	GENERAL OPERATING SUPPLIES	-	1,000	500	19,800
431	GASOLINE & DIESEL FUEL	3,350	3,500	2,800	3,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,366	4,000	2,500	4,000
510	INSURANCE - GENERAL LIABILITY	11,930	13,000	10,240	10,240
533	EQUIPMENT- RENTAL/LEASE	38,429	15,000	8,500	1,200
689	OTHER MISCELLANEOUS EXPENSES	19,436	-	-	1,000
960	MACHINERY & EQUIPMENT	-	-	-	8,000
999	OTHER CAPITAL OUTLAY	958,152	-	-	500,000
<b>43120 - Public Works Buildings &amp; Grounds SUBTOTAL</b>		<b>1,881,469</b>	<b>926,751</b>	<b>810,047</b>	<b>1,365,732</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.

## ❑ Performance and Workload Measures

Equipment Maintained					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Police Vehicles and Equipment			105	105	105
Undercover Vehicles			9	9	9
Fire Vehicles and Equipment			26	26	26
Public Works, Sewer, Storm Sewer Veh and Equip.			168	171	171
Parks and Rec.			49	49	49
Admin. Staff			12	12	12
Animal Control			4	4	4
<b>Total</b>			373	376	376

Equipment Shop Work Orders					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
<b>Police</b>			720	760	802
<b>Fire</b>			148	156	173
<b>Public Works</b>			571	624	749
<b>Parks and Rec.</b>			77	84	96
<b>All Others</b>			49	42	51
<b>Total</b>			1,565	1,666	1,871

## ❑ Significant Accomplishments FY 2010-2011:

- Maintenance completed on equipment used on South Cumberland sewer rehab project using limited overtime
- Changed entire fleet over to synthetic blend oil. This change will result in longer service intervals, saving lubricant expense and time required to maintain vehicles freeing up valuable mechanic labor for other tasks
- Began in house rebuild program on heavy duty alternators due to poor quality rebuilds purchased, achieve a cost savings of \$200 per unit

- Began purchasing Ford factory rebuilt automatic overdrive transmissions rather than purchasing from non OEM rebuilt shops. The equipment shop completes the installation. This change provides three times the warranty and saves \$200 per transmission
- The equipment shop suffers from lack of space and personnel yet has maintained an adequate level of service
- Completed training on updated computer control systems
- Continued service level contributed to the safe operation of City vehicles and equipment

#### ❑ Goals for FY 2011 - 2012

- Continue to be innovative in the management of personnel and funding, support construction of new public works facility, current facility does not provide adequate space for efficient fleet maintenance
- Investigate the availability and quality of fleet management programs
- Support construction of new public works facility, current facility does not provide adequate space for efficient fleet maintenance
- Continue technician training on new systems

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

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

#### ❑ Significant Changes for FY 2012:

A replacement crew cab truck (\$29,500) has been included in this department.

#### ❑ Personnel Summary

PUBLIC WORKS EQUIPMENT SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
EQUIPMENT MECHANIC	4	4	4	4	4	4	4
SHOP SUPERVISOR	1	1	1	1	1	1	1
SHOP SUPERINTENDENT	1	1	1	1	1	1	1
MECHANIC HELPER	1	1	1	1	1	1	1
TOTAL PUBLIC WORKS EQUIPMENT SHOP	7	7	7	7	7	7	7

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43130 - Public Works Equipment Shop</b>					
111	SALARIES & WAGES	270,204	265,776	265,776	265,047
112	OVERTIME	3,321	10,000	8,000	10,000
134	HOLIDAY BONUS	3,691	2,860	2,860	3,372
211	FICA	20,403	21,316	21,316	20,534
213	TCRS CONTRIBUTION	36,745	40,709	40,709	39,216
215	EMPLOYEE HEALTH INS	57,910	66,002	66,002	74,632
219	WORKERS COMPENSATIONS INSURANCE	9,915	10,675	10,675	10,675
226	CLOTHING/UNIFORM/SHOES	416	800	6,000	4,800
343	NATURAL GAS & PROPANE	-	-	-	600
359	OTHER PROFESSIONAL SRVCS	84	500	250	500
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	500
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	747	-	-	-
378	EDUCATION - SEMINARS & TRAINING	630	1,500	1,700	2,000
383	TRAVEL-BUSINESS EXPENSES	-	300	200	300
411	OFFICE SUPPLIES & MATERIALS	94	200	175	500
413	OFFICE EQUIPMENT	-	6,000	6,000	2,000
413	SMALL TOOLS & EQUIP	-	-	-	6,000
424	JANITORIAL SUPPLIES	1,659	1,500	1,750	2,000
429	GENERAL OPERATING SUPPLIES	-	1,600	700	1,000
431	GASOLINE & DIESEL FUEL	1,822	2,000	1,000	2,800
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,091	2,500	1,100	1,900
510	INSURANCE - GENERAL LIABILITY	2,505	2,100	2,150	2,150
533	EQUIPMENT- RENTAL/LEASE	1,132	1,200	800	1,200
689	OTHER MISCELLANEOUS EXPENSES	5,553	-	-	-
960	MACHINERY & EQUIPMENT	-	-	-	-
971	MOTOR EQUIPMENT	2,265	-	-	29,500
<b>43130 - Public Works Equipment Shop SUBTOTAL</b>		<b>420,186</b>	<b>437,538</b>	<b>437,163</b>	<b>481,226</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.

### ☐ Performance and Workload Measures

Material Placed (Tons)					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Hot Mix Asphalt				538	32
Cold Mix Asphalt				121	12
Crack Sealer				3	-

### ☐ Significant Accomplishments FY 2010-2011:

- Assisted with the rehabilitation of sanitary sewer on the South Cumberland Phase II project
- Repair sinkhole Morristown Airport
- Repair sinkholes Commerce Blvd. and at East Tennessee Blvd.
- Replaced collapsed storm tile and repaired street failure Morningside Dr.
- Constructed dog lot for police department
- Patched traffic hazard potholes
- Repaired damaged guardrails
- Repaired trip hazard \unsafe sidewalks
- This division's employees combined with sewer fund forces during the final quarter of 2011 to reduce completion time of pot hole and crack sealing maintenance created by harsh winter weather. This activity will help balance some general fund expenses to the sewer fund.

### ☐ Goals for FY 2011 - 2012

- 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
- Sidewalk repair and construction issues have not been completed due to work on South Cumberland, these efforts will resume using the guidelines established during the sidewalk master plan process
- 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 FY 2010 Actual and FY 2011 Projections:

A concerted effort to address pothole repair will result in higher than anticipated costs for materials. This should be offset by savings in personnel costs.

## ❑ Significant Changes for FY 2012:

Rebuilding of an articulated loader is planned at a cost of \$ 140,000.

## ❑ Personnel Summary

PUBLIC WORKS REPAIRS & MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CREW LEADER	1	1	1	1	1	1	1
GENERAL SUPERVISOR	1	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	2	2	2	2	2	2	2
MEDIUM EQUIPMENT OPERATOR	6	6	6	6	5	5	5
TOTAL PUBLIC WORKS REPAIRS & MAINTENANCE	10	10	10	10	9	9	9

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43140 - Public Works Streets Repairs &amp; Maint.</b>					
111	SALARIES & WAGES	233,121	316,889	316,889	317,264
112	OVERTIME	8,398	5,000	7,322	8,500
134	HOLIDAY BONUS	4,566	5,016	5,016	5,220
211	FICA	17,987	25,008	25,008	25,320
213	TCSRS CONTRIBUTION	33,437	47,761	47,761	47,115
215	EMPLOYEE HEALTH INS	48,876	84,678	84,678	95,795
219	WORKERS COMPENSATIONS INSURANCE	14,715	13,725	13,725	13,725
226	CLOTHING/UNIFORM/SHOES	993	100	100	5,100
359	OTHER PROFESSIONAL SRVCS	1,318	-	-	400
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	1,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	67	-	-	-
375	MEMBERSHIPS & DUES	-	150	-	-
378	EDUCATION - SEMINARS & TRAINING	405	750	750	750
383	TRAVEL-BUSINESS EXPENSES	240	250	300	300
399	OTHER CONTRACTED SERVICES	13,833	-	-	-
411	OFFICE SUPPLIES & MATERIALS	2	150	50	100
413	OFFICE EQUIPMENT	-	3,000	1,500	-
424	JANITORIAL SUPPLIES	68	100	125	170
429	GENERAL OPERATING SUPPLIES	-	1,300	700	-
431	GASOLINE & DIESEL FUEL	31,010	40,000	55,000	50,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	18,458	37,000	15,000	24,500
451	CONCRETE PRODUCTS	-	60,000	80,000	8,000
455	CRUSHED STONE & SAND	-	-	-	15,500
458	SALT/SODIUM CHLORIDE	-	-	-	400
465	ASPHALT	-	-	-	36,500
510	INSURANCE - GENERAL LIABILITY	12,526	12,750	10,752	10,752
533	EQUIPMENT- RENTAL/LEASE	396	500	400	500
689	OTHER MISCELLANEOUS EXPENSES	48,501	-	-	800
971	MOTOR EQUIPMENT	230	-	-	140,000
<b>43140 - Public Works Street Repairs &amp; Maint. SUBTOTAL</b>		<b>489,147</b>	<b>654,127</b>	<b>665,076</b>	<b>807,711</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.

## ❑ Significant Accomplishments FY 2010-2011:

- Continued replacement of 6" street sign blanks with 9" blanks per MUTCD +/- 35% complete
- Continued replacement of 24" stop sign blanks with appropriate sized blank per MUTCD standard 30" minimum +/- 80% complete
- Attended training on update to the MUTCD
- Completed yearly inspections of intersections with stop sign conditions
- Sign and pavement marking statistics listed below
- Assist in the completion of the grant funded street stamping project downtown
- Assisted with the rehabilitation of sewer on the South Cumberland Phase II project

## ❑ Goals for FY 2011 - 2012

- Work toward replacement of 9" street sign blanks with 12" blanks per MUTCD
- Work toward completion 24" stop signs replacement with MUTCD required 30" standard
- Develop a strategy to address new MUTCD requirement regarding reflectivity of traffic signage
- 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 FY 2010 Actual and FY 2011 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. Paint pavement markings were not completed last year. Marking paint was not available. Minimal thermoplastic was placed due to street stamping grant work.

## ❑ Significant Changes for FY 2012:

Higher costs for electricity to power street lights will increase this budget.

A replacement pick-up truck is included at a cost of \$ 22,500.

## ❑ Personnel Summary

PUBLIC WORKS STREET LIGHTS & SIGNS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
GENERAL SUPERVISOR	1	1	1	0	0	0	0
UTILITY WORKER	0	0	0	1	0	0	0
TRAFFIC TECHNICIAN	1	1	1	1	2	1	1
TOTAL PUBLIC WORKS STREET LIGHTS & SIGNS	2	2	2	2	2	1	1

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43150 - Public Works Street Lights &amp; Signs</b>					
111	SALARIES & WAGES	31,960	32,471	32,471	32,346
112	OVERTIME	687	2,500	1,500	2,000
134	HOLIDAY BONUS	459	457	457	462
211	FICA	2,414	2,710	2,710	2,510
213	TCRS CONTRIBUTION	4,567	5,176	5,176	4,793
215	EMPLOYEE HEALTH INS	8,191	9,386	9,386	10,622
219	WORKERS COMPENSATIONS INSURANCE	2,804	1,525	1,525	1,525
226	CLOTHING/UNIFORM/SHOES	318	300	300	755
341	ELECTRICITY	569,280	588,000	580,000	600,000
359	OTHER PROFESSIONAL SRVCS	25	-	-	-
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	500
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	18,290	-	-	-
371	SUBSCRIPTIONS & BOOKS	-	150	-	200
378	EDUCATION - SEMINARS & TRAINING	45	400	100	400
383	TRAVEL-BUSINESS EXPENSES	-	250	-	-
411	OFFICE SUPPLIES & MATERIALS	117	100	120	50
413	OFFICE EQUIPMENT	-	2,000	1,000	-
419	SMALL TOOLS & EQUIP	-	-	-	1,000
424	JANITORIAL SUPPLIES	45	100	120	200
429	GENERAL OPERATING SUPPLIES	-	36,700	15,000	35,000
431	GASOLINE & DIESEL FUEL	6,003	6,000	1,000	6,500
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	1,937	4,000	4,000	5,700
510	INSURANCE - GENERAL LIABILITY	477	-	410	410
533	EQUIPMENT- RENTAL/LEASE	62	500	-	409
689	OTHER MISCELLANEOUS EXPENSES	1,099	-	-	600
960	MACHINERY & EQUIPMENT	-	-	-	22,500
971	MOTOR EQUIPMENT	-	-	-	-
<b>43150 - Public Works Street Lights &amp; Signs SUBTOTAL</b>		<b>648,781</b>	<b>692,725</b>	<b>655,275</b>	<b>728,482</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.

## ❑ Performance and Workload Measures

Waste Collection					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Brush	3,411	2,954	3,327	3,238	2,380
Bulk Trash	2,988	3,431	3,290	2,843	2,685

## ❑ Significant Accomplishments FY 2010-2011:

- 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 for FY 2011 - 2012

- Seek innovative service delivery equipment and techniques
- Monitor service intervals and calls for service, adjust priorities accordingly
- Complete yearly training requirements
- Implement decision regarding diversion of brush tons from landfill
- Investigate alternatives in bulk trash collection
- Recommend continuance of funding for salt used to treat streets in winter weather

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Staff reductions continue to effect 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. Beginning in February of FY 2011 a priority was placed on bulk trash collection to maintain service using two collection trucks. The priority setting was completed to assess the changes effect on cleanliness and appearance of city streets. For FY 2011 a medium equipment operator position on the second bulk trash truck was eliminated. Personnel from other divisions were required to complete this activity.

Brush tons collected in FY 2010 were approximately 60 tons per week, currently in FY 2011 collection is 42 tons per week. A significant decrease in tipping fees for brush collection is expected. Lack of small commercial tree trimming may be a cause.

## ❑ Significant Changes for FY 2012:

The \$250,000 in object code 299 reflects the cost for landfill tipping fees to cover brush and bulk waste tonnage. This is a reduction based on lowered volumes of materials being collected.

In order to meet the personnel requirements of bulk waste collection, additional personnel have been shifted from street sweeping. This increased cost is offset in the street sweeping portion of the Stormwater fund.

A replacement brush truck, a knuckle boom loader, has been budgeted at a cost of \$ 120,000.

## □ Personnel Summary

PUBLIC WORKS BRUSH & SNOW REMOVAL	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
MEDIUM EQUIPMENT OPERATORS	8	8	7	7	6	6	6
HEAVY EQUIPMENT OPERATORS	0	0	0	0	0	0	0.7
CREW LEADER	0	1	1	1	1	1	1
UTILITY WORKER	5	5	5	5	2	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>9</b>	<b>9.7</b>

## □ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43160 - Public Works Brush Pick-Up &amp; Snow Removal</b>					
111	SALARIES & WAGES	309,857	314,063	314,063	334,475
112	OVERTIME	12,231	17,500	17,500	17,500
114	SALARIES/WAGES/TEMPORARY	33,189	41,600	41,600	-
134	HOLIDAY BONUS	4,467	3,280	3,280	4,080
211	FICA	26,054	25,615	25,615	25,900
213	TCRS CONTRIBUTION	43,905	48,921	48,921	49,346
215	EMPLOYEE HEALTH INS	79,381	93,799	93,799	113,557
219	WORKERS COMPENSATIONS INSURANCE	15,016	15,250	15,250	16,318
220	UNEMPLOYMENT INSURANCE	8,003	-	-	-
226	CLOTHING/UNIFORM/SHOES	260	500	500	6,350
310	POSTAL SERVICE	7	-	-	50
331	LEGAL NOTICES	53	200	-	200
359	OTHER PROFESSIONAL SRVCS	684	500	550	700
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	18,008	-	-	-
378	EDUCATION - SEMINARS & TRAINING	62	200	-	400
383	TRAVEL-BUSINESS EXPENSES	124	500	100	500
399	OTHER CONTRACTED SERVICES	-	275,000	200,000	250,000
411	OFFICE SUPPLIES & MATERIALS	-	100	100	100
413	OFFICE EQUIPMENT	-	6,000	6,000	-
424	JANITORIAL SUPPLIES	89	-	-	150
429	GENERAL OPERATING SUPPLIES	-	54,100	60,000	-
431	GASOLINE & DIESEL FUEL	54,945	65,000	52,000	65,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	48,203	52,500	50,000	66,100
451	CONCRETE PRODUCTS	-	-	-	6,500
458	SALT/SODIUM CHLORIDE	-	-	-	60,000
510	INSURANCE - GENERAL LIABILITY	10,915	-	9,370	9,370
533	EQUIPMENT- RENTAL/LEASE	1,240	1,100	1,100	-
689	OTHER MISCELLANEOUS EXPENSES	6,012	-	-	600
971	MOTOR EQUIPMENT	375	-	-	120,000
<b>43160 - Public Works Brush Pick-Up &amp; Snow Removal SUBTOTAL</b>		<b>673,078</b>	<b>1,015,728</b>	<b>939,748</b>	<b>1,147,196</b>

# Sidewalks

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

## ❑ Significant Accomplishments FY 2010-2011:

- Maintained level of funding
- Necessary emphasis on the South Cumberland Sanitary Sewer Project prohibited the installation of new sidewalk segments. Focus was placed on repairing reported hazardous sidewalk issues only

## ❑ Goals for FY 2011 - 2012

- 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 and extension of new segments resulting from the sidewalk inventory project. Requested funding and “in lieu of sidewalk moneys” collected by the Department of Community Development and Planning is used to purchase materials or labor

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Placement of personnel on higher priority projects rather than on the installation or replacement of sidewalk may result in a significant surplus in this division. The surplus is projected in construction materials

## ❑ Significant Changes for FY 2012:

With the completion of South Cumberland normal activity should resume in this division

## ❑ 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

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43180 - Public Works Sidewalks</b>					
419	SMALL TOOLS & EQUIP	-	5,200	-	250
429	GENERAL OPERATING SUPPLIES	12,354	20,000	20,000	-
431	GASOLINE & DIESEL FUEL	-	-	-	100
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	134	400	-	100
451	CONCRETE PRODUCTS	-	-	-	20,500
455	CRUSHED STONE & SAND	-	-	-	2,650
932	DRAINAGE IMPROVEMENTS	-	-	-	-
958	STREET INFRASTRUCTURE IMP (PATCHING)	-	-	-	-
<b>43180 - Public Works Sidewalks SUBTOTAL</b>		<b>12,487</b>	<b>25,600</b>	<b>20,000</b>	<b>23,600</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.

## □ Performance and Workload Measures

TRAFFIC SIGNAGE FY 2010					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
REGULATORY SIGNS REPLACED				95	59
STREET SIGNS REPLACED				95	46
MISC. SIGNS REPLACED				5	26
WARNING SIGNS REPLACED				17	9
PARKING ETC. SIGNS REPLACED				9	8
GUIDE SIGNS REPLACED				7	2

PAVEMENT MARKINGS FY 2010					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Yellow striping paint (gallons)				770	-
White striping paint (Gallons)				110	-
Reflective Glass Beads (lbs)				8,600	300
White Thermoplastic (lbs)				5,850	1,000
Yellow Thermoplastic (lbs)				550	

## □ Comments on FY 2010 Actual and FY 2011 Projections:

The transition to a private contractor to support the traffic signals rather than support from the Morristown Utility System, in combination with a large scale replacement of incandescent lamps with LED lamps will allow for savings in this area.

## ❑ Significant Changes for FY 2012:

With system improvements, it is hoped that overall repair and operating expenses will decrease.

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b><i>43190 - Public Works Traffic Devices</i></b>					
341	ELECTRICITY	-	30,000	15,000	30,000
365	REP & MAINT-TRAFFIC SIGNALS	80,499	120,000	40,000	100,000
361	REPAIR & MAINTENANCE-VEHICLES	879	-	-	-
399	OTHER CONTRACTED SERVICES	48,624	-	-	-
<b><i>43190 - Public Works Traffic Devices SUBTOTAL</i></b>		<b><i>130,002</i></b>	<b><i>150,000</i></b>	<b><i>55,000</i></b>	<b><i>130,000</i></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 FY 2010-2011:

- Assisted in design of electrical feeds for airport lighting from new terminal building.
- Assisted in designing new underground power feed for new terminal building.
- Installed new power feed to terminal building.
- Moved Jet A power feed from overhead source to underground feed from new terminal.
- Began work on FCC mandated narrow banding for all communications equipment.
- Updated MDT system to enable closest unit dispatching capabilities.
- 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 .
- Implemented an automatic traffic signal server for signal maintenance, alarm reporting and database storage.
- Completed RF backhaul to all our communications sites to eliminate expensive AT&T leased lines .
- Completed region 2 Interoperable and backup communications systems exercises with high marks.
- Began repairs on traffic signal communications links.
- Began security upgrades to opticom mobile equipment for fire department.
- Made many successful repairs to our portable solar powered traffic warning devices.

## ❑ Goals for FY 2011 - 2012

- Within our capabilities contribute to the maintenance and operation of our traffic signal systems.
- Work with City engineer to update traffic signal inventory and signal databases.
- 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. Grant requirement.
- Continue to maintain all communications and electronics that facilitate City operations for all departments.

- Perform any services within our expertise for the City that will contribute to the economic and efficient operation of city resources.
- Complete training for traffic signal systems at Temple.
- Complete required IMSA renewal requirements.

#### ☐ Comments on FY 2010 Actual and FY 2011 Projections:

Some small savings are expected in this department.

#### ☐ Significant Changes for FY 2012:

There are no major changes in this area for FY 12.

#### ☐ Personnel Summary

PUBLIC WORKS COMMUNICATION SHOP	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
COMMUNICATIONS TECHNICIAN	1	1	1	1	1	1	1
ASSISTANT COMMUNICATIONS TECHNICIAN	0	1	1	1	1	1	1
TOTAL PUBLIC WORKS COMMUNICATION SHOP	1	2	2	2	2	2	2

#### ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43200 - Public Works Communication Shop</b>					
111	SALARIES & WAGES	76,470	76,127	76,127	76,502
112	OVERTIME	737	1,500	600	1,000
134	HOLIDAY BONUS	381	382	382	710
211	FICA	5,742	5,853	5,853	5,907
213	TCRS CONTRIBUTION	10,616	11,178	11,178	11,281
215	EMPLOYEE HEALTH INS	17,548	18,860	18,860	21,330
219	WORKERS COMPENSATIONS INSURANCE	2,804	3,050	3,050	3,050
226	CLOTHING/UNIFORM/SHOES	-	-	170	1,300
310	POSTAL SERVICE	-	50	-	50
345	TELEPHONE SERVICES	-	-	-	400
359	OTHER PROFESSIONAL SRVCS	28	200	50	200
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	300
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	304	-	-	500
371	SUBSCRIPTIONS & BOOKS	-	-	-	-
378	EDUCATION - SEMINARS & TRAINING	1,300	1,500	-	1,500
383	TRAVEL-BUSINESS EXPENSES	352	500	-	500
411	OFFICE SUPPLIES & MATERIALS	-	200	-	200
413	OFFICE EQUIPMENT	-	1,000	-	-
429	GENERAL OPERATING SUPPLIES	-	300	50	60
431	GASOLINE & DIESEL FUEL	977	1,200	900	1,300
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	355	800	100	2,000
510	INSURANCE - GENERAL LIABILITY	2,624	2,500	2,253	2,253
533	EQUIPMENT- RENTAL/LEASE	389	400	400	-
<b>43200 - Public Works Communication Shop SUBTOTAL</b>		<b>120,628</b>	<b>125,600</b>	<b>119,973</b>	<b>130,342</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 FY 2010 Actual and FY 2011 Projections:

Historically the amount received from the State Gas Tax has been used to do street projects.

