

City of Oak Ridge, Tennessee  
Fiscal Year 2002 Annual Budget

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CITY COUNCIL

A. J. Kuhaida, Jr.  
Mayor

Leonard A. Abbatiello  
David R. Bradshaw  
Ray N. Evans, Jr.

Teresa R. Harvey  
Wilbert D. Minter  
Patricia P. Rush

Paul C. Boyer, Jr.  
City Manager

Janice E. McGinnis  
Finance Administrator

Steven W. Jenkins  
Asst. City Manager of  
Administrative Services



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

**Our Citizens' Vision**

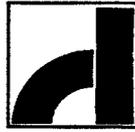
WE WANT OAK RIDGE TO BE AN EXCEPTIONAL PLACE FOR ALL  
TO LIVE, WORK, AND VISIT

**As an Organization, We Value:**

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

**Our mission:**

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
City of Oak Ridge,  
Tennessee**

**For the Fiscal Year Beginning  
July 1, 2000**

*Anne Spray Kinney* *Jeffrey L. Essel*  
President Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Oak Ridge for its annual budget for the fiscal year beginning July 1, 2000*

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

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

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## BUDGET MESSAGE

This section, beginning on page I-2, contains the City Manager's proposed budget message to City Council. The budget message outlines the parameters used by staff to prepare the fiscal 2002 budget. City Council instructed the City Manager to present a fiscal 2002 proposed budget that maintained current service levels. The budget message presents an overview of the budgeted revenues, expenditures and operating transfers of the General Fund and details the primary changes in those budgeted amounts from the prior fiscal year. Budget deliberations primarily focus on the General Fund since the operations and transfers of that Fund are supported by the property tax rate, which is adopted at final reading of the budget. The appropriation ordinance adopted a property tax rate of \$2.65 per \$100 of assessed value for fiscal 2002, an 8-cent increase over the prior year's tax rate. In the budget message, the City Manager discusses the impact of local economic conditions, which have been affected by federal downsizing, on the property tax rate. The City Manager also lists some of the planned technological advancements, which are necessary for Oak Ridge to perform current service levels in a more effective and efficient manner.

Only minor modifications to the proposed budget were approved by City Council during budget deliberations. The adopted appropriation ordinance, including a listing of the modifications approved by City Council, is presented in the Appendix of this document on page X-1. These modifications are also outlined in the Budget Summaries section of this document beginning on page III-2. The primary modification was to reduce the proposed budgeted operating transfer from the General Fund to the Capital Projects Fund by \$300,000, which resulted in a 5-cent reduction from the proposed property tax rate. This funding requirement will be replaced with proceeds from the sale of a portion of the remaining land surrounding the golf course for residential development. Also, \$15,000 in economic development funding for the Melton Hill Regional Industrial Development Association (MHRIDA) was restored by City Council at a minimal impact on the property tax rate.



# OAK RIDGE

## TENNESSEE

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March 5, 2001

Honorable Mayor and  
Members of City Council  
City of Oak Ridge  
Oak Ridge, Tennessee

Dear Mayor and Members of Council:

The city staff is pleased to present the proposed operating and capital budget for fiscal year 2002 beginning July 1, 2001, and ending June 30, 2002, for your review and consideration. This budget has been developed in accordance with the City Charter, applicable city ordinances, state and federal laws, and city policies and procedures.

The proposed budget combines our exceptionally high-quality and distinctive service levels with public affordability. While some programs have been reduced or eliminated others have been enhanced. We believe that City Council and the public will appreciate the investment value offered.

The development of the budget is guided by the broad operating parameters established by City Council, including:

- Foundations of Excellence Spending Plan -- Where a budget is presented which supports current operational levels and references the Foundations of Excellence Spending Plan.
- Multiyear Budget Management Plan -- Where a systematic draw down of the General Fund fund balance is planned with targeted tax rate and fund balances designed to match current revenues with current obligations by the year 2006, with an ending unreserved fund balance of a minimum \$5,000,000 when combined with the Schools fund balance;
- Compensation Philosophy and Policy -- Where the Pay Plan will be adjusted in an amount that does not exceed the current rate of inflation;
- Operational Budget Policies on Personnel Actions -- Where the city will attempt to avoid layoffs and will schedule, whenever possible, to achieve reductions-in-force through attrition; and
- Goals and Objective Program -- Where the goals established serve as the framework for the future direction of the city.

The Proposed Fiscal Year 2002 General Fund Budget of \$32,599,902 has been developed within the established operating parameters and reflects a sound work plan that continues the tradition of high-quality municipal services to the community. The budget is comprised of \$14,311,671 for municipal operations and \$18,288,231 in operating transfers.

### Revenues

General Fund revenues, other than property taxes, are budgeted to increase \$675,229, which equates to a 12.4-cent decrease in the property tax rate. About half of this non-property tax revenue increase, \$369,764, is realized from increased in-lieu-of tax payments from DOE and the city's Electric and Waterworks funds. Anderson County sales tax collections are budgeted to increase \$55,000 based on the opening of Home Depot and the expansion of Wal-Mart. Roane County actual sales tax collections to date this fiscal year have been flat and are not anticipated to meet the fiscal 2001 budget level. Revenues from CATV franchise fees are budgeted to increase \$57,000 based on terms in the current contract. The budgets for income tax and interest income were increased by \$155,000 based on historical collection patterns. Business Taxes are projected to increase \$61,000 primarily from Beer/Liquor Wholesale Taxes. Licenses and Permits are projected to increase \$70,500 for construction permits based on actual 2000 levels.

For General Fund revenues, the short-term outlook is not strong. Nearly every source of revenue is projected to grow slower than the rate of inflation in FY 2002, essentially a flat trend. A flat revenue base places enormous pressure on the property tax rate. It is important to note that revenue enhancement is critical to the long-term future of the city and the primary way to enhance revenues is through economic diversification—realizing that City Council has already made the decision to move toward a balanced market economy.

There are some bright spots in the local economy. Housing starts are beginning to increase. Appropriation of construction funds for the Spallation Neutron Source (SNS), as well as support for the modernization of Y-12, provides cautious optimism for the future. The opening of the Theragenics facility and growth in the retail sector are positive indicators of improvement in the local economy. These positive announcements have not yet provided a basis for projecting significant increases in revenue.

There is one significant item that is yet to be resolved. The city received \$940,500 as a one-time sales tax settlement in FY 1998. This amount will be added to the city's revenues assuming the levy stands. At last review, the case was in court and has not been completed. These proceeds are being transferred