## ☐ Significant Changes for FY 2012:

We plan to issue bonds to allow the City to address the major need for resurfacing streets. This bond will be issued for a period of 10 years and repaid with a portion of the gas tax revenue over that period. By taking on the projects at this time, we hope to avoid even more costly rebuilding of streets if they were allowed to continue to deteriorate. While this will allow the City to “catch up” with the needs of our streets, it will diminish our normal funding source for street repairs in the future. This will require us to identify additional sources to fund street repairs.

## ☐ Personnel Summary

No personnel are assigned to this department.

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43300 - Public Works Pavement Management</b>					
958	STREET INFRASTRUCTURE IMP	332,278	625,000	625,000	3,950,000
<b>43300 - Public Works Pavement Management SUBTOTAL</b>		<b>332,278</b>	<b>625,000</b>	<b>625,000</b>	<b>3,950,000</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.

## ❑ Significant Accomplishments FY 2010-2011:

- Routes for mosquito control were evaluated during the 2010 season for effectiveness. A new approach was put into motion where fogging was centered on known mosquito habitats. Complaint areas were investigated and if mosquito populations were present they were treated.

## ❑ Goals for FY 2011 - 2012

- Our goal and objectives are to furnish the same high level of service this year as last year. The new approach will deal better with complaints and known mosquito habitats. Less chemical use along with more precise application will result in better production thus saving tax payer dollars.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Mosquito chemical was purchased in February 2011. Based on prior usage this should take us well into 2015 and likely 2016.

## ❑ Significant Changes for FY 2012:

Funding reduction goals achieved through reduction in mosquito control by providing a more targeted approach to mosquito control.

## ❑ Personnel Summary

No Personnel are assigned to this function.

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43400 - Public Works Health Inspection &amp; Welfare</b>					
378	EDUCATION - SEMINARS & TRAINING	-	200	-	200
383	TRAVEL-BUSINESS EXPENSES	-	250	-	250
419	SMALL TOOLS & EQUIP	-	500	-	600
424	JANITORIAL SUPPLIES	-	-	-	300
429	GENERAL OPERATING SUPPLIES	12,275	14,500	4,000	5,000
431	GASOLINE & DIESEL FUEL	3,294	3,500	2,500	3,750
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	458	1,500	1,000	1,500
<b>43400 - Public Works Health Inspection &amp; Welfare SUBTOTAL</b>		<b>16,027</b>	<b>20,450</b>	<b>7,500</b>	<b>11,600</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.

## **❑ Significant Accomplishments FY 2010-2011:**

### **Supervision - Administration**

- Our programs either maintained or grew in both youth and adult sports and our special event program participation continue to be strong.
- 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. Volunteer Service Awards were given to the Cash Express, Community National Bank, Howards Pharmacy for financial sponsorships, supplies, and employees who work at all our special events, Eileen Bowers (G.O.F.E.R program volunteer worker), Morristown Engineering Department for their assistance with park projects at Fred Miller and Wayne Hansard parks.
- The pet policy was amended to allow pets at all parks. We still limit pets on athletic fields, in playground areas, in shelters, and within 20' away from bleachers and benches. After months of review the changes have been positive and well received.
- We became compliant with the Tennessee Department of Environment and Conservation on the creative boundary layers for all public lands in Tennessee. We sent information to them about all our parks along with GPS coordinates.
- Morristown Parks and Recreation staff conducted public input meetings in October and November on the 5-10 year recreation plans and updated our Park Inventory of Facilities and Level of Service. This is done regularly for planning, staff focus, Tier II Benchmarking, and any future grant purposes.
- Updated information and sent in Tier II Tennessee Department Environment and Conservation for Bench marking report. Morristown Parks and Recreation will be up for review again in 2012.
- We will continue 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 Wayne Hansard Park.
- Turkey Creek Greenway from downtown out to Fairview-Marguerite School was officially abandoned by the City of Morristown. The \$ 1.5 million project 20% match could not be guaranteed by the City so funding became void as deadlines passed.
- Joined the local TXT alerts to keep public informed to events and cancellations through the Citizen Tribune.
- Continued developing standard operating procedure policies for key areas and positions (administration, athletics, programming, and maintenance).
- The Parks and Recreation staff continues to promote an open work environment through communication, flexibility, and a positive attitude toward our customers (citizens) and fellow employees.
- Morristown Parks and Recreation played a major role in the Local P-16 Community Profile on Arts, Culture and Recreation. The committee focused on benchmarks for the area and community.

- Director Price held a Football Summit during the first months of 2010 that involved both high schools, middle schools, youth tackle and flag programs. The full objective was to see all football programs work together to enhance and promote the game in our area. The main issues that face the local youth football programs is that leadership needs more people involved, more accountability, and more willingness to reach out to the many resources that can help or assist their particular program.
- Recreation administration leadership (programming, athletics, maintenance) consistently and as needed held meetings for communication, review, and planning.
- Parks and Recreation staff and Parks Advisory Board updated and signed ethics policy guidelines.
- Hosted 34th Citizen Tribune Hall of Fame Banquet with former University of Tennessee basketball star Dane Bradshaw as speaker. The banquet saw the induction of Jeff Blanken, Robert Laney, and Bob McKinney into the Hall of Fame.

### **Facilities**

- The local economy has greatly affected fundraising efforts for our Dog Park at Walters Park. Current donations toward Walters Wiggly Park remain at \$2,771. Desired goal remains \$40,000.
- The Morristown Tree Boards Legacy Tree program added 3 more trees at Fred Miller and 1 tree at Civic Park.
- World Series Park at Popkin recognizes our 2007 Girls Little League World Champions and the other six teams that participated in Little League World Series play. It is now completed!
- Completed construction of a .8 mile - 10' wide trail development at Wayne Hansard Park using Community Development Block Grant and RTP Grant funds from the Department of Environment and Conservation.
- Completed construction of the 36 space parking lot project at Fred Miller Park off Mill Street using Community Development Block Grant.
- CDBG funds were used for new restroom facilities. The project was completed for restroom facilities at Wayne Hansard and Fred Miller.
- The final phase of the energy audit and improvements by Energy Systems Group was started at the Fred Miller Rotary Splash Pad. The Splash Pad will get retrofit into recirculatory water system.
- Partnered with local groups to improve facilities:
  - Howmet provided \$3,000 worth of trees for Frank Lorino Park around the Barron Soccer Complex and Challenger Park areas.
  - Morristown Regency Retirement Center provided a 6-foot park bench for Popkin Fields World Series Monument Park.
  - The Hamblen County Car Club purchased three new park benches for Fred Miller Park

### **❑ Goals for FY 2011 - 2012**

- Morristown is active in history, arts and culture, and recreational pursuits. To further build on and strengthen these vital parts of our community, two benchmarks were determined:
  1. to increase annual funding for recreation opportunities; and
  2. to increase the number of organizations and facilities that encourage artistic, cultural, and recreational involvement.
  - To increase annual funding for Morristown Parks and Recreation we should promote awareness of available supplemental funding opportunities, identify and broaden private support, and realistically evaluate opportunities.
    - There should be regular promotion of recreation benefits and public mapping of recreation options and venues.
    - A recreation programming summit involving the public and private sectors in the community should be held to expand and bolster coordination with the media. Community engagement should include involvement and education of all in the community and ensure awareness of arts, culture and recreational programming.

- Seek and build partnerships and obtain additional resources through grant partnerships with high-end institutions that will enable events and activities to be expanded.
- Finalize decisions concerning Closed Parks and Sale of Parks/Conversions.
- Develop a plan to make Talley-Ward into a true community center for our City of Morristown, including renovations of new paint, equipment, and programs.
- Seek community financial support for future lighting projects.
- Color coat the eight tennis courts at Frank Lorino Park.
- Finalize TDEC Benchmarking for 2012.
- Secure partnership or funds to complete our Dog Park at Walters Wiggly Field.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

This department should finish the year under budget.

#### ❑ Significant Changes for FY 2012:

Rising cost of health insurance accounts for the increase in this department.

#### ❑ Personnel Summary

PARKS & REC SUPERVISION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
PARKS & REC DIRECTOR	1	1	1	1	1	1	1
PARKS & REC ASSISTANT DIRECTOR	1	1	0	0	0	0	0
ATHLETIC COORDINATOR	1	1	1	1	1	1	1
ATHLETIC SUPERVISOR	1	1	1	1	1	1	1
ATHLETIC ASSISTANT	0	0	1	1	1	1	1
ADMINISTRATIVE ASSISTANT	0	0	1	1	1	1	1
RECEPTIONIST	1	1	0	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>	<b>5</b>

#### ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>44410 - Parks &amp; Rec Administration</b>					
111	SALARIES & WAGES	248,648	251,777	251,777	251,777
112	OVERTIME	-	-	375	150
134	HOLIDAY BONUS	2,140	2,448	2,448	2,473
211	FICA	18,754	19,448	19,448	19,450
213	TCRS CONTRIBUTION	34,307	37,142	37,142	37,146
215	EMPLOYEE HEALTH INS	45,266	47,520	47,520	53,696
219	WORKERS COMPENSATIONS INSURANCE	7,184	7,625	7,625	7,625
310	POSTAL SERVICE	3,310	3,600	3,600	3,600
321	PRINTING SERVICES	-	150	300	300
331	LEGAL NOTICES	36	-	-	-
359	OTHER PROFESSIONAL SRVCS	28	200	200	-
361	REPAIR & MAINTENANCE-VEHICLES	653	-	-	-
375	MEMBERSHIPS & DUES	10,762	7,000	1,300	1,300
378	EDUCATION - SEMINARS & TRAINING	-	-	-	1,000
383	TRAVEL-BUSINESS EXPENSES	1,785	3,000	2,000	2,000
399	OTHER CONTRACTED SERVICES	-	-	-	450
411	OFFICE SUPPLIES & MATERIALS	2,035	4,200	4,200	4,200
413	OFFICE EQUIPMENT	-	-	3,600	-
429	GENERAL OPERATING SUPPLIES	-	-	-	300
510	INSURANCE - GENERAL LIABILITY	1,312	1,500	1,126	1,126
533	EQUIPMENT- RENTAL/LEASE	3,864	3,750	3,750	5,364
689	OTHER MISCELLANEOUS EXPENSES	50	-	-	-
<b>44410 - Parks &amp; Rec Administration SUBTOTAL</b>		<b>380,133</b>	<b>389,360</b>	<b>386,411</b>	<b>391,957</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 and Workload Measures

Adult League Participation				
	2010		2011	
Sport	Teams	Leagues	Teams	Leagues
Fall Softball	18	3	24	4
Men Volleyball	21	5	20	5
Women Volleyball	55	9	56	9
Coed Volleyball	16	3	8	2
Men Basketball	62	11	58	10
Women Basketball	10	2	12	4
Men Spring Softball	32	6	32	8
Women Spring Softball	17	4	13	3
Total Teams	231	43	223	45

Youth Sports Participation						
	2010			2011		
Sport	Teams	Players	Leagues	Teams	Players	Leagues
Little League Baseball/Softball	92	1,167	15	87	1,132	15
Basketball	61	586	8	60	572	8

<b>Morristown Parks and Recreation Events Programming</b>			
<b>Event</b>	<b>2009</b>	<b>2010</b>	<b>2011 Goal</b>
Easter Eggsellent Adventure @ Fred Miller Park	Approximately 1800 in attendance	1,500	2,000
Pickin In the Park @ Fred Miller Park	Approximately 250 participants weekly	220	300
Starlite Cinema Series @ Fred Miller Park	275 participants per movie	300 average for 3 movies	300
Kids Fun Fair @ Fred Miller Park	700 participants	800	800
Olympic Day @ Fred Miller Park	200 participants	300	250
Wet N Wild Wednesday @ Fred Miller Park	200 participants	300	350
Arts in the Park @ Dr. Martin Luther King Jr. Park	700 participants	1,000	1,500
Celebration of Cultures @ Fred Miller Park	1500 participants	2,000	2,500
Touch a Truck @ Frank Lorino Park	150+ participants	250	300
Children's Health Fair @ Talley Ward Recreation Center	150+ participants	250	300
BOO Fest @ Fred Miller Park	3000 participants	10,000	8,000
Official Tree Lighting Ceremony @ City Center	150 participants	200	200
Scarecrows in the Park		5 Organizations	8-10 Groups



Talley Ward Center Programming			
Event	2009	2010	2011 Goal
Stuffed Animal Pageant: A children's event where their personal stuffed animals are judged.	15 participants	25	30
White Elephant Bingo: A bingo program where contestants donated items from home to the prize table, along with a canned food item for charity.	12 participants	25	30
TVTC: antiques and collectibles auctions once a month as well as an annual "Bottle Show" .	700 participants	800	1000
Lakeway Twirlers: a user group that specializes in square dancing.	N/A	24	32
March Madness: a basketball contest.	57 participants	13 (Conflict/Spring Break )	50
Art Attack Camp 1: a two week format day camp for children 5 to 8.	111 participants	100	115
Art Attack Camp 2: a two week format camp for children 9 to 12.	134 participants	121	125
Canned Food Castle: a charity event where participating groups construct a castle out of non-perishable food items. All non-perishable food items are donated to "The Daily Bread"	1,000 items	815	1000
Halloween Coloring Contest: A children's coloring contest divided into 3 age groupings.	58 participants	75	75
Lil' Locker Room: An activity room for the children with parents participating in adult league volleyball.	24 participants / night	12	24
Scrappy Thanksgiving: a charity event where the public can drop off items for the animal shelter.	250 items	550	800
Thanksgiving Coloring Contest	40 participants	30	40
Deck the Halls: Girl's Inc members decorate the community center for the holiday season.	10 participants	Dropped	Dropped
Christmas Coloring Contest	14 participants	8	Dropped
New Year's Early Eve Party: a children's event	22 participants	Weather Conflict	30
Free Play: Open court free usage	25-60 participants per day	40 -75 per day	60

## ❑ Significant Accomplishments FY 2010-2011:

### **Programming and Special Events**

- A new special event “Scarecrows in the Park” at Fred Miller began which provided wonderful fall decorations for over three weeks and concluded with Boofest.
- Talley-Ward Tonight was started to allow an evening of partnerships and activities open to the general public. Different partnership groups adopted certain nights per month to offer a night of activities and events to the public. The Senior Citizens Home assistance program is having great success with Bingo.
- The Second Annual Olympic Day was held in May in conjunction with the Chicago Olympic bid. We had 300 people attend with another 75 individuals participating in the 12 sports that were represented. Para Olympian Eric Holland and Olympian Carly Piper (2004 Athens Gold medalist 4X200 meter free style relay) were honored guest. This event also honored the legendary coaches at Walters State as Coach Dave Kragel (women basketball), Bill Carlyle (men basketball), and Larry Sauceman (softball) were recognized.
- P.A.T.H. – Parks Add To Health completed its third year with 66 members with 15 members attaining gift status for their involvement during the year.
- Our Starlite Cinema Series was a hit with presentations of New Moon, Toy Story 2 and UP.

### **Athletics**

- Our youth and adult basketball officials were trained by Butch Patterson, Director of Parks and Recreation in Greeneville who is a veteran high school and college level basketball official.
- For the first time in years the 2010 basketball season had games cancelled due to snow and ice during the season. It had been over 5 years since we had weather cancellations.
- Our Little League program had two state winners -- Girls 11-year olds and Senior Girls (15-16). We had a total of 6 teams win Tennessee District 4 Little League titles for the year.
- Athletic surveys were revamped for user friendliness and structured to attain more program information from participants in both youth and adult programs.
- 2010 Tournaments
  - Coordinated Youth/Adult Tournaments – 31 public/private contracts and reports
  - Lakeway Soccer Club conducted three tournament/play day dates in 2010: The March tournament play day had 40 teams. The August tournament had 50 teams, and the October tournament had 42.
  - AYSO’s Autumn Classic Soccer Tournament had 41 teams participate in the annual November classic.
  - Hosted four District 4 Little League tournaments in Little League (11-12) Boys, Boys 11 year olds, Junior League (13-14) Boys, and Girls 13-16 year olds.
  - Hosted 10 independent weekend tournaments for the year in softball/baseball/soccer.
- Athletics Maintained School-Park User Agreements: Morristown East, Morristown West, Lincoln Elementary, Hillcrest Elementary, John Hay Elementary, West Elementary, Russellville Elementary, Whitesburg Elementary and Union Heights Elementary. These contracts allow us to use school facilities for various youth and adult athletic programs.
- The second annual Home Run Derby was added to our City Championship night. Morristown Athletic Supply again cosponsored the event. Each of the 12 Little League Teams had a contestant participate in the competition. The participants provided great excitement as they mimicked the major leaguers in power and excitement. Jacob Jennings hit 5 homeruns to win the event. Each contestant was given 10 swings.

- Our local Disc Golf Club membership remains around 30 members after the third year. This is down from the past year by about half. The Kiwanis Disc Golf Course at Wayne Hansard is as popular as ever as we get steady play from locals and others from the southeastern part of the region.

## ❑ Goals for FY 2011 – 2012

### **Programming and Special Events**

- Increase participation in programs.
  - Increase established programs such as BOO Fest, Easter Eggsellent Adventure, Kids Fun Fair, Wet N Wild Wednesday and the Starlite Cinemas by 10% this would be an estimated growth of 50 – 150 people depending on event.
  - Target more community involvement with more local businesses and churches participating in our events. Increase by 3 vendors for each event.
  - With East High usage ending at Talley-Ward we are studying new program development for 2011 was to increase the awareness of Talley Ward and host other events other than athletics. We have accomplished this already with an introduction to a Hoop Dance and Zumba® class. Introduction to Hoop Dance is Tuesday and Wednesday nights from 6-8pm. Zumba® is Monday, Thursday, and Friday night 6pm and Saturdays at 11am.
- Promote a more healthy lifestyle
  - Negotiate a new sponsorship contract with Lakeway Regional Hospital or HealthStar Physicians 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 we would like encourage a healthier diet to their 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 America Beautiful of Morristown and Hamblen County to make our special events Litter Free, they will assist with extra trash containers and signage to post during the events.
- Increase community awareness of events and programs
  - Continue Work on web site development and increase awareness using Facebook.
  - Increase the use of Citizens Tribune Text Alerts.
  - Increase local media's involvement to help educate to our community on the many different programs and recreational opportunities.
- Increase involvement with the local Chamber of Commerce to increase recreation tourism opportunities.
- Utilize the list serve search engine thru TRPA for benchmarking of other departments and cities.

### **Athletics Division**

- Expand and diversify athletic programs for youth and adults
  - Seek new and improve existing programs such as skill competitions, etc, youth
  - Investigate ways to offer adults some different league options
- Continue to encourage and develop partnerships with community and youth groups
  - Continue to work with youth football and soccer organizations

- Maintain our working relationship with local school system as well as individual schools and local FCA program
- Promote our department through better communication
  - Continue to work with newspapers, radio, web pages, etc. to get our information to the public
  - Establish new and make more use of existing websites and specifically target development of a little league website
  - Use texting capabilities to improve communication with coaches, players, and officials
- Maintain the quality and consistency of current youth and adult leagues
  - Surveys for adult coaches mailed and returned
  - Encourage more youth coaches to offer suggestions
- Maintain to increase current number of participants in both youth and adult leagues
  - With economy as it is, this could be challenging to find ways to encourage participation and maintain league levels
- Work to make officiating better in all leagues through clinics, materials, etc.
  - Use more video training materials such as TSSAA/National Federation materials
  - Use speakers from outside department to offer different perspectives
  - Work on evaluation form for all officials in all sports including umpires, volleyball, and basketball officials, scorers, timers, gym supervisors
- Provide adults with coaching techniques through meetings, clinics etc.
  - Schedule more clinics not just a managers meeting
  - Evaluation form for coaches/players/parents in all sports
  - Investigate all complaints in a consistent manner that gives better closure and input

#### □ Comments on FY 2010 Actual and FY 2011 Projections:

There are no major variations from the budget.

#### □ Significant Changes for FY 2012:

A crew cab pickup truck is budgeted at a cost of \$ 29,500.

#### □ Personnel Summary

PARKS & REC PLAYGROUNDS & PROGRAMS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
RECREATION CENTER SUPERVISOR	1	1	1	1	1	1	1
RECREATION PROGRAM COORDINATOR	0	1	1	1	1	1	1
PARK RANGER	1	1	1	1	1	1	1
<b>TOTAL PARKS &amp; REC PLAYGROUNDS &amp; PROGRAMS</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

PARKS & REC MHA PROGRAMMING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
RECREATION PROGRAM COORDINATOR	1	0	0	0	0	0	0
<b>TOTAL PARKS &amp; REC MHA PROGRAMMING</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>44420 - Parks &amp; Rec Playgrounds &amp; Programs</b>					
111	SALARIES & WAGES	102,300	97,770	97,770	97,770
112	OVERTIME	221	-	100	200
114	SALARIES/WAGES/TEMPORARY	69,004	72,600	72,600	72,600
134	HOLIDAY BONUS	487	460	460	793
211	FICA	12,919	13,069	13,069	13,094
213	TCRS CONTRIBUTION	14,092	14,352	14,352	14,400
215	EMPLOYEE HEALTH INS	26,707	28,148	28,148	31,854
219	WORKERS COMPENSATIONS INSURANCE	4,374	4,575	4,575	4,575
220	UNEMPLOYMENT INSURANCE	1,124	-	-	-
331	LEGAL NOTICES	101	-	-	-
345	TELEPHONE SERVICES	-	-	-	800
359	OTHER PROFESSIONAL SRVCS	549	500	500	500
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	648	-	-	-
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	-	1,500	1,500	1,500
375	MEMBERSHIPS & DUES	1,940	-	-	7,700
378	EDUCATION - SEMINARS & TRAINING	-	-	-	250
383	TRAVEL-BUSINESS EXPENSES	103	-	-	-
399	OTHER CONTRACTED SERVICES	100,786	98,551	98,551	98,551
429	GENERAL OPERATING SUPPLIES	-	62,200	62,200	58,200
510	INSURANCE - GENERAL LIABILITY	16,321	18,000	14,268	14,268
533	EQUIPMENT- RENTAL/LEASE	247	500	250	4,000
689	OTHER MISCELLANEOUS EXPENSES	39,570	-	-	-
971	MOTOR EQUIPMENT	-	-	-	29,500
999	OTHER CAPITAL OUTLAY	-	-	-	-
<b>44420 - Parks &amp; Rec Playgrounds &amp; Programs SUBTOTAL</b>		<b>391,491</b>	<b>412,225</b>	<b>408,343</b>	<b>450,556</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

### ❑ Performance and Workload Measures

<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 FY 2010-2011:

### Maintenance

- Improved Facilities:
  - Norfolk Southern Railroad donated 250+ rail road ties to our park system for future park projects and usage.
  - Park maintenance installed pedestrian control fencing at the Frank Lorino Park BMX facility. This fencing limits areas for those inside the track area.
  - Park maintenance installed permanent underground power to the soccer fields and restroom at Wayne Hansard. For the past few years we had been using above ground temporary power to serve the irrigation pump house.
  - Completed safety check list of items recommended by Tennessee Municipal League Loss Casualty Division. These recommendations were from inspection process and all items were given closure.
  - Performed construction at World Series Park at Popkin Field
  - Assisted and coordinated in construction project on the RTP (Recreation Trail Program) grant work on a .8 mile - 10' wide trail development at Wayne Hansard Park.
  - Assisted and coordinated the construction project on development of the 36 space parking lot project at Fred Miller Park off Mill Street.
  - Assisted and coordinated the new restroom facilities at Wayne Hansard and Fred Miller. The Wayne Hansard Park restrooms are located on the north-west side of the park and serve the walking trail and soccer fields. The Fred Miller restrooms are on the north side of the park and serve the walkway, gazebo, and Splash pad participants.
  - Assisted in the Howmet partnership to provide \$3,000 worth of trees for Frank Lorino Park around the Barron Soccer Complex, and Challenger Park areas.
  - Assisted in construction of the Morristown Regency Retirement donation of a 6-foot park bench for Popkin Fields World Series Monument Park.
  - Assisted in construction of the Hamblen County Car Club donation of three new park benches for Fred Miller Park
  - Assisted in construction and coordination of final phase of the energy audit and improvements by Energy Systems Group was started at the Fred Miller Rotary Splash Pad. The Splash Pad will get retrofit into recirculatory water system. The project has been delayed for over a year.
- Maintenance staff attended the Tennessee Recreation and Parks Association Maintenance forum at Fall Creek Falls.
- This year saw a change in vendors for field weed and feed program. TLC Lawn Care is now in charge of our athletic fields with burmuda turf. The contract is for three years.
- Park maintenance continued monthly safety meetings and sharing time with Supervisor Lakins and Director Price.
- Morristown Parks and Recreation has taken over maintenance of the Morris Cemetery on Louise Street. This cemetery is the final resting place of Joseph Morris the founder of Morristown.

## ❑ Goals for FY 2011 - 2012

- 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;
  - In administration coordinate school usage, special use agreements, shelter reservations, and Morristown BMX, soccer, and football programs
  - In athletics coordinate tournaments, team practices, league games
  - In programming- special events, holiday decorations, and programming
- Insure safety is the most important factor to consider in maintenance. This is in regard to work crews and park participants.
  - Work closely with City Safety Officer.
  - Continue safety checks on playground equipment.
  - Train employees on the use of 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 erosion issues on the banks at Frank Lorino Park.
- Resurface the eight tennis courts at Frank Lorino Park if funds are found.
- Install new metal roof on Maintenance building at Wayne Hansard Park.
- Assist in new restrooms and concession stand project for the football and tee ball programs at Frank Lorino Park.
- Continue development of a year round time table, updating it monthly throughout the year.
- Work with staff to finalize standard operating procedures for all parks and areas.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Some savings are anticipated in this department.

## ❑ Significant Changes for FY 2012:

A replacement mower is budgeted at a cost of \$20,000 and a pull behind hydraulic dump trailer is included at \$8,000.

## ❑ Personnel Summary

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



## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>44430 - Parks &amp; Rec Parks</b>					
111	SALARIES & WAGES	309,321	307,063	307,063	317,642
112	OVERTIME	1,244	4,000	1,000	2,000
114	SALARIES/WAGES/TEMPORARY	139,645	137,200	145,000	145,000
134	HOLIDAY BONUS	3,940	3,360	3,360	3,594
211	FICA	33,844	34,626	34,626	38,461
213	TCRS CONTRIBUTION	42,597	46,083	46,083	46,933
215	EMPLOYEE HEALTH INS	76,155	84,615	52,097	53,696
219	WORKERS COMPENSATIONS INSURANCE	14,380	13,725	13,725	13,725
220	UNEMPLOYMENT INSURANCE	21,279	18,000	14,000	14,000
310	POSTAL SERVICE	8	-	-	-
331	LEGAL NOTICES	105	-	-	-
345	TELEPHONE SERVICES	-	-	-	1,500
359	OTHER PROFESSIONAL SRVCS	1,799	1,000	1,000	1,000
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	2,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	23,833	32,800	32,800	32,800
378	EDUCATION - SEMINARS & TRAINING	-	-	-	100
383	TRAVEL-BUSINESS EXPENSES	103	-	-	-
399	OTHER CONTRACTED SERVICES	40,961	35,000	25,000	36,520
419	SMALL TOOLS & EQUIP	-	8,000	8,000	8,000
424	JANITORIAL SUPPLIES	9,804	10,800	11,400	11,800
429	GENERAL OPERATING SUPPLIES	10,910	43,500	43,500	33,500
431	GASOLINE & DIESEL FUEL	23,365	23,000	23,900	28,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	12,892	13,000	13,000	13,000
446	SPLASH PAD SUPPLIES	-	-	-	2,000
451	CONCRETE PRODUCTS	-	-	-	4,000
455	CRUSHED STONE & SAND	-	-	-	6,000
510	INSURANCE - GENERAL LIABILITY	18,849	19,800	16,179	16,179
533	EQUIPMENT- RENTAL/LEASE	2,634	3,000	2,500	2,000
689	OTHER MISCELLANEOUS EXPENSES	6,251	-	-	-
960	MACHINERY & EQUIPMENT	-	-	-	8,000
971	MOTOR EQUIPMENT	-	-	-	20,000
<b>44430 - Parks &amp; Rec Parks SUBTOTAL</b>		<b>793,916</b>	<b>838,572</b>	<b>794,233</b>	<b>861,451</b>

## Other Departments, Agencies & Budget Accounts



*Morristown-Hamblen Humane Society*

# Social Services

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

## ☐ Comments on FY 2010 Actual and FY 2011 Projections:

Council voted to add the Boys and Girls club swim team to the list of funded agencies in FY 2011.

## ☐ Significant Changes for FY 2012:

The request from Central Services is reduced because of a retirement of debt.

Tennessee Achieves has been added to the list of agencies in support of mentoring and scholarship programs for youth to attend community college.

## ☐ Personnel Summary

No personnel are assigned to this area.

## ☐ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>44600 - Non-Profit Agencies</b>					
641	ALPS	10,000	9,500	9,500	9,500
642	ARC	3,500	-	-	-
643	BOYS & GIRLS CLUB, INC	16,500	15,675	15,675	15,675
644	CEASE	17,500	16,625	16,625	16,625
645	CENTRAL SERVICES	20,000	19,000	19,000	5,000
646	CHILD ADVOCACY	1,000	950	950	950
647	DAILY BREAD	5,000	4,750	4,750	4,750
648	GIRLS, INC.	12,000	11,400	11,400	11,400
649	HELPING HANDS	7,500	7,125	7,125	7,125
650	KAB	21,000	19,950	19,950	19,950
651	MATS	17,500	16,625	16,625	16,625
652	M-H CHILD CARE CENTERS	24,000	22,800	22,800	22,800
653	NEW HOPE RECOVERY	5,000	4,750	4,750	4,750
655	ROSE CENTER	12,500	11,875	11,875	11,875
656	SENIOR CITIZENS CENTER	50,000	47,500	47,500	47,500
657	SENIOR CITIZENS HOME ASSISTANCE	5,000	4,750	4,750	4,750
658	STEPPING OUT	1,500	1,425	1,425	1,425
659	YOUTH EMERGENCY SHELTER	32,500	30,875	30,875	30,875
660	BOYS & GIRLS CLUB SWIM TEAM	10,000	10,000	10,000	10,000
661	TENNESSEE ACHIEVES	-	-	9,000	9,000
<b>44600 - Social Services SUBTOTAL</b>		<b>272,000</b>	<b>255,575</b>	<b>264,575</b>	<b>250,575</b>

<b><i>Agency</i></b>	<b><i>FY 2010 Actual</i></b>	<b><i>FY 2011 Budget</i></b>	<b><i>FY 2012 Request</i></b>	<b><i>FY 2012 Proposed</i></b>
ALPS	\$10,000	\$9,500	\$10,000	\$9,500
ARC	\$3,500	\$0	\$0	\$0
Boys & Girls Club	\$16,500	\$15,675	\$16,500	\$15,675
Boys & Girls Club Swim Team		\$10,000	\$10,000	\$10,000
CEASE	\$17,500	\$16,625	\$20,000	\$16,625
Central Services	\$20,000	\$19,000	\$5,000	\$5,000
Child Advocacy	\$1,000	\$950	\$1,000	\$950
Daily Bread	\$5,000	\$4,750	\$5,000	\$4,750
Girls, Inc.	\$12,000	\$11,400	\$12,000	\$11,400
Helping Hands	\$7,500	\$7,125	\$8,000	\$7,125
KAB	\$21,000	\$19,950	\$21,000	\$19,950
MATS	\$17,500	\$16,625	\$18,000	\$16,625
M-H Child Care Centers	\$24,000	\$22,800	\$27,500	\$22,800
New Hope Recovery	\$5,000	\$4,750	\$7,500	\$4,750
Rose Center	\$12,500	\$11,875	\$15,000	\$11,875
Senior Citizens Center	\$50,000	\$47,500	\$50,000	\$47,500
Senior Citizens Home Assistance	\$5,000	\$4,750	\$5,000	\$4,750
Stepping Out	\$1,500	\$1,425	\$3,000	\$1,425
Tennessee Achieves	\$0	\$0	\$9,000	\$9,000
Youth Emergency Shelter	\$32,500	\$30,875	\$50,000	\$30,875
<b>Totals</b>	<b>\$262,000</b>	<b>\$255,575</b>	<b>\$293,500</b>	<b>\$250,575</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 FY 2010 Actual and FY 2011 Projections:

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).

### ❑ Significant Changes for FY 2012:

Industrial Parks include \$325,000 for the purchase of a parcel in the East Tennessee Progress Center industrial park. This purchase will be included in the planned bond issue.

### ❑ Personnel Summary

No personnel are assigned to this area.

### ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>81000 - Special Appropriations</b>					
611	ANIMAL CONTROL	133,532	133,532	133,532	133,532
612	E-911 DISTRICT	185,103	187,250	187,250	187,250
613	SUMMER FEEDING PROGRAM	91,066	90,000	90,000	90,000
614	PUBLIC LIBRARY	228,500	250,000	250,000	243,600
615	ECONOMIC DEVELOPMENT	238,453	185,500	185,500	185,500
615	INDUSTRIAL PARKS	449,373	25,000	25,000	350,000
	<b>81000 - Special Appropriations SUBTOTAL</b>	<b>1,326,027</b>	<b>871,282</b>	<b>871,282</b>	<b>1,189,882</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 FY 2010-2011:

### **Committed Capital Projects FY 2009:**

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

New Terminal	\$ 1,255,000
*****Complete*****	

## ❑ Goals for FY 2011 - 2012

- Take advantage of property acquisition opportunities when funded
- Completion of RNAV / GPS approach (FAA dependent) expect June publishing date
- Complete yearly SPCC training
- Promote expansion through ground lease opportunities

## ❑ Comments on FY 2010 Actual and FY 2011 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 2012:

### **Capital Projects include:**

Jet-A and AVGAS Fuel Farm 50/50 funding	\$ 250,000
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Apron Improvements at Terminal 90/10 funding	\$ 650,000
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Tractor with bat wing mower 75/25 funding	\$ 75,000
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Local match is planned to be included in the bond issue planned for FY 12

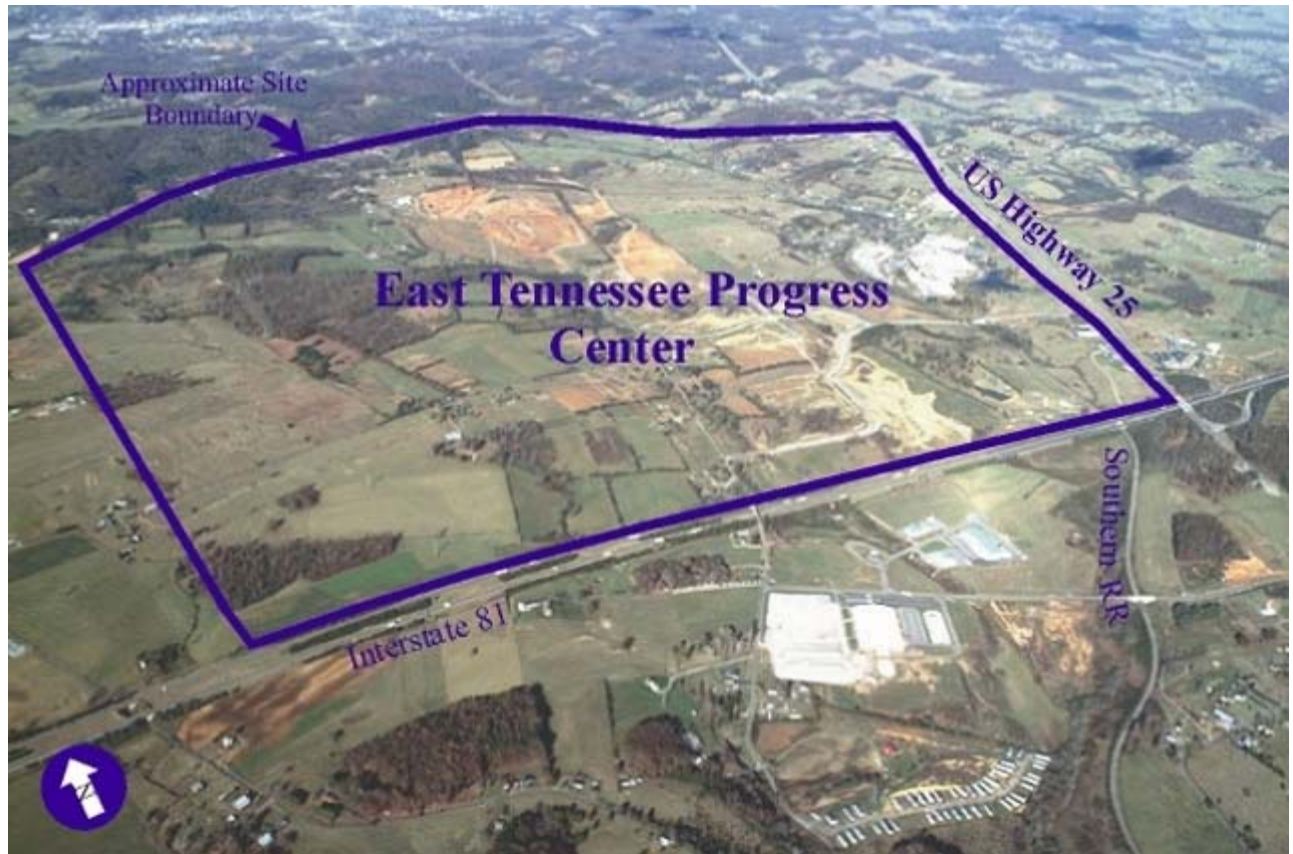
## ❑ Personnel Summary

There are no City personnel assigned to this department.

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>48100 - Airport</i>					
226	CLOTHING/UNIFORM/SHOES	1,581	2,000	4,000	2,500
310	POSTAL SERVICE	51	100	-	100
331	LEGAL NOTICES	-	400	-	400
359	OTHER PROFESSIONAL SRVCS	865,570	1,000	625,944	90,000
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	6,732	7,500	4,500	34,500
375	MEMBERSHIPS & DUES	40	-	-	40
399	OTHER CONTRACTED SERVICES	47,218	72,000	33,000	-
429	GENERAL OPERATING SUPPLIES	4,879	8,600	7,500	8,000
431	GASOLINE & DIESEL FUEL	-	-	-	25
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	3,139	1,000	1,300	1,500
801	GRANTS & SUBSIDIES	-	20,000	-	-
971	MOTOR EQUIPMENT	-	-	-	72,000
999	OTHER CAPITAL OUTLAY	-	-	-	885,000
<i>48100 - Airport SUBTOTAL</i>		<i>929,209</i>	<i>112,600</i>	<i>676,244</i>	<i>1,094,065</i>

# Other Expenses



East Tennessee Progress Center – a 1,000 acre industrial park on I-81



# General Fund Debt Service

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

## □ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>49100 - Debt Service General</b>					
711	DEBT PRINCIPAL	3,843,614	1,277,683	1,340,317	1,340,317
731	DEBT INTEREST	315,536	987,982	934,391	1,034,391
798	PAYING AGENT FEES	68,620	60,000	40,000	40,000
<b>49100 - Bonds SUBTOTAL</b>		<b>4,227,770</b>	<b>2,325,665</b>	<b>2,314,708</b>	<b>2,414,708</b>

## Debt Detail – General Fund

Year	City of Morristown TOTAL GENERAL FUND DEBT			
	Principal	Interest	Total	Remaining Balance
FY 2010	\$1,873,614	\$1,019,889	\$2,893,503	\$21,513,931
FY 2011	\$1,277,683	\$987,982	\$2,265,666	\$20,236,247
FY 2012	\$1,440,317	\$934,391	\$2,374,708	\$18,895,930
FY 2013	\$1,336,103	\$877,756	\$2,213,859	\$17,559,828
FY 2014	\$796,100	\$818,292	\$1,614,392	\$16,763,728
FY 2015	\$833,478	\$781,554	\$1,615,032	\$15,930,250
FY 2016	\$871,316	\$743,016	\$1,614,332	\$15,058,933
FY 2017	\$885,236	\$702,625	\$1,587,861	\$14,173,697
FY 2018	\$930,125	\$660,286	\$1,590,411	\$13,243,572
FY 2019	\$973,614	\$615,762	\$1,589,377	\$12,269,958
FY 2020	\$1,021,775	\$569,124	\$1,590,898	\$11,248,183
FY 2021	\$1,068,565	\$520,136	\$1,588,702	\$10,179,618
FY 2022	\$1,119,956	\$468,869	\$1,588,825	\$9,059,662
FY 2023	\$1,174,298	\$415,084	\$1,589,382	\$7,885,363
FY 2024	\$1,230,950	\$358,652	\$1,589,602	\$6,654,413
FY 2025	\$1,289,484	\$299,460	\$1,588,943	\$5,364,930
FY 2026	\$1,350,398	\$237,412	\$1,587,810	\$4,014,532
FY 2027	\$1,416,372	\$172,390	\$1,588,762	\$2,598,160
FY 2028	\$1,485,188	\$104,141	\$1,589,329	\$1,112,972
FY 2029	\$231,193	\$32,514	\$263,707	\$881,781
FY 2030	\$136,710	\$23,671	\$160,381	\$745,071
FY 2031	\$140,698	\$19,634	\$160,332	\$604,373
FY 2032	\$144,685	\$15,482	\$160,167	\$459,688
FY 2033	\$148,672	\$11,214	\$159,886	\$311,016
FY 2034	\$153,229	\$6,821	\$160,051	\$157,786
FY 2035	\$157,786	\$2,296	\$160,082	\$0

## Transfers to Other Funds

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

### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

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

### ❑ Significant Changes for FY 2012:

With the implementation of increased rates in the Stormwater Fund, no transfer from the General Fund will be required to finance this operation.

The transfer to the Solid Waste Fund is required to support the residential recycling program.

Transfers to the CDBG and LAMTPO funds represent the local match required to operate these programs.

### ❑ Personnel Summary

There are no personnel assigned to this function.

### ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>92000 - Transfers to Other Funds</b>					
632	NARCOTICS	295,000	293,912	355,460	278,096
634	STORM WATER	-	115,000	115,000	-
635	SOLID WASTE 435	1,630,864	560,529	560,529	219,835
636	CDBG	-	-	-	47,645
637	LAMPTO	-	133,530	-	117,501
<b>92000 - Transfers to Other Funds SUBTOTAL</b>		<b>1,925,864</b>	<b>1,102,971</b>	<b>1,030,989</b>	<b>663,077</b>

## CDBG FUND



A facelift being given to the downtown skywalk system.

## 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 with the exception of a portion of the program's administrative costs. Administrative costs are capped at a percentage of the total grant; expenses beyond this cap are paid by a transfer from the General Fund.

## Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>124- CDBG Revenue</b>					
33590	OTHER STATE REVENUE	52,000	-	110,330	357,221
33650	CDBG REIMBURSEMENTS	459,336	927,434	650,000	266,552
37810	TRANSFERS GENERAL FUND	-	-	-	47,645
	<b>TOTAL CDBG REVENUE</b>	<b>511,336</b>	<b>927,434</b>	<b>760,330</b>	<b>671,418</b>

# 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.

## ☐ Performance and Workload Measures

Task	2007	2008	2009	2010
Projects	3	3	3	2
Programs	7	7	7	7
Reports	56	56	58	56

## ☐ Significant Accomplishments FY 2010-2011:

- Completed the 2010 Annual Action Plan.
- Accepted Applications for the Homeowner Rehabilitation Program and the evaluated the applicants and chose recipients. Staff then completed the environmental reviews on the grantee homes. Bidding process is underway
- Amended the 2008 Action Plan to allow for the purchase of a lot near Fred Miller Park and the creation of Wayne Hansford Trailhead.
- Completed the ESG – Annual Report
- Completed environmental reviews on projects as well as regular reporting requirements from the various federal funding sources.
- Monitored all projects for Davis Bacon requirements
- Passed the Labor Audit
- Submitted Amendment for the 2010 Action Plan to utilize the County's Analysis of Impediments which would free up funds to complete skywalk deck coating.
- Completed Accounting code changes with the City Finance department.
- Completed the Citizen Participation Plan process for several of the projects and programs.
- Assisted Cumberland County with their National Stabilization Program.

- Completed 2009 Consolidated Annual Performance Evaluation Report as required by the Department of Housing and Urban Development.

#### ❑ Goals for FY 2011 - 2012

- Continue 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.
- Continue 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.
- Continue the programming and utilization of the EnerGov system to assist in affordable housing in the region as well as establishing a streamlined permitting and project tracking system for the City staff.
- Complete reports and studies as required to stay in compliance with the federal funding programs.

#### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

We were able to amend the 2010 Action Plan to utilize Hamblen County's Analysis of Impediments to Housing which reduced the amount anticipated for studies and increased the opportunity for projects. The key additional project which was added was the coating of the downtown skywalks.

#### ❑ Significant Changes for FY 2012:

A portion of the citizen survey planned for fall will be paid from this account.

Congress has indicated that the Emergency Shelter Grant is not expected to be funded in FY 12. In the past these funds were granted to local agencies to address homeless and special needs populations. Grants to these agencies is not included in the FY 12 budget.

#### ❑ Personnel Summary

CDBG	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CDBG COORDINATOR	1	1	1	1	1	1	1
TOTAL CDBG	1	1	1	1	1	1	1

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>46110 - CDBG Administration</b>					
111	SALARIES & WAGES	46,778	45,444	45,444	45,444
134	HOLIDAY BONUS	103	263	263	268
211	FICA	3,440	3,497	3,497	3,497
213	TCRS CONTRIBUTION	6,417	6,678	6,678	6,679
215	EMPLOYEE HEALTH INS	2,852	9,487	9,478	10,722
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	1,525	1,525
310	POSTAL SERVICE	325	500	525	550
321	PRINTING SERVICES	35	200	210	220
331	LEGAL NOTICES	1,388	1,500	1,575	1,650
359	OTHER PROFESSIONAL SRVCS	2,132	5,000	5,250	5,500
375	MEMBERSHIPS & DUES	725	1,000	1,250	1,500
378	EDUCATION - SEMINARS & TRAINING	1,937	6,000	6,300	6,600
383	TRAVEL-BUSINESS EXPENSES	9,435	8,000	8,400	8,800
399	OTHER CONTRACTED SERVICES	852	82,000	-	10,000
411	OFFICE SUPPLIES & MATERIALS	1,734	2,000	-	-
413	OFFICE EQUIPMENT	328	5,000	5,250	5,000
510	INSURANCE - GENERAL LIABILITY	596	-	-	-
533	EQUIPMENT- RENTAL/LEASE	304	10,000	10,000	10,000
689	OTHER MISCELLANEOUS EXPENSES	232	-	-	-
<b>46110 - CDBG Administration SUBTOTAL</b>		<b>81,016</b>	<b>188,094</b>	<b>105,645</b>	<b>117,954</b>

# **CDBG Programs**

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at Housing and Urban Development. Morristown is an entitlement community under this program, meaning that the program allocates annual grants to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. Smaller and more rural communities may participate in CDBG the program through a State administered pool and a competitive proposal process.

Morristown's programs and projects associated with the Community Development Block Grant program are reflected in this account.

## **❑ Significant Accomplishments FY 2010-2011:**

- Completed the Wayne Hansford Walking trail and the Fred Miller Park parking lot.
- Completed the Faith Village Sidewalk project which provided sidewalks to the Habitat for Humanity Subdivision
- Awarded contracts for the Fred Miller and Wayne Hansford park restrooms and completed installation of new restrooms.
- Completed the coating of the Skywalks and funded other renovations of the downtown skywalks.
- Replaced the Rose Center roof as well as other needed repairs to the building.
- Assisted Habitat for Humanity in the approval of a second phase of the Faith Village Subdivision Development for low income housing.
- Partnered with Appalachian Outreach to supplement the Housing Rehabilitation Program.
- Assisted the new "Grace House" nonprofit with getting started.
- Funded the HMIS – Homeless Management Information System for the Lakeway Area.
- Funded the Façade grant program which provided matching grants for downtown business owners to upgrade the façade of the building.
- Provide an emergency repair fund for sewer lateral connections

## **❑ Goals for FY 2011 - 2012**

- Construct five homes within the Faith Village Habitat for Humanity Subdivision
- Complete the Homeowner rehabilitation program which will include at least the renovation of five homes.
- Improvement of six façades in the downtown area through the façade grant program
- Coat the walking surface of the downtown skywalks.
- Complete a Public Services Survey to provide a suitable living environment in coordination with the National League of Cities.



**❑ Comments on FY 2010 Actual and FY 2011 Projections:**

Spending of money remaining from prior grant years allowed the City to accomplish more projects in FY 11 than in previous years.

**❑ Significant Changes for FY 2012:**

Reductions in Federal funding will reduce programs for Fiscal Year 2012.

**❑ Personnel Summary**

No personnel are assigned to this area. This account is for project and programs exclusively.

**❑ Budget Expense Detail**

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>46111 - CDBG Programs &amp; Activities</b>					
581	ADMIN CHARGES/GENERAL GOV	414,970	45,000	45,000	-
801	GRANTS & SUBSIDIES	37,967	696,341	448,725	213,242
803	THDA NEIGHBORHOOD STABILIZATION PROG.	-	-	-	340,221
<b>46111 - CDBG Programs &amp; Activities SUBTOTAL</b>		<b>452,938</b>	<b>741,341</b>	<b>493,725</b>	<b>553,463</b>

## LAMTPO FUND



One of the new buses put into service in 2011.

# Revenue Analysis

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) 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 and from other members of the organization who participate in the project.

## Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>172- LAMPTO Revenue</b>		<b>Actual 09-10</b>	<b>Budgeted 10-11</b>	<b>Estimated 10-11</b>	<b>Budgeted 11-12</b>
33640	ETHRA REIMB	321,655	258,750	125,265	125,265
33641	GENERAL FUND TRANSFER	-	133,530	133,530	117,501
33645	TRANSPORTATION PLANNING REIMB	151,571	-	610,510	-
33646	SECTION 5307	54,256	124,865	55,000	326,615
33647	SECTION 5303	-	69,397	100,000	20,565
33800	OTHER COUNTY REVENUE	-	-	25,000	25,000
33811	FUND BALANCE APPROPRIATED	-	-	-	-
<b>Total LAMTPO Revenue &amp; Transfers</b>		<b>527,483</b>	<b>586,542</b>	<b>1,049,305</b>	<b>614,946</b>

# 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.

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

Most expenditures are covered by Federal revenue, but matching amounts may be required from participating members for some projects.

## ❑ Performance and Workload Measures

Task	2007	2008	2009	2010
Projects	0	0	0	2
Plans	3	3	4	4
Studies/Reports	10	6	5	4
GIS Map Updates	3	3	6	6
GIS New Data Created	4	3	3	2

## ❑ Significant Accomplishments FY 2010-2011:

- Amended the 2008-2011 Transportation Improvement Plans after a loss of funds from federal rescissions and to include the following projects: Veterans Parkway, Walters Drive signalization, and Intelligent Transportation System bucket.
- Submitted documentation for Millennium Square/TDOT Enhancement Grant transfer from the Downtown Improvement and Connector Project and amended the Morristown College project to complete the Millennium Square Project. Received approval of the Environmental Review and the State Historic Preservation Office Review.
- Submitted Tennessee Energy Efficiency and Conservation Block Grant and a Sustainable Communities Development Grant.
- Updated and approved the 2010 Unified Planning Work Program due to the federal recessions and completed a draft of the 2011 Unified Planning Work Program which requires a thirty day public comment period.
- Completed draft DBE program goals and held a 45 day public comment period on the DBE program and goals and approved the program on May 5, 2010.
- Partnered with Holston Electric to share data through the GIS program.
- Amended the functional street classifications for streets around the Morristown Medical District and for Odyssey Road in Jefferson City.

- Submitted the draft 2011-2014 Transportation Improvement Plan to the Tennessee Department of Transportation
- Partnered with the City of Morristown Engineering department to complete the geocoding of addresses for the garbage can inventory.
- Researched information on the expansion of the City ARCGIS server.
- Approved the Air Quality Report
- Partnered with the Morristown Police Department to provide police zone maps and police car location maps using GPS coordinates.
- 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.

#### **❑ Goals for FY 2011 - 2012**

- Award a contract on the Millennium Square Project and begin construction.
- Complete required plans and reports to keep the Lakeway Area Metropolitan Planning Organization in compliance with federal and state program requirements.
- Apply for Transportation grants as they become available.
- Continue to partner with City departments, Hamblen County departments, Jefferson County officials, and Jefferson City officials to provide information services and a regional transportation planning program.
- Continue to update the Street Centerline file and other GIS layers to maintain a viable geographic information system.
- Amend the Transportation Improvement Plan
- Update the 2010 Census Information

#### **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

#### **❑ Significant Changes for FY 2012:**

There are no major changes in this program.

#### **❑ Personnel Summary**

LAMTPO	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
LAMTPO COORDINATOR	1	1	1	1	1	1	1
TRANSIT PLANNER	0	0	0	0	1	1	1
TOTAL LAMTPO	1	1	1	1	2	2	2

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41761 - Transportation Planning Admin</b>					
111	SALARIES & WAGES	54,571	54,848	68,503	54,848
134	HOLIDAY BONUS	289	447	438	452
114	SALARIES/WAGES/TEMPORARY	3,130	-	-	-
211	FICA	4,230	4,230	4,274	4,230
212	MEDICARE	-	-	1,000	-
213	TCRS CONTRIBUTION	7,460	8,079	9,859	8,079
215	EMPLOYEE HEALTH INS	10,163	9,557	5,973	10,792
217	EMPLOYEE LIFE INS	-	-	243	-
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	495	1,525
310	POSTAL SERVICE	690	2,000	1,000	1,500
321	PRINTING SERVICES	-	2,000	500	2,000
331	LEGAL NOTICES	1,715	5,000	5,000	2,000
375	MEMBERSHIPS & DUES	2,175	1,395	1,395	1,395
383	TRAVEL-BUSINESS EXPENSES	2,350	6,000	5,500	4,000
399	OTHER CONTRACTED SERVICES	31,794	50,000	1,000	56,000
411	OFFICE SUPPLIES & MATERIALS	5,307	2,000	1,000	2,000
499	OTHER SUPPLIES & MATERIALS	570	-	-	-
533	EQUIPMENT - RENTAL/LEASE	(12)	9,000	-	9,000
<b>41761 - Transportation Planning Admin SUBTOTAL</b>		<b>125,835</b>	<b>156,081</b>	<b>106,180</b>	<b>157,822</b>

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>41765 - 5303 Admin</b>					
111	SALARIES & WAGES	-	6,945	6,945	6,945
211	FICA	-	531	531	531
355	COMPUTER/DATA PROCESSING EQUIPMENT	-	-	-	6,945
375	MEMBERSHIPS & DUES	-	-	2,000	-
378	EDUCATION - SEMINARS & TRAINING	-	-	-	4,786
383	TRAVEL-BUSINESS EXPENSES	-	-	1,000	1,191
399	OTHER CONTRACTED SERVICES	-	-	8,440	-
<b>41765 - 5303 Admin SUBTOTAL</b>		<b>-</b>	<b>7,476</b>	<b>18,917</b>	<b>20,399</b>

# **Mass Transportation Programs**

The LAMPTO region supports mass transit through contract with the East Tennessee Human Resource Agency (ETHRA). As a public, non-profit agency, ETHRA has operated transportation programs since the mid 1970s. The cost of that contract and administration of the project is provided in this account.

## **❑ Significant Accomplishments FY 2010-2011:**

- Acquired federal funds for the purchase of four transit vehicles, two hybrid and two natural gas
- Completed transit vehicle and new operational contracts with ETHRA, East Tennessee Human Resources Agency and executed an operating grant.
- Imported grants for reimbursement of ETHRA and LAMTPO salaries into the federal grant reporting system
- Completed federal reporting requirements for grants
- Invoiced LAMTPO entities for monthly ETHRA reimbursement

## **❑ Goals for FY 2011 – 2012**

- Continue to work with ETHRA to provide a public transportation service to the Lakeway area.
- Complete required plans and reports to keep the Lakeway Area Metropolitan Planning Organization in compliance with federal and state program requirements.
- Continue to invoice LAMTPO entities for monthly ETHRA reimbursement
- Complete a Long Range Transportation Plan (LRTP) in conjunction with Knoxville's LRTP
- Continue to import grants for reimbursement of ETHRA and LAMTPO salaries into the federal grant reporting system

## **❑ Comments on FY 2010 Actual and FY 2011 Projections:**

The purchase of new buses through a federal grant is reflected in the increase in this account.

## **❑ Significant Changes for FY 2012:**

No major variations are anticipated in this area for FY 12.

## **❑ Personnel Summary**

No personnel are assigned to this area.

## ☐ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>41763 - 5307 Admin</i>					
111	SALARIES & WAGES	44,213	47,623	68,503	47,623
134	HOLIDAY BONUS	87	89	438	94
211	FICA	3,355	3,650	4,274	3,650
212	MEDICARE	-	-	1,000	-
213	TCRS CONTRIBUTION	6,042	6,971	9,859	6,971
215	EMPLOYEE HEALTH INS	10,030	9,503	5,973	10,738
217	EMPLOYEE LIFE INS	-	-	243	-
219	WORKERS COMPENSATIONS INSURANCE	1,402	1,525	495	1,525
310	POSTAL SERVICE	-	200	100	200
321	PRINTING SERVICES	-	400	100	400
331	LEGAL NOTICES	-	500	-	500
375	MEMBERSHIPS & DUES	270	800	800	825
383	TRAVEL-BUSINESS EXPENSES	3,100	6,000	1,000	3,000
399	OTHER CONTRACTED SERVICES	385,097	350,000	750,000	360,000
411	OFFICE SUPPLIES & MATERIALS	293	200	500	200
413	OFFICE EQUIPMENT	3,850	3,000	1,000	1,000
<i>41763 - 5307 Admin SUBTOTAL</i>		<i>457,738</i>	<i>430,461</i>	<i>844,285</i>	<i>436,727</i>



# 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 FY12, the program income is expected to be near the level budgeted for FY 11. The transfer from the General Fund will remain at about the same level as the prior year in order to provide for sufficient resources for the operation of this activity.

### Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>126-000- Narcotics Fund Revenue</b>		<b>Actual 09-10</b>	<b>Budgeted 10-11</b>	<b>Estimated 10-11</b>	<b>Budgeted 11-12</b>
33291	FEDERAL REIMB & REFUNDS	23,694	-	6,500	-
33647	STATE REIMB & REFUNDS	2,940	-	6,500	-
33840	OTHER REIMB AND REFUNDS	-	-	800	-
34900	PROGRAM INCOME	170,414	200,000	100,000	200,609
37810	TRANSFERS GENERAL FUND	275,898	293,912	355,460	278,096
<b>Total Narcotics Revenue &amp; Transfers</b>		<b>472,946</b>	<b>493,912</b>	<b>469,260</b>	<b>478,705</b>

# 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.

## ❑ Significant Accomplishments FY 2010-2011:

- Two individuals were prosecuted in Federal Court for possessing over 250 grams of cocaine and two handguns. One defendant received a 10 year sentence while the other faces a minimum of 35 years.
- An individual was prosecuted in Federal Court for manufacturing methamphetamine. He had two prior manufacturing/possession for sale convictions and received a sentence of over 15 years.
- The Seized Vehicle Impound Lot was moved to City owned property saving the City more than \$13,000 per year.
- An alarm system was installed at the City owned impound lot to make it more secure than the previous storage location.
- A search warrant, executed on a residence, located on North Henry St, netted three arrests and the seizure of multiple narcotics, three handguns, and over \$17,000 in cash.
- Prepared cases for grand jury to indict more than forty (40) individuals for illegal sales of narcotics.
- At the death scene of a thirteen (13) year old male, while working with patrol and investigations, narcotics/ vice officers charged an elderly female with possession of Schedule II, III, IV, and legend narcotics.

## ❑ Goals for FY 2011 - 2012

- Goal: Continue to make undercover purchases of illegal narcotics.
  - Objective: To arrest and prosecute individuals involved in the illegal sales of narcotics.
  - Performance Indicator: The number of arrests and prosecution of individuals involved in the illegal sales of narcotics.
- Goal: To create an electronic filing system for archived Narcotic/Vice files.
  - Objective: To be more effective in retrieval of information contained in archived files.
  - Performance Indicator: The establishment of an electronic filing system.
- Goal: To coordinate more narcotic enforcement efforts with the patrol division and canine units.
  - Objective: To increase proactive activities to detect individuals who are engaging in narcotic related crimes.
  - Performance Indicator: Number of joint detection and enforcement operations performed.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Modest savings are expected.

## ❑ Significant Changes for FY 2012:

A slight reduction is planned in this area.

## ❑ Personnel Summary

POLICE NARCOTICS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
DETECTIVE	3	3	2	2	2	2	2
DETECTIVE CORPORAL	0	0	0	1	1	1	1
DETECTIVE SERGEANT	0	0	1	0	0	0	0
DETECTIVE LIEUTENANT	0	0	0	1	1	1	1
POLICE RECORDS CLERK	1	1	1	1	1	1	1
<b>TOTAL POLICE NARCOTICS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>FUND 126- Narcotics Fund</b>					
111	SALARIES & WAGES	222,828	229,283	229,283	228,783
112	OVERTIME	11,973	12,000	12,000	10,000
134	HOLIDAY BONUS	2,288	2,279	2,279	2,304
211	FICA	17,857	18,632	18,632	17,686
213	TCRS CONTRIBUTION	32,780	35,234	35,234	33,411
215	EMPLOYEE HEALTH INS	43,009	47,384	47,384	53,560
219	WORKERS COMPENSATIONS INSURANCE	7,669	7,625	7,625	7,625
226	CLOTHING/UNIFORM/SHOES	2,600	2,600	2,600	2,800
310	POSTAL SERVICE	56	300	50	200
321	PRINTING SERVICES	-	100	-	100
331	LEGAL NOTICES	445	1,000	500	700
345	TELEPHONE SERVICES	-	-	-	3,550
359	OTHER PROFESSIONAL SRVCS	403	250	200	250
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	500
363	REPAIR & MAINTENANCE- OFFICE EQUIPMENT	-	100	-	100
371	SUBSCRIPTIONS & BOOKS	168	200	-	200
375	MEMBERSHIPS & DUES	141	265	100	265
378	EDUCATION - SEMINARS & TRAINING	125	1,100	1,000	1,100
383	TRAVEL-BUSINESS EXPENSES	903	1,500	1,750	2,000
399	OTHER CONTRACTED SERVICES	20,989	15,500	15,000	8,400
411	OFFICE SUPPLIES & MATERIALS	2,052	1,800	1,400	1,800
413	OFFICE EQUIPMENT	-	1,000	750	3,000
429	GENERAL OPERATING SUPPLIES	2,968	3,250	710	3,046
431	GASOLINE & DIESEL FUEL	11,332	10,000	7,500	10,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	2,839	3,500	2,500	3,618
510	INSURANCE - GENERAL LIABILITY	11,333	12,000	9,728	9,728
533	EQUIPMENT- RENTAL/LEASE	3,565	7,537	4,500	1,987
694	UNDERCOVER EXPENSES	50,923	79,214	30,000	72,000
971	MOTOR EQUIPMENT	1,425	-	-	-
999	OTHER CAPITAL OUTLAY	-	-	-	-
<b>42170 - Narcotics TOTAL</b>		<b>450,672</b>	<b>493,653</b>	<b>430,725</b>	<b>478,714</b>

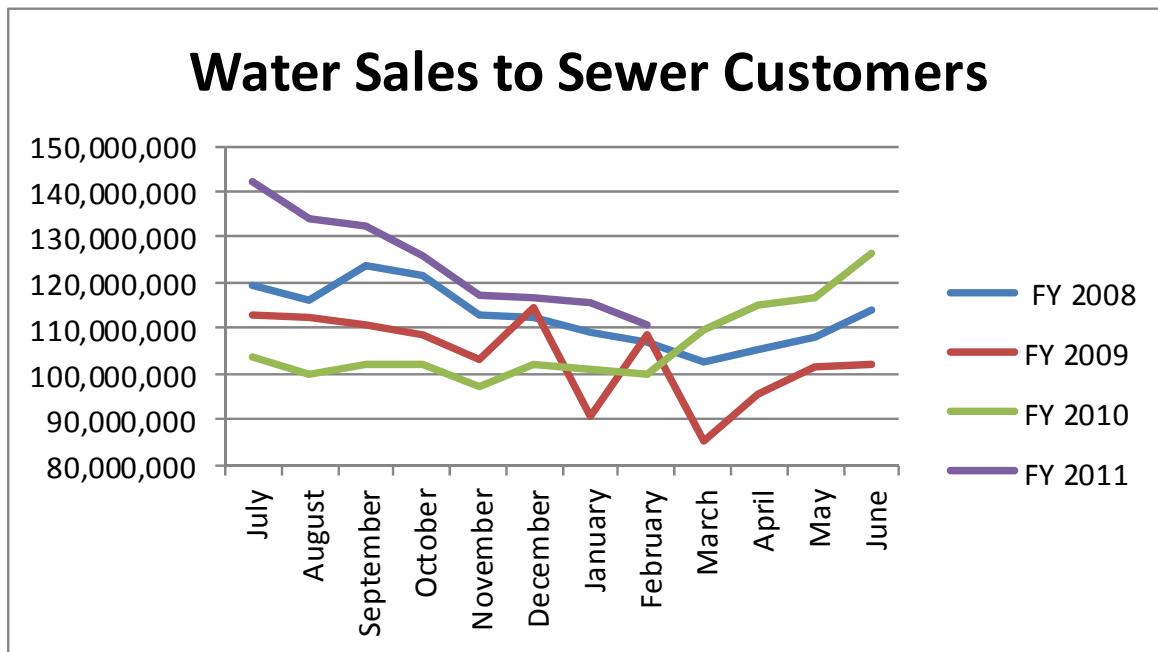
# Sewer Fund



Construction Project on South Cumberland

## 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, during FY 2009 and the first half of FY 2010, water sales saw a significant decline with the downturn in local manufacturing, resulting in falling sewer revenue. Beginning in March 2010, increased production began to show a marked improvement and water sales began to exceed historic levels. During FY 11, this return to higher use has continued. The decline during the first half of FY 11 reflects seasonal variation and we anticipate that usage will rebound during the spring and summer. This higher flow helps contribute to a much more healthy revenue stream for the Sewer utility.



In June of 2009, the Mayor and Council approved a phased rate increase with 8% increases in each of three years, FY 10, FY 11, and FY 12. The revenue projections for the coming year (FY 12) reflect this final increase. With a decline in customer sales, In June 2010 Council adopted a surcharge to help pay for the costs associated with the investigative work required to comply with the TDEC Commissioner's order. This surcharge was approved for a period of 2 years (FY 11 and 12). This surcharge will expire at the end of FY 12. With the FY 13 budget, the City will have a much better understanding of the needs for system improvements and will be better able to plan for and project the cost of capital projects to meet the mandates of the TDEC order. We will need to undertake a complete review of our rate structure and establish utility fees that will be adequate to meet operational needs, and capital improvements. For the FY 12 budget, no additional rate adjustments are planned.

In addition to operating revenue, we anticipate that \$6,100,000 in bond proceeds will be needed and that the proceeds from the loans for energy efficient improvements will be used to make improvements at the treatment plant which have been approved, but not completed.

# Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>420- Sewer Fund Revenue</b>					
36120	INTEREST	1,595	-	-	-
36700	MISCELLANEOUS REVENUE	295	-	-	-
36850	BOND PROCEEDS	-	4,600,000	3,045,000	6,100,000
37210	SEWER SERVICES CHARGES	6,181,282	8,169,007	8,600,000	9,400,000
37230	SEWER CONNECTION CHARGES	56,431	75,000	75,000	75,000
37240	SEPTIC HAULERS	50,100	40,000	20,000	20,000
37250	PRE-TREATMENT PROGRAM	370,015	365,000	400,000	300,000
	RESERVE - ESG DEBT PROCEEDS	-	-	-	1,500,000
<b>Total Sewer Revenue</b>		<b>6,659,717</b>	<b>13,249,007</b>	<b>12,140,000</b>	<b>17,395,000</b>

# **Sewer Administration**

The Sewer Administration Division was created 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.

## **□ Goals for FY 2011 - 2012**

The Mission of the Morristown Wastewater System is to collect and transmit wastewater from the customers to the treatment facility without overflows or spillage on a consistent basis with an economical user rate system.

The City has developed a Management Operation and Maintenance (MOM) to address deficiencies in the system and to comply with an Order issued by the Tennessee Department of Environment and Conservation. The goals of the MOM Program are to:

- Adopt an adequate rate structure to fund the necessary program improvements by July 1 of each budget year.
- Evaluate the future needs of the system using five (5) year planning period increments through a twenty year planning window to provide adequate treatment and collection system capacity.
- Develop a public information program to communicate the capital and environmental needs of the wastewater system to promote awareness of clean water importance in the Lakeway area.
- Evaluate the wastewater system's organizational structure to ensure adequate staff for an efficient operation, including appropriate training and standard operational procedures.
- Eliminate all preventable wet weather overflows from storm events with a recurrence interval of two (2) years or less by February 2017.
- Eliminate preventable dry weather overflows due to grease and root blockage by December 2012.
- Comply with each requirement of the Order issued by the Tennessee Department of Environment and Conservation.

In FY 12 we will:

- Establish training programs to address all areas of the MOM Program.
- Every 3 months, run newspaper article describing progress being made in the wastewater system.
- Every 6 months, give a status report to City Council.
- Create a program for Civic meetings to provide factual information to community leaders for rehabilitation program.
- Continue to update City's GIS Mapping.



## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Reorganization of the administration staff during the FY 11 year allowed for significant savings. The department was reorganized to reflect a change in philosophy concerning project construction. The City is moving away from in-house construction toward contracted construction.

## ❑ Significant Changes for FY 2012:

Contracted services reflect the cost of utility billing services by the Morristown Utility Services and program administration services provided by Lamar Dunn and Associates.

A work order management system to assist in managing data and maintenance efforts is anticipated to cost \$300,000.

## ❑ Personnel Summary

SEWER ADMINISTRATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
ENGINEERING TECHNICIAN	0	0	0	0	2	2	1
SAFETY AND TRAINING COORDINATOR	0	0	0	0	0	0	0.5
CONSTRUCTION MANAGER	0	0	0	0	1	1	0
SEWER DIRECTOR	0	0	0	0	1	1	1
PUBLIC WORKS DIRECTOR	0	0	0	0	0	0	0.33
INSPECTOR	0	0	0	0	2	2	0
ADMINISTRATIVE SECRETARY	0	0	0	0	0.4	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>3.23</b>

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43270 - Sewer Administration</b>					
111	SALARIES & WAGES	158,454	313,334	185,000	129,680
112	OVERTIME	98	-	-	-
134	HOLIDAY BONUS	1,962	2,843	962	975
211	FICA	-	24,188	15,000	9,995
212	MEDICARE	11,908	-	-	-
213	TCRS CONTRIBUTION	21,917	46,078	28,000	18,939
215	EMPLOYEE HEALTH INS	22,347	65,071	36,667	31,074
219	WORKERS COMPENSATIONS INSURANCE	5,352	9,760	11,147	4,423
220	UNEMPLOYMENT INSURANCE	-	-	5,000	-
226	CLOTHING/UNIFORM/SHOES	-	1,500	-	1,500
310	POSTAL SERVICE	32	-	69	100
331	LEGAL NOTICES	-	-	-	500
352	LEGAL SERVICES	-	8,500	-	-
359	OTHER PROFESSIONAL SRVCS	57,230	60,676	120,000	100,000
361	REPAIR & MAINTENANCE-VEHICLES	-	-	-	2,000
375	MEMBERSHIPS & DUES	351	6,550	1,000	15,050
378	EDUCATION - SEMINARS & TRAINING	-	1,500	-	1,000
383	TRAVEL-BUSINESS EXPENSES	5	500	-	-
399	OTHER CONTRACTED SERVICES	393,148	370,000	320,000	520,000
411	OFFICE SUPPLIES & MATERIALS	243	5,000	-	1,500
429	GENERAL OPERATING SUPPLIES	98	2,000	-	1,000
431	GASOLINE & DIESEL FUEL	-	3,000	-	1,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	-	2,500	-	-
510	INSURANCE - GENERAL LIABILITY	-	45,000	-	-
533	EQUIPMENT- RENTAL/LEASE	-	2,000	5,525	5,525
570	IN-LIEU OF GENERAL FUND	-	296,183	296,183	296,183
581	ADMIN CHARGES GENERAL FUND	-	275,000	275,000	275,000
999	OTHER CAPITAL OUTLAY	-	-	-	300,000
<b>43210 - Sewer Administration SUBTOTAL</b>		<b>673,146</b>	<b>1,541,183</b>	<b>1,299,553</b>	<b>1,715,444</b>

# 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.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Capital improvements at the plant were not undertaken, allowing for savings in this area.

## ❑ Significant Changes for FY 2012:

Changes in how the Veolia contract for operation of the wastewater treatment plant is budgeted allow for a reduction in this account, but this is offset in other areas.

Installation of an inflow meter to measure the volume of flow entering the Turkey Creek plant is a requirement of the Tennessee Department of Environment and Conservation (TDEC) order. This cost will be \$28,000.

## ❑ 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.

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43230 - Sewer Treatment Plant</b>					
341	ELECTRICITY	6,484	165,000	100,000	173,000
343	NATURAL GAS & PROPANE	-	-	-	10,000
357	VEOLIA CONTRACT	-	970,459	1,800,000	1,001,000
359	OTHER PROFESSIONAL SRVCS	111,333	50,000	25,000	40,000
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	6,684	-	-	-
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	-	-	32,000	10,000
375	MEMBERSHIPS & DUES	25,600	22,000	16,000	20,000
399	OTHER CONTRACTED SERVICES	2,542,477	322,500	-	180,000
510	INSURANCE - GENERAL LIABILITY	7,207	25,000	-	-
960	MACHINERY & EQUIPMENT	-	166,000	15,000	28,000
999	OTHER CAPITAL OUTLAY	63,149	295,000	-	-
<b>43230 - Sewer Treatment Plant SUBTOTAL</b>		<b>2,762,934</b>	<b>2,015,959</b>	<b>1,988,000</b>	<b>1,462,000</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.

## □ Goals for FY 2011 – 2012

- Develop a Fats, Oil, & Grease (FOG) program.
- During FY 12, the City will contract to smoke test the entire collection system, inspect all manholes, and inspect all lines with a closed circuit television system in order to assess the condition of the system and develop a plan to prioritize rehabilitation as required by the TDEC Commissioner's order.
- Following the initial inspection of the system, the City will undertake regular inspection of the system as outlined in the City's MOM program. This program will require the City to perform the following routine inspection / maintenance activities.
  - Smoke test 167,000 feet of sewer line per year.
  - Inspect 934 manholes a year.
  - CCTV 375,000 feet of sewer line per year.
  - Clean 28,600 feet of sewer easements a year.

## □ Comments on FY 2010 Actual and FY 2011 Projections:

Significant resources were diverted from Sewer Maintenance to the South Cumberland construction project. These savings are offset by higher costs in the Sewer Construction account.

## □ Significant Changes for FY 2012:

The Other Capital Outlay amount of \$150,000 will provide for an outside contractor to provide point repairs and root control for the collection system.

The right of way mowing crew will be assigned to this area during the winter months to clear sewer easements.

## □ Personnel Summary

SEWER SYSTEM MAINTENANCE	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
SUPERINTENDENT	1	1	1	1	1	1	1
SAFETY AND TRAINING COORDINATOR	0.5	0.5	0.5	0.5	0.5	0.5	0
EQUIPMENT MECHANIC	0	0	0	0	0	0	1
CREW LEADER	1	1	1	1	2	2	2
HEAVY EQUIPMENT OPERATOR	3	3	3	3	4	4	4
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	5	5	6.45
UTILITY WORKER	0	0	0	0	1	1	1
<b>TOTAL SEWER SYSTEM MAINTENANCE</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>13.5</b>	<b>13.5</b>	<b>15.45</b>

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43240 - Collection System Maintenance</b>					
111	SALARIES & WAGES	349,215	475,773	326,288	455,190
112	OVERTIME	19,493	85,000	25,000	40,000
113	STANDBY/ON CALL	-	-	15,000	-
134	HOLIDAY BONUS	6,352	7,027	3,700	6,307
211	FICA	-	43,437	22,567	35,381
212	MEDICARE	25,892	-	-	-
213	TCRS CONTRIBUTION	47,995	82,980	51,335	67,425
215	EMPLOYEE HEALTH INS	84,765	135,926	52,097	138,338
219	WORKERS COMPENSATIONS INSURANCE	13,262	20,588	24,875	19,825
220	UNEMPLOYMENT INSURANCE	1,462	-	-	-
226	CLOTHING/UNIFORM/SHOES	1,906	2,700	2,200	9,000
310	POSTAL SERVICE	86	1,000	-	-
331	LEGAL NOTICES	-	500	-	-
357	VEOLIA CONTRACT	9,426	-	-	200,000
359	OTHER PROFESSIONAL SRVCS	684,568	1,550,000	1,200,000	-
361	REPAIR & MAINTENANCE-VEHICLES	269	-	-	-
362	REPAIR & MAINT-OPERATIONS EQUIPMENT	363	1,000	200	250
364	REPAIR & MAINTENANCE-BLDG./GROUNDS	3,686	-	-	-
371	SUBSCRIPTIONS & BOOKS	-	200	-	-
375	MEMBERSHIPS & DUES	107	1,500	2,100	2,400
378	EDUCATION - SEMINARS & TRAINING	618	2,000	1,000	1,000
383	TRAVEL-BUSINESS EXPENSES	312	1,000	600	1,000
399	OTHER CONTRACTED SERVICES	-	3,000	-	-
411	OFFICE SUPPLIES & MATERIALS	50,432	1,000	450	500
413	OFFICE EQUIPMENT	-	15,300	13,500	-
424	JANITORIAL SUPPLIES	299	2,800	500	400
429	GENERAL OPERATING SUPPLIES	10,975	80,727	55,000	33,500
431	GASOLINE & DIESEL FUEL	32,458	40,000	47,000	46,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	29,471	22,500	24,000	25,000
451	CONCRETE PRODUCTS	-	-	-	4,000
455	CRUSHED STONE & SAND	-	-	-	25,000
458	SALT/SODIUM CHLORIDE	-	-	-	15,000
465	ASPHALT	-	-	-	18,000
510	INSURANCE - GENERAL LIABILITY	3,568	4,500	4,608	4,608
533	EQUIPMENT- RENTAL/LEASE	1,603	2,000	2,000	1,200
960	MACHINERY & EQUIPMENT	-	341,000	-	-
971	MOTOR EQUIPMENT	-	66,000	-	-
999	OTHER CAPITAL OUTLAY	-	105,000	5,000	150,000
<b>43240 - Collection System Maintenance SUBTOTAL</b>		<b>1,378,584</b>	<b>3,094,458</b>	<b>1,879,020</b>	<b>1,299,324</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.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

The City planned to improve the system of pump stations that serve the East Tennessee Progress Center in the Witt area, but complications with the Tennessee State Comptroller's office did not allow the planned financing to move forward. This \$1,500,000 project was not begun as a result.

## ❑ Significant Changes for FY 2012:

Expenses other than the Veolia contract reflect the cost of operating bypass pumps and other extraordinary costs while waiting for repairs and upgrades to pump stations. The Witt system is the primary area where these costs are found.

## ❑ Personnel Summary

There are no personnel budgeted in this account.

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43250 - Pumping Station</b>					
341	ELECTRICITY	9,981	17,000	12,000	75,000
357	VEOLIA CONTRACT	-	563,676	650,000	695,032
399	OTHER CONTRACTED SERVICES	13,600	150,000	-	106,000
429	GENERAL OPERATING SUPPLIES	9,301	-	-	100,000
431	GASOLINE & DIESEL FUEL	7,171	150,000	85,000	150,000
510	INSURANCE - GENERAL LIABILITY	17,894	22,000	15,360	15,360
533	EQUIPMENT- RENTAL/LEASE	1,332	100,000	50,000	-
999	OTHER CAPITAL OUTLAY	-	1,500,000	-	-
<b>43250 - Pumping Station SUBTOTAL</b>		<b>59,278</b>	<b>2,502,676</b>	<b>812,360</b>	<b>1,141,392</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.

### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Expenses associated with construction for FY 10 were booked as creating an capital asset and are not reflected as an expense.

Construction of the South Cumberland sewer rehab project is reflected in the large spending in this area.

### ❑ Significant Changes for FY 2012:

This area reflects a very significant change in philosophy in how the sewer system will be operated. Rather than continue to try and handle the majority of construction projects with city staff, these projects will be bid to private contractors. This allows for a major reduction in staffing.

Capital projects are planned in the following areas:

<b>Sewer Construction Projects by Type and Funding Source</b>		
<b>Project</b>	<b>Cost</b>	<b>Funding Source</b>
<b>Projects required by TDEC Commissioner's order</b>		
Investigative Work (Smoke Test and Manhole Inspection)	<b>800,000</b>	SRF Loan (existing)
Computer flow model of system	<b>90,000</b>	Loan to be determined
Closed Circuit inspection of lines	<b>900,000</b>	Loan to be determined
Park & Rec Parking Lot Demo project	<b>75,000</b>	Operating revenues
<b>Project Required by Federal Court Order</b>		
WITT Pump Station Upgrade	<b>1,578,000</b>	SRF Loan #2
<b>System Rehab to to meet TDEC rehab requirements</b>		
Design and Planning for Rehab Projects	<b>110,000</b>	Loan to be determined
Sewer Collection system Rehab	<b>2,500,000</b>	Loan to be determined
<b>Total Construction Projects</b>	<b>6,053,000</b>	

## Personnel Summary

SEWER SYSTEM CONSTRUCTION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
CIVIL ENGINEER	1	1	0	0	0	0	0
ENGINEERING TECHNICIAN	1	1	2	2	0	0	0
CONSTRUCTION MANAGER	1	1	1	1	0	0	0
EQUIPMENT MECHANIC	0	0	1	1	1	1	0
INSPECTOR	1	1	2	2	0	0	0
CREW LEADER	0	1	1	1	1	1	0
SEWER DIRECTOR	1	1	1	1	0	0	0
GENERAL SUPERVISOR	0	0	0	1	1	1	0
HEAVY EQUIPMENT OPERATOR	3	4	5	5	3	3	0
MEDIUM EQUIPMENT OPERATOR	3	3	3	3	1	1	0
UTILITY WORKER	3	1	1	0	0	0	0
ADMINISTRATIVE SECRETARY	0.125	0.2	0.2	0.4	0	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>0</b>

## Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43260 - Sewer Construction</b>					
111	SALARIES & WAGES	-	240,237	326,288	-
112	OVERTIME	-	80,000	120,000	-
134	HOLIDAY BONUS	-	1,751	3,700	-
211	FICA	-	24,632	22,567	-
212	MEDICARE	-	-	5,278	-
213	TCRS CONTRIBUTION	-	47,114	51,335	-
215	EMPLOYEE HEALTH INS	-	70,434	52,097	-
219	WORKERS COMPENSATIONS INSURANCE	-	10,675	24,875	-
226	CLOTHING/UNIFORM/SHOES	-	3,600	4,100	-
310	POSTAL SERVICE	-	250	150	-
321	PRINTING SERVICES	-	250	-	-
331	LEGAL NOTICES	-	2,000	750	-
359	OTHER PROFESSIONAL SRVCS	-	-	350,000	-
375	MEMBERSHIPS & DUES	-	1,350	750	-
378	EDUCATION - SEMINARS & TRAINING	-	4,000	1,000	-
383	TRAVEL-BUSINESS EXPENSES	-	2,000	1,000	-
399	OTHER CONTRACTED SERVICES	-	1,000	1,000	-
411	OFFICE SUPPLIES & MATERIALS	-	4,500	750	-
413	OFFICE EQUIPMENT	-	25,500	15,000	-
424	JANITORIAL SUPPLIES	-	500	250	-
429	GENERAL OPERATING SUPPLIES	-	246,851	925,000	-
431	GASOLINE & DIESEL FUEL	-	52,000	70,000	-
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	-	50,000	56,000	-
510	INSURANCE - GENERAL LIABILITY	16,572	45,000	35,840	35,840
533	EQUIPMENT- RENTAL/LEASE	-	20,000	150,000	5,000
689	OTHER MISCELLANEOUS EXPENSES	-	-	-	-
951	SEWER PROJECTS	-	-	-	7,553,000
911	LAND/SITE Acquisition & IMPROVEMENTS	-	15,000	100	-
<b>43260 - Sewer Construction SUBTOTAL</b>		<b>16,572</b>	<b>948,644</b>	<b>2,220,098</b>	<b>7,593,840</b>

# Sewer Fund Debt & Depreciation

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

## □ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>49110 - Debt Service Sewer</b>					
711	DEBT PRINCIPAL	1,617,144	1,676,784	1,702,924	1,975,406
731	DEBT INTEREST	501,129	1,164,436	550,000	1,060,119
798	PAYING AGENT FEES	56,732	45,000	45,000	45,000
<b>49110 - Debt Service Sewer SUBTOTAL</b>		<b>2,175,006</b>	<b>2,886,220</b>	<b>2,297,924</b>	<b>3,080,525</b>
<b>61200 - Sewer Depreciation</b>					
573	dep-PLANT & MACHINERY	2,393,978	2,100,000	2,432,707	2,432,707
<b>61200 - Sewer Depreciation SUBTOTAL</b>		<b>2,393,978</b>	<b>2,100,000</b>	<b>2,432,707</b>	<b>2,432,707</b>

## Debt Detail – Sewer Fund

City of Morristown TOTAL SEWER FUND DEBT				
Year	Principal	Interest	Total	Remaining Balance
FY 2011	\$1,686,717	\$1,128,483	\$2,815,200	\$23,047,801
FY 2012	\$1,975,406	\$1,060,119	\$3,035,525	\$27,172,395
FY 2013	\$1,460,455	\$990,063	\$2,450,519	\$19,811,940
FY 2014	\$1,043,420	\$925,708	\$1,969,128	\$18,768,520
FY 2015	\$879,088	\$878,432	\$1,757,520	\$17,889,432
FY 2016	\$920,481	\$836,370	\$1,756,852	\$16,968,950
FY 2017	\$964,660	\$792,293	\$1,756,952	\$16,004,291
FY 2018	\$1,012,246	\$746,075	\$1,758,322	\$14,992,044
FY 2019	\$1,060,388	\$697,549	\$1,757,937	\$13,931,657
FY 2020	\$1,112,021	\$646,687	\$1,758,708	\$12,819,636
FY 2021	\$1,164,192	\$593,317	\$1,757,509	\$11,655,444
FY 2022	\$1,219,939	\$537,412	\$1,757,351	\$10,435,504
FY 2023	\$1,278,870	\$478,790	\$1,757,660	\$9,156,634
FY 2024	\$1,340,682	\$417,306	\$1,757,988	\$7,815,952
FY 2025	\$1,404,811	\$352,819	\$1,757,630	\$6,411,142
FY 2026	\$1,471,767	\$285,214	\$1,756,981	\$4,939,375
FY 2027	\$1,542,877	\$214,351	\$1,757,228	\$3,396,498
FY 2028	\$1,617,373	\$140,024	\$1,757,397	\$1,779,125
FY 2029	\$364,863	\$62,061	\$426,924	\$1,414,262
FY 2030	\$243,086	\$46,827	\$289,913	\$1,171,176
FY 2031	\$252,093	\$37,787	\$289,880	\$919,083
FY 2032	\$261,365	\$28,405	\$289,769	\$657,718
FY 2033	\$270,913	\$18,668	\$289,581	\$386,805
FY 2034	\$281,130	\$8,561	\$289,691	\$105,675
FY 2035	\$105,675	\$1,538	\$107,213	\$0



## Solid Waste Fund



## Revenue Analysis

Through 2010, the cost of Sanitation services was financed entirely through a transfer from the General Fund. With the FY 11 budget, the City began conversion of this operation to an enterprise fund which requires user fees to support the cost of the service. The rate adopted by Council for garbage collection was \$10.00 per can. The first year, with the delays of building a billing system, is anticipated to generate \$1,000,000. With a full year of collections, the fee is expected to generate \$ 1,256,099 in FY 12.

Since City Council elected to adopt a sanitation fee lower than what is required to provide the service, the General Fund is still required to contribute in order to provide adequate resources to operate; if FY 12 the General Fund will contribute \$ 215,766 reflecting the cost of the City's recycling service.

A contribution of \$241,500 from regional solid waste board reflects the contribution to retire the debt for construction of the regional landfill.

In FY 12, the City also will include \$250,000 from bond proceeds to replace two solid waste trucks.

## Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>Fund 435 - Solid Waste Fund Revenue</i>					
33800	OTHER COUNTY REVENUE	239,698	238,100	238,100	241,500
36850	BOND PROCEEDS	162,919	-	-	250,000
37310	SOLID WASTE FEES	-	1,000,000	1,003,000	1,261,984
37810	INTER-FUND TANSFERS	1,461,049	560,529	560,529	219,835
<i>Total Solid Waste Revenue &amp; Transfers</i>		<u>1,863,666</u>	<u>1,798,629</u>	<u>1,801,629</u>	<u>1,973,319</u>

# Sanitation

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.

## ❑ Performance and Workload Measures

Waste Collection					
	FY 2007	FY 2008	FY 2009	FY 2010	*FY 2011
Household Refuse (Tons)	9,944	9,906	9,770	9,416	9,396
Brush	3,411	2,954	3,327	3,238	2,380
Bulk Waste	2,988	3,431	3,290	2,843	2,685
Misc.	1,584	1,992	1,752	1,012	1,111
Total	17,927	18,283	18,139	16,509	15,572
* FY 2011 tons are projected					

## ❑ Significant Accomplishments FY 2010-2011:

- Budget reductions for FY 2011 met
- Successful implementation of sanitation fee
- Management adjustments due to funding achieved
- Responded to 2796 calls for service prior year 1096
- Serviced approximately 10,800 roll out carts each week

## ❑ Goals for FY 2011 - 2012

- Enforce sanitation fee ordinance
- 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 FY 2010 Actual and FY 2011 Projections:

With the transition of Solid Waste to an enterprise fund, the landfill costs associated with disposal of brush and bulk waste were moved to the General Fund. This allows for a significant decrease in this account in FY 11.

Due to revenue collection concerns early in the fiscal year the purchase of a sanitation truck was deferred. Putting off the purchase of this equipment and some small savings in operating expenses will allow this account to finish the year below budget.

## ❑ Significant Changes for FY 2012:

Replacement of two rear loading sanitation trucks is planned at \$125,000 each. These vehicles will be financed as part of a bond issue and repaid over the life of the equipment.

## ❑ Personnel Summary

SOLID WASTE SANITATION	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
SANITATION SUPERINTENDENT	1	1	1	1	1	1	1
HEAVY EQUIPMENT OPERATOR	6	6	6	6	6	6	5
UTILITY WORKER	4	4	4	4	4	3	4
TOTAL SOLID WASTE SANITATION	11	11	11	11	11	10	10

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>FUND 435- Solid Waste</b>					
111	SALARIES & WAGES	359,601	360,795	360,795	346,060
112	OVERTIME	3,159	13,000	4,500	6,000
134	HOLIDAY BONUS	4,833	5,279	5,279	4,727
211	FICA	26,714	28,999	28,999	26,851
213	TCSRS CONTRIBUTION	50,145	55,383	55,383	51,250
215	EMPLOYEE HEALTH INS	90,477	94,151	94,151	106,381
219	WORKERS COMPENSATIONS INSURANCE	15,360	15,250	15,250	15,250
220	UNEMPLOYMENT INSURANCE	10,435	-	-	-
226	CLOTHING/UNIFORM/SHOES	403	100	800	5,500
310	POSTAL SERVICE	11	50	50	50
331	LEGAL NOTICES	1,792	1,500	1,500	1,481
345	TELEPHONE SERVICES	-	-	-	400
359	OTHER PROFESSIONAL SRVCS	885	2,000	500	1,000
378	EDUCATION - SEMINARS & TRAINING	-	200	-	100
383	TRAVEL-BUSINESS EXPENSES	186	-	-	-
411	OFFICE SUPPLIES & MATERIALS	30	200	215	200
413	OFFICE EQUIPMENT	-	500	-	200
424	JANITORIAL SUPPLIES	268	100	-	-
429	GENERAL OPERATING SUPPLIES	40,273	30,200	32,000	-
431	GASOLINE & DIESEL FUEL	58,508	60,000	60,000	62,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	45,030	60,500	50,000	51,000
487	SOLID WASTE CONTAINERS	-	-	-	33,000
510	INSURANCE - GENERAL LIABILITY	12,526	13,000	10,752	10,752
533	EQUIPMENT- RENTAL/LEASE	439	450	350	-
562	LANDFILL FEE/DISPOSITION CHARGES	677,532	400,000	350,000	400,000
689	OTHER MISCELLANEOUS EXPENSES	-	-	-	1,185
971	MOTOR EQUIPMENT	220	120,000	-	250,000
<b>43210 - Solid Waste SUBTOTAL</b>		<b>1,398,828</b>	<b>1,261,657</b>	<b>1,070,524</b>	<b>1,373,387</b>

# Recycling

This account provides for the expenses of 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.

## ❑ Performance and Workload Measures

Recycling					
	FY 2007	FY 2008	FY 2009	FY 2010	*FY 2011
<b>Tons</b>	624	647	864	1,044	913
<b>% Increase</b>		3.7%	33.5%	20.8%	-12.5%
<b>% Diverted from Landfill</b>	5.9%	6.1%	8.1%	10.0%	8.9%

\* FY 2011 tons are projected

Total Diverted from Landfill					
	FY 2007	FY 2008	FY 2009	FY 2010	*FY 2011
<b>Recycling</b>	624	647	864	1,044	913
<b>Brush</b>	3,411	2,954	3,327	3,238	2,380
<b>Total Diverted from Landfill</b>	4,035	3,601	4,191	4,282	3,293
<b>Total Waste Stream</b>	17,927	18,283	18,139	16,509	15,572
<b>% Diverted from Landfill</b>	23%	20%	23%	26%	21%

\* FY 2011 tons are projected

## ❑ Significant Accomplishments FY 2010-2011:

- Completed the Recycling RFP process. Privatized collection was considered, but not recommended due inadequate savings. Contracting of recyclables processing was awarded to Goodwill industries Knoxville Inc. at a significant savings to the City.

## ❑ Goals for FY 2011 – 2012

- Continue to promote increase in recycling collections through continued support of Keep America Beautiful.
- Seek coverage in local publications to promote the recycling program by informing the public of the increase in collected tons
- Successfully manage the new recycling contract and monitor operational and appearance concerns City leadership and staff have with Goodwill

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

The cost of the materials handling contract is lower than anticipated due to reduced volume of materials collected in combination with implementation of the new contract at more favorable rates late in the year.

## ❑ Significant Changes for FY 2012:

We anticipate significant savings with the new material handling contract, even with greater participation in the program generating higher volumes of recycled materials.

## ❑ Personnel Summary

SOLID WASTE RECYCLING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
HEAVY EQUIPMENT OPERATOR	1	1	1	1	1	1	1
UTILITY WORKER	1	1	1	1	1	1	1
TOTAL SOLID WASTE RECYCLING	2	2	2	2	2	2	2

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>FUND 435- Curbside Recycling</b>					
111	SALARIES & WAGES	71,695	72,203	72,203	74,116
112	OVERTIME	1,302	1,000	1,000	750
134	HOLIDAY BONUS	1,662	1,650	1,650	1,660
211	FICA	5,432	5,650	5,650	5,797
213	TCRS CONTRIBUTION	10,034	10,790	10,790	11,071
215	EMPLOYEE HEALTH INS	16,739	18,832	18,832	10,677
219	WORKERS COMPENSATIONS INSURANCE	2,804	3,050	3,050	3,050
226	CLOTHING/UNIFORM/SHOES	285	150	-	1,300
321	PRINTING SERVICES	-	100	-	-
331	LEGAL NOTICES	-	-	-	100
345	TELEPHONE SERVICES	-	-	-	50
359	OTHER PROFESSIONAL SRVCS	84	100	-	100
383	TRAVEL-BUSINESS EXPENSES	186	-	-	500
399	OTHER CONTRACTED SERVICES	100,568	115,000	90,000	70,000
411	OFFICE SUPPLIES & MATERIALS	-	300	300	300
413	OFFICE EQUIPMENT	-	300	100	-
424	JANITORIAL SUPPLIES	238	300	-	300
419	SMALL TOOLS & MINOR EQUIPMENT	204	-	-	250
431	GASOLINE & DIESEL FUEL	10,106	10,000	7,000	9,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	4,332	8,000	2,000	9,000
487	SOLID WASTE CONTAINERS	-	-	-	2,500
510	INSURANCE - GENERAL LIABILITY	2,207	2,500	1,894	1,894
533	EQUIPMENT- RENTAL/LEASE	31	-	-	-
<b>44510 - Curbside &amp; Recycling SUBTOTAL</b>		<b>227,908</b>	<b>249,925</b>	<b>214,469</b>	<b>202,415</b>

# Solid Waste Nondepartmental

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. Depreciation of the fund's assets is also included in this account.

## ❑ Significant Changes for FY 2012:

Small increases in both depreciation and debt service are projected.

## ❑ Budget Expense Detail

Account No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>61200 - Solid Waste Depreciation</b>					
574 dep-MOTOR VEHICLES		-	40,000	40,000	104,386
	<b>61200 - Solid Waste Depreciation SUBTOTAL</b>	-	40,000	40,000	104,386
<b>49100 - Debt Service Solid Waste</b>					
611 DEBT PRINCIPAL		215,000	224,268	234,659	259,659
631 DEBT INTEREST		25,635	22,779	16,049	16,049
798 PAYING AGENT FEES		2,398	-	-	-
	<b>61200 - Debt Service Solid Waste SUBTOTAL</b>	240,635	247,047	250,708	275,708

Year	Morristown-Hamblen Solid Waste Landfill Debt			
	Principal	Interest	Total	Remaining Balance
FY 2010	\$215,000	\$24,550	\$239,550	\$450,000
FY 2011	\$220,000	\$18,100	\$238,100	\$230,000
FY 2012	\$230,000	\$11,500	\$241,500	\$0
FY 2013	\$0	\$0	\$0	\$0
FY 2014	\$0	\$0	\$0	\$0
FY 2015	\$0	\$0	\$0	\$0
FY 2016	\$0	\$0	\$0	\$0
FY 2017	\$0	\$0	\$0	\$0
FY 2018	\$0	\$0	\$0	\$0
FY 2019	\$0	\$0	\$0	\$0
FY 2020	\$0	\$0	\$0	\$0
FY 2021	\$0	\$0	\$0	\$0
FY 2022	\$0	\$0	\$0	\$0
FY 2023	\$0	\$0	\$0	\$0
FY 2024	\$0	\$0	\$0	\$0
FY 2025	\$0	\$0	\$0	\$0
FY 2026	\$0	\$0	\$0	\$0
FY 2027	\$0	\$0	\$0	\$0
FY 2028	\$0	\$0	\$0	\$0
FY 2029	\$0	\$0	\$0	\$0
FY 2030	\$0	\$0	\$0	\$0
FY 2031	\$0	\$0	\$0	\$0
FY 2032	\$0	\$0	\$0	\$0
FY 2033	\$0	\$0	\$0	\$0
FY 2034	\$0	\$0	\$0	\$0
FY 2035	\$0	\$0	\$0	\$0

## Storm Water Utility Fund



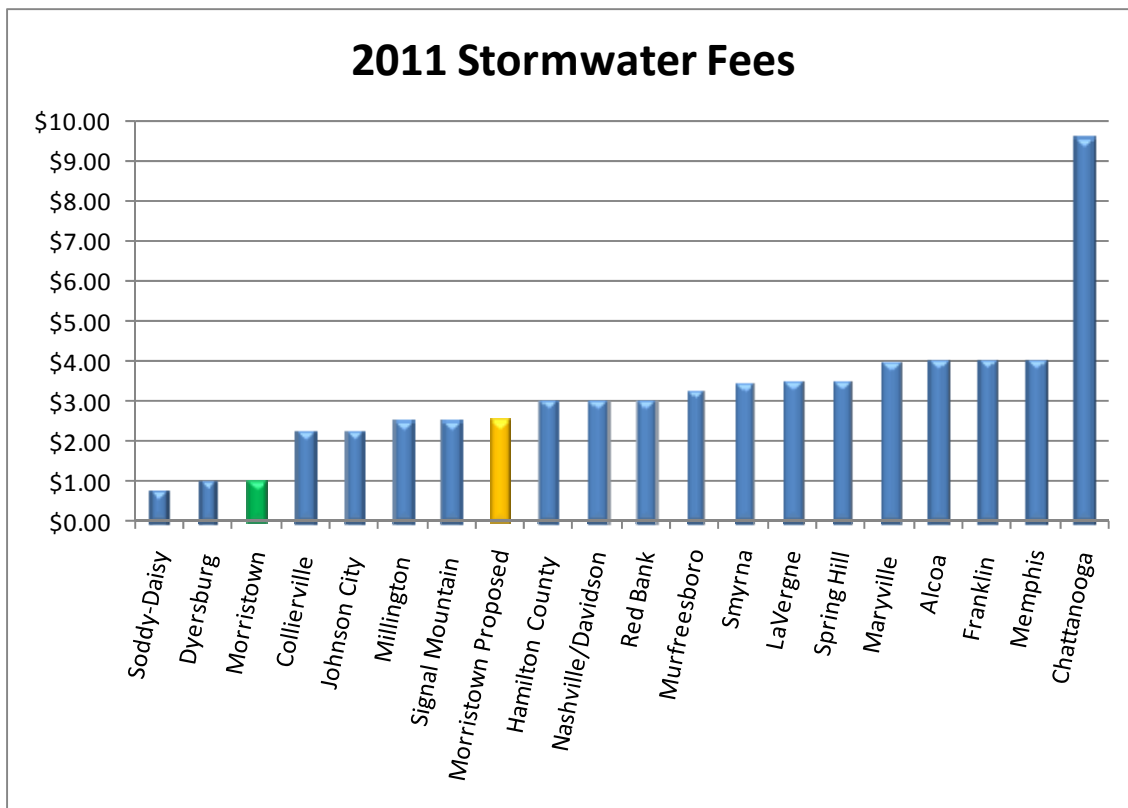


# Revenue Analysis

## 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.

The City has pledged to the State Comptroller that we will repay the funds which were loaned from the Sewer fund to support the start up of this utility over the next five years. This additional expense, coupled with increased expenses relating to implementing new federal regulations and a desire to provide some resources for infrastructure improvements will require a rate increase. The FY 12 budget assumes that the \$1.00 per ERU will be increased to \$2.50 per ERU. The chart below shows that the Morristown existing rate is well below other jurisdictions. Even with an increased to \$2.50 Morristown rates would be below most localities.



Transfers

In FY11, the General Fund transferred \$ 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. With the implementation of the increased rates, this transfer will no longer be needed.

Revenue Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<i>Fund 440 - Storm Water Fund Revenue</i>		-	-	-	-
33641	TRANSFER GENERAL FUND	-	115,000	115,000	-
37310	STORM WATER CHARGES	563,562	578,000	580,000	1,160,000
<i>Total Storm Water Revenue &amp; Transfers</i>		563,562	693,000	695,000	1,160,000

## 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.

### □ Performance and Workload Measures

Storm Water Adminstration					
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
<b>Stormwater Complaints</b>			23	28	
<b>Stormwater Complaints resolved</b>			19	12	
<b>Land Disturbance Permits</b>			24	3	
<b>State TNGCP Permits Reviewed and Tracked</b>			9	3	
<b>Illicit Discharge Complaints</b>			8	2	
<b>Illicit Discharge Violations Cited</b>			8	1	
<b>Notices of Violation Issued</b>			17	5	
<b>NOV's resolved</b>					
<b>Construction site Inspections</b>			115	18	
<b>Turkey Creek Assessment (feet)</b>			10,000	4,000	4,000
<b>Stubblefield Creek Assessment (feet)</b>				12,000	12,000
<b>Hot Spot outfalls to Stormsewer</b>				350	350
<b>Outfalls to regulatory water</b>			50	250	450

### □ Significant Accomplishments FY 2010-2011:

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
- 
- Responded to Notice of Violation from TDEC and developed Corrective Action Plan.
  - Revised Land Disturbance Ordinance.
  - Reviewed eight ordinances of cities and counties and interviewed stormwater managers from seven cities to develop Illicit Discharge Ordinance and Post-Construction Water Quality Management Ordinance.
  - Developed Illicit Discharge Ordinance and implemented Illicit Discharge Detection and Elimination Program.
  - Developed Post-Construction Water Quality Management Ordinance and implemented review procedures.
  - Created Stormwater Pollution Prevention Plan for Public Works facility.
  - Worked with Public Works Department to select and implement appropriate Best Management Practices to reduce the potential for stormwater pollution at the Public Works Facility.
  - Identified and educated "Hot Spots" (sites with a high potential for stormwater pollution) and developed outfall inspection methods.
  - Began comprehensive GIS mapping, inspection, and evaluation of all stormwater outfalls from the City's storm sewer system to a stream or the County's storm sewer.
- Submitted Notice of Intent for coverage under the new TDEC Stormwater Permit.
- Updated City Council on Corrective Action Plan and new stormwater permit requirements at two work sessions and through numerous memos.
- Investigate complaints about flooding after significant rain events.

## **□ Goals for FY 2011 - 2012**

- Incorporate web site forums and internet based opportunities for public input for use in the City's storm water programs.
- Utilize the ESRI GIS tools for inventorying storm sewer issues.
- Develop a comprehensive storm water infrastructure and waterway maintenance program that will satisfy the City's TDEC permit requirements while being funded by City Council approved funding sources and levels.
- Develop a public involvement and engagement program that includes web based inquiry and reporting for the public as well as web based.

## **□ Comments on FY 2010 Actual and FY 2011 Projections:**

There should be no major variations from the budget in this area.

## ❑ Significant Changes for FY 2012:

Increased enforcement activity associated with implementation of the phase two MS4 stormwater permit may require additional activity in the future, but expenses are expected to be about the same in FY 12.

## ❑ Personnel Summary

STORM WATER MANAGEMENT	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
HEAVY EQUIPMENT OPERATOR	0	0	2	0	0	0	0
MEDIUM EQUIPMENT OPERATOR	0	0	4	0	0	0	0
PUBLIC WORKS DIRECTOR	0	0	0	0	0	0	0.34
CITY ENGINEER	0	0	0	0	0.2	0.2	0.2
ENGINEERING TECHNICIAN	0	0	0.5	1	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>	<b>1.54</b>

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43292 - Storm Water Administration</b>					
111	SALARIES & WAGES	43,271	59,737	59,737	60,239
113	STANDBY/ON CALL	-	274	-	-
134	HOLIDAY BONUS	113	4,591	4,591	278
211	FICA	-	8,679	8,679	4,630
213	TCRS CONTRIBUTION	4,998	11,423	11,423	8,752
215	EMPLOYEE HEALTH INS	6,938	-	-	12,909
217	EMPLOYEE LIFE INS	-	-	1,830	-
219	WORKERS COMPENSATIONS INSURANCE	5,984	1,830	1,830	1,830
220	UNEMPLOYMENT INSURANCE	-	250	250	-
226	CLOTHING/UNIFORM/SHOES	217	-	-	-
321	PRINTING SERVICES	-	500	-	-
359	OTHER PROFESSIONAL SRVCS	17,704	-	-	-
361	REPAIR & MAINTENANCE-VEHICLES	-	500	-	-
371	SUBSCRIPTIONS & BOOKS	-	25,000	10,000	15,000
375	MEMBERSHIPS & DUES	3,052	1,500	-	-
378	EDUCATION - SEMINARS & TRAINING	-	500	-	-
383	TRAVEL-BUSINESS EXPENSES	-	2,500	-	-
399	OTHER CONTRACTED SERVICES	-	500	-	-
411	OFFICE SUPPLIES & MATERIALS	-	3,000	-	-
431	GASOLINE & DIESEL FUEL	93	-	-	-
510	INSURANCE - GENERAL LIABILITY	2,028	2,750	2,048	2,048
533	EQUIPMENT- RENTAL/LEASE	361	-	-	-
570	GENERAL FUND IN LIEU STORM WATER	-	-	14,187	14,187
581	GENERAL FUND ADMIN FEE STORM WATER	-	-	15,000	15,000
<b>43292 - Storm Water Administration SUBTOTAL</b>		<b>84,759</b>	<b>123,534</b>	<b>129,575</b>	<b>134,872</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.

## ❑ Significant Accomplishments FY 2010-2011:

- Completed five mowing intervals on city right of ways and drain ways
- Assisted with the rehabilitation of sewer on the South Cumberland Phase II project

## ❑ Goals for FY 2011 - 2012

- Place emphasis on gateway entrances of the City particularly West Andrew Johnson Highway
- Mow the right of ways to maintain a height of grass for safe view for vehicular traffic
- Mow at a pace to maintain a neat cosmetic cut
- At the end of mowing season assist in sewer right of way clearing CMOM

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

The crews associated with this area were diverted to assist in the South Cumberland Sewer construction project. There was little activity in this area beyond routine maintenance and emergency repairs.

## ❑ Significant Changes for FY 2012:

With the increase in the stormwater utility rate, we will have resources to accomplish some long deferred stormwater construction projects. We will also replace one tractor mower at a cost of \$ 68,500.

Salaries are reduced reflecting the use of right of way personnel to address clearing of sewer easements during the winter months.

## ❑ Personnel Summary

### Previously budgeted in General Fund

PUBLIC WORKS STORM DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
MEDIUM EQUIPMENT OPERATOR	4	4	0	0	0	0	0
TOTAL PUBLIC WORKS STORM DRAINS & WAYS	4	4	0	0	0	0	0

STORM WATER DRAINS & WAYS	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
MEDIUM EQUIPMENT OPERATOR	0	0	0	4	4	4	2.6
TOTAL STORM WATER DRAINS & WAYS	0	0	0	4	4	4	2.6

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43293 - Storm Water Drainway Maintenance</b>					
111	SALARIES & WAGES	104,497	118,539	118,539	77,050
112	OVERTIME	1,126	1,500	4,500	4,000
113	STANDBY/ON CALL	-	907	-	-
134	HOLIDAY BONUS	899	9,138	1,500	929
211	FICA	7,064	17,451	17,451	6,023
212	MEDICARE	-	-	-	-
213	TCRS CONTRIBUTION	13,598	37,472	37,472	11,286
215	EMPLOYEE HEALTH INS	26,500	-	-	27,568
219	WORKERS COMPENSATIONS INSURANCE	2,075	6,100	6,100	3,965
226	CLOTHING/UNIFORM/SHOES	553	1,700	800	-
359	OTHER PROFESSIONAL SRVCS	4,062	400	200	300
378	EDUCATION - SEMINARS & TRAINING	180	250	150	248
413	OFFICE EQUIPMENT	-	1,000	100	-
424	JANITORIAL SUPPLIES	-	50	-	-
429	GENERAL OPERATING SUPPLIES	172	15,150	500	10,385
431	GASOLINE & DIESEL FUEL	19,136	18,000	12,000	15,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	39,612	32,000	30,000	30,000
510	INSURANCE - GENERAL LIABILITY	5,965	6,500	5,120	5,120
533	EQUIPMENT- RENTAL/LEASE	1,556	1,500	1,500	-
598	BAD DEBTS	-	-	-	837
952	STORM WATER PROJECTS	-	-	-	350,000
960	MACHINERY & EQUIPMENT	-	-	-	68,500
<b>43293 - Storm Water Drainway Maintenance SUBTOTAL</b>		<b>226,996</b>	<b>267,657</b>	<b>235,932</b>	<b>611,211</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.

### ❑ Significant Accomplishments FY 2010-2011:

- Maintained required service interval
- During the fourth quarter of fiscal 2011 personnel from this division are temporarily assisting bulk trash collection services

### ❑ Goals for FY 2011 - 2012

- Continue successful maintenance interval

### ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Sweeping frequency has been reduced, allowing for some operational savings in this area.

### ❑ Significant Changes for FY 2012:

We will continue to share personnel from area with bulk waste collection while a long term solution collecting bulk waste is developed. This will allow for a savings in salaries in this area.

### ❑ Personnel Summary

PUBLIC WORKS STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
HEAVY EQUIPMENT OPERATOR	2	2	0	0	0	0	0
TOTAL PUBLIC WORKS STREET CLEANING	2	2	0	0	0	0	0

STORM WATER STREET CLEANING	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
HEAVY EQUIPMENT OPERATOR	0	0	0	2	2	2	1.3
TOTAL STORM WATER STREET CLEANING	0	0	0	2	2	2	1.3

## Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>43294 - Storm Water Street Cleaning</b>					
111	SALARIES & WAGES	72,714	73,011	73,011	47,626
112	OVERTIME	-	1,500	1,000	500
134	HOLIDAY BONUS	1,093	1,088	1,088	825
211	FICA	8,099	5,669	5,669	3,764
213	TCRS CONTRIBUTION	10,084	10,826	10,826	6,987
215	EMPLOYEE HEALTH INS	17,874	18,838	18,838	13,851
219	WORKERS COMPENSATIONS INSURANCE	3,357	3,050	3,050	1,983
226	CLOTHING/UNIFORM/SHOES	-	800	800	-
359	OTHER PROFESSIONAL SRVCS	56	500	100	100
413	OFFICE EQUIPMENT	-	1,500	-	-
424	JANITORIAL SUPPLIES	-	450	400	-
429	GENERAL OPERATING SUPPLIES	34	2,650	1,750	2,500
431	GASOLINE & DIESEL FUEL	5,545	18,000	5,000	10,000
433	VEHICLE PARTS, OIL, FLUIDS, TIRES, ETC	4,755	13,000	9,000	10,000
510	INSURANCE - GENERAL LIABILITY	3,579	3,500	3,072	3,072
<b>43294 - Storm Water Street Cleaning SUBTOTAL</b>		<b>127,190</b>	<b>154,382</b>	<b>133,604</b>	<b>101,207</b>

# Storm Water – Non Departmental

## ❑ Significant Accomplishments FY 2010-2011:

The City successfully negotiated a corrective action plan for the repayment of the transfer of Sewer funds to this account which was done in 2008 with the implementation of this utility. The Tennessee Comptroller's office has reviewed and approved a 5 year repayment plan.

## ❑ Goals for FY 2011 - 2012

Begin repayment of the interfund transfer.

## ❑ Comments on FY 2010 Actual and FY 2011 Projections:

Repayment of the interfund transfer resulted in a higher expense in FY 11.

## ❑ Significant Changes for FY 2012:

No major changes are anticipated.

## ❑ Personnel Summary

No personnel are assigned to this area.

## ❑ Budget Expense Detail

Account_No.	Description	Actual 09-10	Budgeted 10-11	Estimated 10-11	Budgeted 11-12
<b>61200 - Storm Water Depreciation</b>					
576	dep-OTHER ASSETS	136,682	140,000	140,000	140,000
	<b>61200 - Storm Water Depreciation SUBTOTAL</b>	<b>136,682</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>
<b>49190 Storm Water Debt Service</b>					
611	DEBT PRINCIPAL	-	2,134	2,330	127,330
631	DEBT INTEREST	728	2,339	2,274	6,399
798	PAYING AGENT FEES	489	-	-	-
	<b>49190 - Storm Water Debt Service SUBTOTAL</b>	<b>1,216</b>	<b>4,473</b>	<b>4,604</b>	<b>133,729</b>

## OTHER INFORMATION



# Summary of Capital Equipment

## General Fund

### 41640 - Computer Operations

110-41640-964	964	OFFICE EQUIPMENT	Budget_11_12
		COMMUNITY & ECONOMIC AFFAIRS COMPUTER	2,500
		POLICE ADMIN COOMPUTER	2,000
		4 LAPTOP MODEMS AND GPS EQUIPMENT POLCIE	20,800
		4 RUGGEDIZE MOBILE COMPUTERS POLICE PATR	15,000
		COMPUTERS (2) POLICE CID	4,000
		2 COMPUTERS, 1 FOR STATION 2, 1 FOR STATION 4	1,200
		DEBRA SOLOMON COMPUTER AND SOFTWARE	1,800
		JENNIFER GENTRY COMPUTER AND SOFTWARE	1,800
		PAUL BARGER COMPUTER AND SOFTWARE	1,800
		TOTAL	50,900

### 41700 - Community & Economic Affairs

110-41700-413	413	OFFICE EQUIPMENT	Budget_11_12
		SOFTWARE UPGRADE	10,000
		TOTAL	10,000

### 42110 - Police Administration

110-42110-413	413	OFFICE EQUIPMENT	Budget_11_12
		DOCSTAR SCANNER	2,500
		TOTAL	2,500

### 42120 - Police Patrol & Traffic Safety

110-42120-413	413	OFFICE EQUIPMENT	Budget_11_12
			4,900
		TOTAL	4,900

110-42120-971	971	MOTOR EQUIPMENT	Budget_11_12
		5 REFURBISHED CROWN VIC PATROL CARS	72,500
		TOTAL	72,500

110-42120-999	999	OTHER CAPITAL OUTLAY	Budget_11_12
		REPEATERS ANDMOBILE RADIO EQUIPEMENT	24,300
		ARMORED VESTS	11,700
		VHS RECORDING SYSTEMS	12,000
		TOTAL	48,000

### 42130 - Police Criminal Investigation

110-42130-413	413	OFFICE EQUIPMENT	Budget_11_12
			1,500
		TOTAL	1,500

### 42230 - Fire Stations

110-42230-921	921	BUILDING & IMPROVEMENTS	Budget_11_12
		REPLACE ROOF ON STATION 1 (EXISTING ROOF C	25,000
		TOTAL	25,000

110-42230-994	994	FURNITURE	Budget_11_12
		65 MATTRESSES @ 150 EACH	9,750
		4 RECLINERS @ 450 EACH	1,800
		2 COUCHES @ 900 EACH	1,800
		TOTAL	13,350

### 42240 - Fire Fighting

110-42240-960	960	MACHINERY & EQUIPMENT	Budget_11_12
		REPLACE NONO-PHASE AUTOMATIC EXTERNAL D	11,195
		TOTAL	11,195

**43120 - Public Works Buildings & Grounds**

110-43120-960	960	MACHINERY & EQUIPMENT	Budget_11_12
		LAWNMOWER	8,000
		TOTAL	8,000

110-43120-999	999	OTHER CAPITAL OUTLAY	Budget_11_12
		ESG PROJECT	500,000
		TOTAL	500,000

**43130 - Public Works Equipment Shop**

110-43130-971	971	MOTOR EQUIPMENT	Budget_11_12
		SERVICE TRUCK (87CREW CAB) 3500	29,500
		TOTAL	29,500

**43140 - Public Works Streets Repairs & Maint.**

110-43140-971	971	MOTOR EQUIPMENT	Budget_11_12
		ARTICULATED LOADER	140,000
		TOTAL	140,000

**43150 - Public Works Street Lights & Signs**

110-43150-960	960	MACHINERY & EQUIPMENT	Budget_11_12
		PICK-UP TRUCK	22,500
		TOTAL	22,500

**43160 - Public Works Brush Pick-Up & Snow Removal**

110-43160-971	971	MOTOR EQUIPMENT	Budget_11_12
		BULK TRASH TRUCK (KNUCKLEBOOM)	120,000
		TOTAL	120,000

**44420 - Parks & Rec Playgrounds & Programs**

110-44420-971	971	MOTOR EQUIPMENT	Budget_11_12
		CREW CAB	29,500
		TOTAL	29,500

**44430 - Parks & Rec Parks**

110-44430-960	960	MACHINERY & EQUIPMENT	Budget_11_12
		PULL BEHIND HYDRAULIC DUMP TRAILER	8,000
		TOTAL	8,000

110-44430-971	971	MOTOR EQUIPMENT	Budget_11_12
		MOWER REPLACEMENT	20,000
		TOTAL	20,000

**48100 - Airport**

110-48100-971	971	MOTOR EQUIPMENT	Budget_11_12
		MOWER	72,000
		TOTAL	72,000

110-49100-798	798	PAYING AGENT FEES	Budget_11_12
		TENNESSEE GRANTS (3)	885,000
		TOTAL	885,000

**Sewer Fund**  
**43270 - Sewer Administration**

420-43270-999	999	OTHER CAPITAL OUTLAY	Budget_11_12
		WORK ORDER SYSTEM	300,000
		TOTAL	300,000

**43230 - Sewer Treatment Plant**

420-43230-960	960	MACHINERY & EQUIPMENT	Budget_11_12
		EQUIPMENT FOR TREATMENT PLANT	28,000
		TOTAL	28,000

**43240 - Collection System Maintenance**

420-43240-999	999	OTHER CAPITAL OUTLAY	Budget_11_12
		COLLECTION SYSTEM REPAIR	100,000
		ROOT CONTROL	50,000
		TOTAL	150,000

**Solid Waste Fund**

**FUND 435- Solid Waste**

435-43210-971	971	MOTOR EQUIPMENT	Budget_11_12
		SANITATION TRUCKS (2)	250,000
		TOTAL	250,000

**Stormwater Fund**

**43293 - Storm Water Drainway Maintenance**

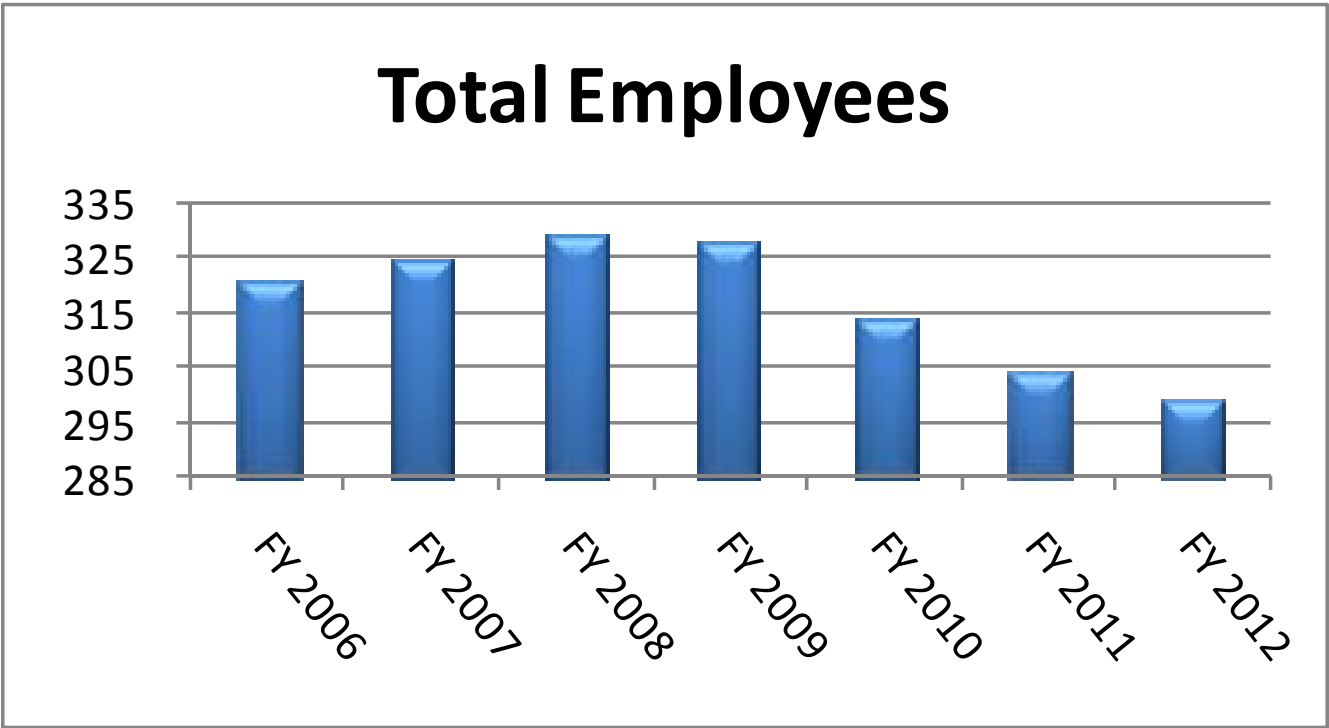
440-43293-971	971	MOTOR EQUIPMENT	Budget_11_12
		TRACTOR MOWER	68,500
		TOTAL	68,500

## Staffing Summary

	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Mayor & Council	7.00	7.00	7.00	7.00	7.00	7.00	7.00
City Administrator's Office	3.00	3.00	2.00	2.00	2.00	2.00	3.00
Assistant City Administrator's Office	1.00	1.00	1.00	1.00	1.00	1.00	-
Finance Department	7.00	7.00	7.00	7.00	6.00	6.00	6.50
Purchasing & Warehouse	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Computer Operations	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources	2.00	2.00	2.00	2.00	2.00	2.00	1.50
Legal Services	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Community & Economic Affairs	5.50	5.40	5.40	3.80	3.80	2.80	2.80
Codes Enforcement	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LAMPTO	1.00	1.00	1.00	1.00	2.00	2.00	2.00
CDBG	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Morristown Comm. Deveolp. Corp.	-	-	-	0.50	0.50	0.50	0.50
Engineering	3.38	3.40	3.90	3.30	3.10	3.10	3.10
Inspections	5.00	5.00	5.00	5.00	4.00	4.00	4.00
Police Administration	5.00	5.00	5.00	5.00	6.00	6.00	6.00
Police Patrol and Traffic	62.00	63.00	70.00	67.00	63.00	60.00	64.00
Police Investigations	14.00	13.00	13.00	15.00	15.00	15.00	15.00
Police Vice	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Narcotics	4.00	4.00	4.00	5.00	5.00	5.00	5.00
Fire Supervision	4.00	4.00	6.00	6.00	6.00	6.00	6.00
Fire Inspection & Prevention	1.00	1.00	2.00	2.00	1.00	1.00	1.00
Firefighting	86.00	87.00	84.00	84.00	81.00	78.00	78.00
Public Works Supervision	1.50	1.50	1.50	1.50	1.50	1.50	1.83
Public Works Building & Grounds	6.00	6.00	2.00	2.00	2.00	2.00	2.00
Public Works Equipment Shop	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Public Works Repairs & Maintenance	10.00	10.00	10.00	10.00	9.00	9.00	9.00
Public Works Street Lights & Signs	2.00	2.00	2.00	2.00	2.00	1.00	1.00
Public Works Brush & Snow Removal	13.00	14.00	13.00	13.00	9.00	9.00	9.70
Public Works Communication Shop	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Storm Drains & Ways	4.00	4.00	-	-	-	-	-
Public Works Street Cleaning	2.00	2.00	-	-	-	-	-
Parks & Recreation Supervision	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Parks & Recreation Programs	2.00	3.00	3.00	3.00	3.00	3.00	3.00
Parks & Recreation Maintenance	12.00	13.00	12.00	12.00	10.00	9.00	9.00
Parks & Recreation MHA Programming	1.00	-	-	-	-	-	-
Sewer System Maintenance	8.50	8.50	8.50	8.50	13.50	13.50	15.45
Sewer Construction	13.13	14.20	17.20	17.40	6.40	7.00	-
Sewer Administration	-	-	-	-	7.00	6.40	3.23
Storm Water Management	-	-	6.50	1.00	1.20	1.20	1.54
Storm Water Street Cleaning	-	-	-	2.00	2.00	2.00	1.30
Storm Water Storm Drains & Ways	-	-	-	4.00	4.00	4.00	2.60
Solid Waste Saniation	11.00	11.00	11.00	11.00	11.00	10.00	10.00
Solid Waste Recycling	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>TOTAL EMPLOYEES</b>	<b>320.00</b>	<b>325.00</b>	<b>329.00</b>	<b>328.00</b>	<b>314.00</b>	<b>304.00</b>	<b>299.05</b>



Since a peak of 329 total employees, the City has reduced the workforce to 299 employees in FY 12. Of these 299, 4 police position were added in FY 12 without this grant funding the reduction would be more than 10% of the City’ total workforce.



# **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. 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 required to be segregated by law or administrative decision must be accounted for in a special fund. 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 2012 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 10</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 21</b>	Public hearing and first reading of budget ordinance
<b>June 28</b>	Final reading of budget ordinance.

# **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, 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>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

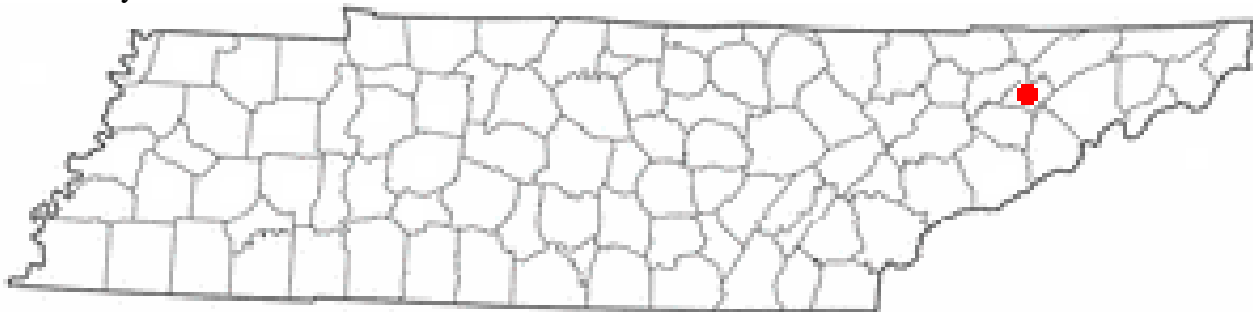
# **The Community Profile**

## **Summary**

During 2010, the Morristown Area Chamber of Commerce completed a community profile in which they developed a process to identify and evaluate demographic and socio-economic conditions. Based on that information and information from other governmental agencies such as the United States Census Bureau, Tennessee Department of Environment and Conservation, Tennessee Department of Transportation, and the East Tennessee Economic Development Corporation, we have completed the following analysis of the community.

## **Geography of Morristown**

The City of Morristown located in the State of Tennessee and is the county seat of Hamblen County. The city was incorporated in 1855, while Hamblen County was formed in 1870 from parts of Jefferson, Grainger, and Hawkins counties. The first known settlers of Hamblen County, as well as East Tennessee as a whole were Native American Indians. In 1783, Robert McFarland and Alexander Outlaw, the first white settlers, migrated from Virginia to claim land grants on the “Bend of the Chucky” (Van West, 1998, pp.396-397). Shortly thereafter, the Morris brothers, Gideon, Daniel and Absalom, took land grants within the present city limits of Morristown, providing the community with its name.



## **Climate**

Morristown, TN climate is warm during summer when temperatures tend to be in the 70's and very cold during winter when temperatures tend to be in the 30's.

The warmest month of the year is July with an average maximum temperature of 86.70 degrees Fahrenheit, while the coldest month of the year is January with an average minimum temperature of 26.30 degrees Fahrenheit.

Temperature variations between night and day tend to be moderate during summer with a difference that can reach 20 degrees Fahrenheit, and moderate during winter with an average difference of 20 degrees Fahrenheit.

The annual average precipitation at Morristown is 45.99 Inches. Rainfall in is fairly evenly distributed throughout the year. The wettest month of the year is July with an average rainfall of 4.74 Inches.

### **Population of Morristown**

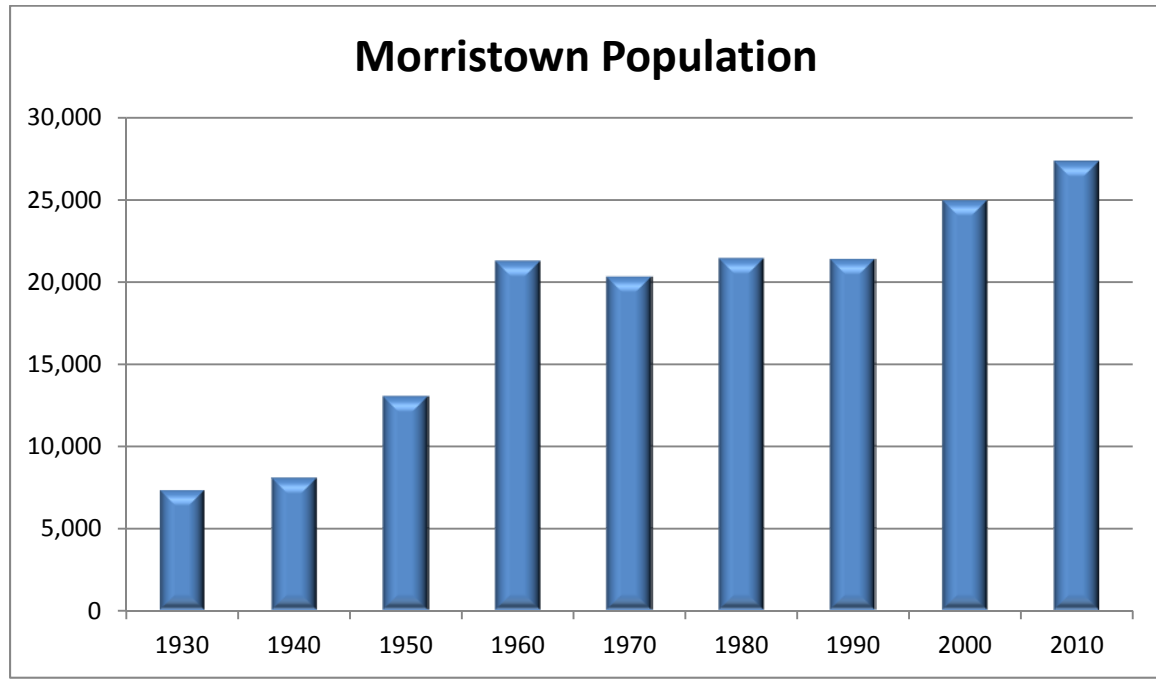
The City of Morristown is the 22<sup>nd</sup> largest city within the State of Tennessee. The population has grown significantly since the 1980's and has experienced a growth in population. The breakdown of the ages within our community indicates that we are largely a family community with the majority of our residents between the ages of eighteen and sixty-five.

#### 2000 Demographic Profile Chart from United State Census Bureau

Population (2006 estimate)	27,020
Population Percent Change from April 1, 2000 to July 1, 2006	3.50%
Population 2000	24,965
Persons Under 5 years old	7.00%
Persons Under 18 years old	22.60%
Persons 65 Years old and over	16.20%
Females	51.80%
White Persons	83.70%
Black Persons	7.50%
American Indiana and Alaska Native Persons	0.30%
Asian Persons	0.70%
Native Hawaiian and Other Pacific Islander	0.10%
Persons of Hispanic or Latino Origin	2.20%
Foreign born Persons	2.80%
Language other than English spoken at home	4.80%

### The Historical Population Profile from the United States Census Bureau

Year	Morristown	Growth	Change
1930	7,305		
1940	8,050	745	9%
1950	13,019	4,969	38%
1960	21,267	8,248	39%
1970	20,318	-949	-5%
1980	21,422	1,104	5%
1990	21,385	-37	0%
2000	24,965	3,580	14%
2010	29,137	4,172	17%



### **Art, Culture & Recreation in Morristown**

#### **Art & Culture**

Art and Culture in the City of Morristown includes a variety of types of events, programs, and organizations. Over 37 organizations produce approximately 125 annual arts and cultural event. These organizations include theatrical groups, dance schools, art and historical associations. These varied events are held primarily in six cultural facilities

and venues: the Rose Center, Walters State Community College Inman Humanities Complex, Crockett Tavern & Pioneer Museum, the Citizen Tribune/Jefferson Federal Amphitheater in Cherokee Park, the Dr. Martin Luther King Jr. (MLK) Park Amphitheater, and Fred Miller Park Gazebo. In addition to these purpose-built centers, events take place at churches, schools and other venues.

The area has a total of 40 recorded historical landmarks or districts, including nine Historical Highway Markers; 20 Century Farms; a Historic District; nine properties registered with the National Register of Historic Places; a Civil War Trail; an Appalachian Quilt Trail, “Quilts in the Smokies”; and the Crockett Tavern.

The City is home to three major libraries which host over 150,000 volumes of print. The Morristown-Hamblen County Library hosts several community programs for children and adults including a summer reading program.

### Parks and Recreation

The Morristown Parks and Recreation Department offers year round programming. Department facilities include Talley-Ward and West Elementary Centers, ten tennis courts, nine softball fields, five Little League fields, two baseball fields, three football fields, eight soccer fields, four outdoor basketball courts, a BMX track, horse barn and ring, a Splash Water Park, a Disc Golf course, a 440 running track, and 15 parks and playgrounds with picnic areas and shelters/pavilions that are maintained year round for public use.

Morristown Parks and Recreation programs include diverse events such as: Art Attack Camp, Easter Eggsellent Adventure, Stuffed Animal Pageant, Celebration of Cultures, Olympic Day, Martial Arts Open House, Touch-A-Truck, Children’s New Years Eve Party, BOO Fest, Scrappy Thanksgiving, Kids Fun Fair, March Madness, Wet-N-Wild Wednesday, Pickin’ In The Park, Arts in The Park, and Starlite Cinemas in the park. Sports competition leagues are offered in youth basketball, baseball, softball, soccer, football and adult basketball, volleyball, soccer and softball. The area boasts three golf courses and a number of popular recreation areas for boating, fishing and hiking, including Cherokee Park, the TVA Cherokee Park Watershed, and Panther Creek State Park. The attached map illustrates the varied recreation opportunities within the Morristown area.



## **Business & Economic Development**

Since the middle of the 20th century, Morristown - Hamblen County has had an increasingly diverse economic base. Once considered the poultry capital of the U.S. – shipping chickens to New York for processing – it became a furniture manufacturing center in the early 1930s, when Berkline Furniture located in Morristown. Later, in mid-century, American Enka (later BASF) established a plant for synthetic fibers, eventually employing 5,000 individuals. With the advent of technological changes, national and global economic shifts, and movement of some of these industries to other parts of the U.S. – and eventually to offshore locations— further changes were necessary. In the 1960s, the East Tennessee Valley Industrial District was established in Morristown - Hamblen County as the first of three industrial districts, to provide an infrastructure for economic and industrial development.

Over the past two decades, Morristown - Hamblen County has continued to diversify, with companies ranging from VIFAN USA, an Italian based manufacturer of polypropylene film, to OTICS USA and Colgate Palmolive. Importantly, our community has also grown to be a regional medical center, with two hospitals, a multipurpose health center, and individual and group practices serving an eight-county area. We are also a major retail center for the Lakeway region of eastern Tennessee.

Morristown - Hamblen County has several distinct advantages for a thriving business-industrial sector: its central location in the U.S. and proximity to Interstates 81, 40, 75, and 26, placing our community within a 10 - hour drive of 76 percent of the U.S. consumer market; low energy costs; two post secondary education institutions and, for tourism, its location along the East Tennessee Crossings Scenic Byway—the US 25E corridor from Cumberland Gap to Newport, TN.

## **Education**

### **Education History in Morristown**

Early education in the home began in the 1790's. In 1888, Henry Sherwood, James A. Carringer, Marion Roberts, James Rose, and Judson S. Hill were among those responsible for the development of the education system we know today. In 1910, there were 46 schools in Hamblen County, most with one teacher each, with very strict rules for students and teachers alike. For example, students were suspended for misbehaving, and single women teachers were not allowed to marry during the school year, nor could they loiter by the ice cream shop.

Bethel Baptist Church, erected in 1830, has been an historical focal point in Hamblen County Black history. Initially a Baptist meeting place, in 1860 it became a slave market, and in 1881, Morristown College. Andrew Fulton, a young boy sold into slavery in that very building, later became a professor at the College.

### Current Education in Morristown

Morristown is an active academic community, with both public and private school options for grades K-12; post-secondary education options including Tennessee Technology Center and Walters State Community College. Early childhood education is a priority as well, with options including public pre-K, Early Head Start, Head Start and private pre-K institutions.

Type of School	Students
Pre-Kindergarten	203
Head Start Program	240
Private Pre-School	451
Public K-12 School	10,107
Private School	400
Home School Students	58
GED Students	462
Tennessee Technology Center	477
Walter State Community College	4,543

### Education Challenges in Morristown

Though education in Hamblen County is a strong attribute of our community, a number of challenges need to be addressed to ensure that it is the best that it can be. For example, instituting accreditation of all private schools is a must. Increased investment in K-12 public education and of post-secondary institutions is essential – for example, we need to raise the K-12 per pupil expenditures to at least the Tennessee State average. This will help to ensure equal educational opportunities for all students of the area, and strengthened educational quality.

Availability of resources and an abundance of programs beyond the scope of textbook learning would improve the quality of education of Hamblen County's youth. Expanding the number and types of educational technology throughout the K-post-secondary levels, increased enrichment – including arts and music programs -- would enhance the current school environment and keep it up-to-date with other fast-paced and high-achieving school systems in the United States. Finally, a school is only as effective as the people who teach and who administer the school system, so there is an urgent need for recruiting, training, and retaining highly qualified, talented teachers, principals, and administrators.

## **Environment**

A thriving environment is increasingly recognized as necessary for human health and happiness as well as essential for community economic growth and prosperity. The general public, our elected and appointed officials, and the private sector are paying attention to the environment in our community as well as nationally and globally. Morristown - Hamblen County boast a number of strategies and programs designed to sustain the environment while making the most effective use of our community's precious resources. For example, the community has strategies in place for long-term protection of water resources and growth in its drinking water production, as well as a Drought Management Strategy and a Watershed Protection Program. The two most often mentioned indicators of environmental quality are air and water. Soil conservation is also a concern, particularly in rural areas.

### **Air Quality**

Through public and private sector cooperation and participation of community residents, Morristown - Hamblen County has achieved "attainment status" of the Federal National Ambient Air Quality Standard for Ozone: Hamblen County meets all national ambient air quality standards (NAAQS), including the 8-hour ozone standard.

### **Water Quality**

Water-quality limited streams are those streams that have one or more attributes that do not meet state water quality standards. Since there are bodies of water, both lakes and streams, in Morristown - Hamblen County not fully supporting their designated use classifications (i.e., domestic water supply, fish and aquatic life, and recreation) such streams have been identified as impaired and, therefore, listed as such by the Tennessee Department of Environment and Conservation (TDEC) on a 303(d) list. The pollutant sources affecting these streams include pathogens (disease - causing organisms) from untreated or inadequately treated water containing human or animal fecal matter, siltation effects and/or habitat alterations. The sources of these pollutants are often associated with activities such as agriculture, deteriorating sewers, urban runoff, land development, and stream bank modifications.

According to the 2006 state, EPA- approved, Total Maximum Daily Load (TMDL) reports, slightly over 55 miles of streams in Morristown - Hamblen County are classified as impaired -38.3% of the area's total stream mileage, compared to 37.9% for the state, and 49.6% for the nation. The local county streams affected by pathogens alone include: 13.7 miles of Bent Creek, 4.9 miles of Flat Creek, 13.5 miles of Long Creek (only 3.3 miles of which are in Hamblen County, the remainder in Jefferson County), and 8.2 miles of Mud Creek (only 1.4 miles of which are in Hamblen County, the remainder in Hawkins County). Streams affected by either siltation and/or habitat loss include: 5.8 miles of Turkey Creek (a Hamblen County southbound stream that empties into the Nolichucky River), 3.4 miles of Robinson Creek, 7.1 miles of Hale Branch, 1.7 miles of Slop Creek, 7.5 miles of Cedar Creek (only 1.1 miles which are in Hamblen County, the

remainder in Jefferson County), and 3.5 miles of Carter Branch (only 0.8 miles in Hamblen County, the remainder in Jefferson County). Also, a 4.0 mile section of the Nolichucky River, which borders Hamblen and Cocke Counties, has been listed because of both pathogens and siltation. The pollutant source for all the above county water bodies is noted as pasture grazing and/or agricultural activities.

The Hamblen County Planning Commission is working in concert with the Hamblen County Soil Conservation District (HSCD) and USDA's Natural Resources Conservation Service (NRCS) in an effort to address these various non-point pollutant sources. Finally, 8.0 miles of the city's northbound Turkey Creek, which empties into Cherokee Lake, is listed as being affected by pathogens, siltation and habitat loss. The pollutant sources for this stream are noted as coming from sanitary sewer collection system failures and discharges from the Municipal Separate Storm Sewer System (MS4), both of which are currently being addressed by the City's Engineering and Wastewater Departments. In 2008, the water quality from all providers (100%) of drinking water in Hamblen County met or exceeded health-based standards, compared to 94% drinking water from the state as whole, and 92% nationwide.

### Soil Conservation

Notwithstanding the extensive development of the Morristown - Hamblen County area in the past two decades, our community has ample open space – important for both environmental concerns and for potential future development. More than half (55.5%) of the land in Hamblen County is undeveloped, including 24% of Morristown's acreage and 61% of unincorporated county acreage, or approximately 12,564 acres. Included in this open space in Morristown - Hamblen County are over 2,350 acres of public parks, which represents less than 2% of the total acreage in the county. The public parks include: 16 city parks comprising 286 acres, one county park of 178 acres and one state park of 1,900 acres described in the Arts, Culture, and Recreation section of this report. While beneficial for many, this parkland is not sufficient to meet the needs of the area's 62,000 residents, especially with an expanding population.

### Healthcare in Morristown

A healthy population contributes importantly to a community's quality of life. Healthy children are better able to learn and to participate in family activities, sports, and community service. Healthy adults are better able to engage in lifelong learning, to be economically productive members of the community, and to engage with their family and others in the activities of daily living, such as voluntary service and arts and recreation—the hallmarks of vibrant communities. At the broader level, healthy communities are more economically productive, more socially stable, and more engaged.

Hamblen County and Morristown boast an impressive array of health care services, ample health care providers, and a forward-thinking focus on prevention and wellness. Two community hospitals, together, have a total of 332 inpatient beds, for a ratio of 5.4 beds per 1,000 populations. This is twice the ratio for the U.S. overall – which is 2.7 per

1,000 population –and substantially higher than the ratio for Tennessee -- 3.5 per 1,000 population. This is true, in part, because Morristown serves as a regional health center for an eight-county area.

Both local hospitals have innovative wellness programs targeting women: the Lakeway Regional Hospital's Healthy Woman and the Morristown - Hamblen Healthcare System's Spirit of Women Program. These programs, in partnership with national, state and local health and other organizations, are forerunners in local movements to improve health and wellbeing and the ability of patients to make informed choices about their own lifestyles and health care services.

Hamblen County has 125 physicians, with most engaged in family practice and pediatrics and others practicing in specialty areas from cardiology to neurology and orthopedics. The physician to population ratio is 2.1 per 1,000 population which is lower than that for Tennessee overall. Because of the increasing role of Tennessee as a center for high-tech health care services, our state has among the highest population, slightly lower than the U.S. overall rate of 3.2. A number of states have rates much lower than that of Tennessee, at least one as low as 1.6 per 1,000.

The county also has 359 nurses, 29 dentists and 19 pharmacies. Four licensed mental health facilities and a total of 18 licensed mental health professionals – psychiatrists, psychologists, and psychiatric social workers – provide mental health services in the county. With an increasing aging population, nursing home care is vital; the county has 358 licensed nursing home beds to meet the needs of those who require skilled nursing and rehabilitation care outside of the home. The following map indicates the hospital districts.

### **Housing in Morristown**

There are 26,183 housing units in Morristown - Hamblen County, for a population of 62,000. In 2009, there were 95 new residential building permits issued in Hamblen County and 43 in Morristown. Projections indicate that by 2015 new building permits should double, then flatten out from 2015-2020.

Between 2005 and 2007, the home ownership rate was considerably lower than state and national figures, averaging 38.4%, compared to 69.9% statewide and 66.2% nationwide. Housing prices are much lower in the local community, with a median sale price of \$125,600 for single family homes in Morristown and Hamblen County, compared to \$142,000 in Knoxville, Tennessee, and \$177,900 nationally. The sale price in our community represented 30% of median family income in the area. In 2008, Morristown - Hamblen County reported 389 foreclosures; in Tennessee and the U.S. 44,153 and 2,330,483, were reported respectively. The attached map shows the structures located within the Morristown Regional Planning Area.

## **Physical Infrastructure**

The way our community uses and conserves energy and water, disposes of waste, and has access to broadband internet has significant impact on our environment, economy, education systems, households, and on our future generally.

### **Public Water Supplies**

Average water filtration (production) in Morristown-Hamblen County is 8.869 million gallons per day (MGD) and maximum day production is 11.378 million gallons per day -- MGD. At Roy S. Oakes Water Treatment Plant capacity is 24 MGD and average production/capacity 48%. The Water Treatment process includes secondary filtration with deep bed Granular Activated Carbon Contactors, one of a select group of municipalities with this technology to assure the highest quality of water. Low cost water production and distribution rates with an average loss rate of 7.25% - are another success story. MUS is also the water source for all Hamblen County water providers, supplying water to households and businesses in the community. Its water system adheres strictly to the Source Water Assessment Program (SWAP) implemented by the Tennessee Department of Environment and Conservation (TDEC), which calls for assessment, rating, and treatment of all water sources.

### **Electrical Services**

Morristown Utility Systems (MUS), which provides power for about 14,500 customers, boasts low-cost services as a result of low power line losses – an average 2.3% loss rate over the past ten years--through June 2008 and low wholesale power cost from TVA. The residential electricity consumption rate in Morristown is 1420 kWh per month. Residential usage in the City represents 18% of total energy sales. Manufacturing sales represent the majority as industry provides valuable and well paying jobs to the community. MUS rates are 17% lower than the average US municipal according to the American Public Power Association, and lower than the average municipal in Tennessee.

In 2010 MUS began deploying automatic metering infrastructure following Smart Grid technologies to decrease system electric loads during peak summer and winter load periods. Technologies will be available to customers in all rate classes, enabling them to monitor and reduce their energy consumption. Based on our assumptions current usages will hold relatively steady through the next 5 – 10 years. The most important benchmark is the energy used “on peak” versus “off peak.” Use of the smart grid technology will help to move electric load to “off peak” periods, improving the efficiency of the system.

### **Gas Services**

Morristown-Hamblen County residences have used an average of 850 Centum Cubic feet (CCF) of natural gas per year from 2007- 2009. The CCF rate has remained constant

because of energy conservation and efficiency. Current customers by class for Morristown-Hamblen County are residential 5978, commercial 1462, and industrial 72.

### Waste Disposal Services

Two landfills support Morristown-Hamblen County: Lakeway and Hamblen County. Landfill capacity is expected to be reached in 2030 in Lakeway and 2017 in Hamblen County. One measure of recycling is the diversion, or reduction rate -- percent of tons of solid waste generated per capita. In Hamblen County, it was 27% in 1995 and 33% in 2008, substantially greater than the national figure of 24.3% in the same year. The state mandated reduction rate is 35% from the base year of 1995, Hamblen County currently exceeds the mandate, and the goal is to continue to improve in order to achieve the state mandate levels.

### Wastewater Services

The City of Morristown is the provider of wastewater collection and treatment in Hamblen County. Wastewater service has been instrumental to the economic growth of Hamblen County, especially the development of the three industrial parks and commercial/retail areas. Portions of the collection system are over 100 years old and are in need of upgrades/replacement. Currently the City treats an average 4.5 million gallons per day of wastewater discharge in Hamblen County.

At the Turkey Creek Wastewater Treatment Plant, design capacity in Hamblen County is 7.5 MGD and at the Lowland Plant it is 10 MGD. . The permitted waste water discharge daily maximum at Turkey Creek is 15.2 MGD, 200% discharge/ design. At Lowland it is 25,000 gpd average daily discharge.

The City of Morristown began preparing and implementing a maintenance operation and management (MOM) program in 2010 to address the aging wastewater infrastructure and required upgrades. The program will include maintenance and capacity assurance policies that will insure adequate wastewater service is provided for continued growth of the area.

### Telecommunications

In 2008, 43% of households in Morristown-Hamblen County had broadband internet access, slightly better than other rural counties in the U.S.—with an average of 41%, but substantially less than 55% of Tennessee and U.S. households overall. All homes and businesses inside the City of Morristown have access to a state-of-the-art Fiber to the Home Network provided by MUS for reliable communication needs.

## **Public Safety**

Public Safety includes law enforcement, fire safety and emergency medical services. The City of Morristown and Hamblen County have achieved a safe and prepared community through the trained professionals in each of these fields. The public safety system in our community comprises three EMS stations, six fire stations in Morristown and five in Hamblen County, one main police station and two substations; and one Sheriff's department. In 2008, the average response (ART) time in Morristown was 3.45. In 2009 the (ART) was 3.42 minutes for fire and 5.63 minutes for police.

## **Law Enforcement**

The Morristown Police Department (MPD) not only meets but exceeds Federal and state requirements and also standards set by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), created in 1979 as a credentialing authority through the joint efforts of law enforcement's major international and national executive associations. The MPD offers 100 hours of in-service as compared to the 40 required hours and promotes post-secondary education. In 2008, 83 MPD Police Officers were post-certified as Emergency Service Responders, as were 34 in the Sheriff's office. In 2008, the total inmate capacity in Hamblen County was 255 – 25 for maximum security, 190 for intermediate security, and 40 for minimum security. The Hamblen County Jail, the only correctional facility in the county meets or exceeds current requirements for certified inmate capacity. However, a new state law, signed in May, 2009, requires changes in local square footage requirements for local correctional facilities that could impact certification requirements from the Tennessee Corrections Institute; these requirements could, in turn, increase the current allowable capacity.

Public safety in our community is also trend-setting. For example MPD is currently moving from a zone to a real-time, GPS-based location dispatch system for 911 calls, which will be one of the first systems of this type in the state. The City Watch Program provides emergency notification calls to local land-line telephones, as well as recall abilities for safety officials – thus improving emergency response planning.

## **Fire Safety**

According to the International Standards Organization's (ISO) Fire Suppression Rating Schedule (FSRS), the Morristown Fire Department has an ISO rating of 3. The rating is on a 1-10 scale: with 1 being the best rating and 10 the lowest rating. Hamblen County's rating ranges from 5 - 9 depending on the specific fire station. The Morristown Fire Department has 59 certified medical First Responders, 25 EMT's and 2 EMT-Paramedics. In 2008, Morristown had 84 city firefighters and the county had approximately 60 county volunteers.



## Emergency Medical Services

The Morristown - Hamblen County Emergency Medical System maintains a Class A license issued by the Tennessee Department of Health-EMS. In 2009, Morristown had 24 emergency medical technicians (EMT's), 22 of whom are certified paramedics, and the Hamblen County Volunteer Rescue Squad had 10, five of whom are certified paramedics.

## **Social Services**

These needs in Morristown - Hamblen County are addressed by public agencies in the city and county as well as by private and non-profit agencies. These agencies are funded through multiple sources:

- 1) the city and county agencies receive direct Federal and State funding for certain programs (e.g., for TANF and Food Stamps) and support others through city and county taxes;
- 2) both the public and private agencies also are eligible to receive – and some do receive—grants and contracts from the Federal government, state government, and from private foundations; and
- 3) the private and non-profit agencies receive support from the city and county and from individual and corporate donations.

The public agencies that provide direct services or contract for them with the private sector are the Tennessee Department of Human Services in Hamblen County, Douglas Cherokee Economic Authority, and the Department of Children Services—which is part of the Tennessee Department of Human Services. The Morristown Housing Authority (MHA) manages or provides direct support for public housing and other housing support programs.

In addition to these public programs, the vibrant private, non-profit community contributes to meeting social service needs. Indeed, a total of 62 private social service organizations in Morristown - Hamblen County help to meet these urgent needs through a wide array of programs in eight broad categories:

- Health, mental health (including alcohol and other drug prevention and treatment) and disability programs (22)
- Children-focused programs (13)
- Multi-purpose services (6)
- Family violence and shelters (5)
- Emergency services and food (5)
- Education (4)
- Senior services (3)
- Other--adult day services, international resources, legal aid, transportation (4)

There are approximately 130 houses of worship meeting the needs of both members and non-members of their faith communities. In fact, according to a recent survey, total benevolence funds for non-church members from 30 houses of worship alone totaled \$201,080 in 2008.

## **Transportation**

The transportation system in Morristown is made up of five distinct parts. Each part services our citizens and businesses in different ways. Below is a description of each part as well as the attached map should illustrate the effectiveness of transportation around the city of Morristown.

### **Roadway System**

Morristown - Hamblen County is fortunate to be centrally located within the United States— the area's proximity to Interstates 40, 81, 75, and 26 place it within a 10-hour drive of 76% of the U.S. consumer market. Currently the City of Morristown has 150 miles of paved roadways. In 2008, Morristown had 43 miles, or 46.5% miles needing repair of which 21 lane miles had been repaired.

### **Air System**

Two regional, Knoxville, Tyson (TYS) and Tri-Cities Regional Airport, (TRI) and one local airport, Moore-Murrell serve Morristown - Hamblen County. In 2008, 75% of flights from the Morristown Airport were for business and 25% for leisure purposes. There was a reduction in local airport use for medical purposes during 2007-2008, from 1,262 to 870.

### **Rail System**

The area is also serviced by the Norfolk Southern main line (for cargo transport only) and is within one hour and 15 minutes of two regional airports. An average of 40 trains transit through Hamblen County daily across 43 miles of active rail tracks with 97 at-grade highway/rail crossings. There is no passenger rail service in our community.

### **Public Transportation System**

The alternative to private vehicle travel, public transportation, is limited in Morristown. The one bus line Greyhound—serves primarily cross-country travel. There are three private taxi companies, three car rental agencies, and 21 truck freight companies in Morristown - Hamblen County. In addition, the East Tennessee Human Resource Agency (ETHRA) operates eight vans as part of its rural and public demand response

transportation program designed to help citizens in a sixteen county area meet their mobility needs.

### Bike System

Currently the City of Morristown has only two operational bike paths. The first is located along Martin Luther King, Jr. Boulevard and the second is along our completed Greenway system linking Fred Miller Park to Jaycee Park. With the federal government's push to construct complete streets which include avenues for bike travel, the Lakeway Area Metropolitan Transportation Association has completed a bike plan. This plan utilizes signage to create bike paths along the existing street system.

### Pedestrian Plan

The City of Morristown in conjunction with the Lakeway Area Metropolitan Planning Organization completed a study of the sidewalk system within the City of Morristown during the summer of 2009. This study indicated that the city had over 61 miles of sidewalk. Each sidewalk was broken down into sections creating 686 sections of sidewalk within the City of Morristown. Of these sections, sixty-eight were found to be in good condition, two hundred and seventy-nine in fair condition and three hundred and thirty-nine in poor condition. Based on this study and several concerns involving sidewalks, the Morristown Regional Planning Commission completed a sidewalk master plan identifying seven walkable districts within the city of Morristown. These districts were evaluated and a Master Sidewalk Map was completed showing the proposed location of sidewalks within the City of Morristown. The plan implemented changes within the subdivision regulations, the Zoning ordinance, and city maintenance policies.

## **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.

ETHRA The East Tennessee Human Resource Agency is a regional social service agency which provides a wide range of services to a 16 county area of East Tennessee.

ETPC – East Tennessee Progress Center is the City's newest of three industrial parks which is located at exit 8 on Interstate 81 on the southern edge of the city.

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.

LAMPTO -The Lakeway Area Metropolitan Transportation Planning Organization operates as the regional transportation planning and coordinating agency for portions of the urbanized areas in Morristown, Jefferson City, White Pine, and Hamblen and Jefferson Counties. The United States Census Bureau designated these areas as urbanized in May 2002.

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.

MUS - Morristown Utility Systems was formed by a private act of the State Legislature in 1901 under the legal name "The Board of Electric Lights and Water Works Commissioners of The City of Morristown. Morristown Utility Systems provides water and power services within the municipal boundaries of the City of Morristown to approximately 15,000 customers.

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.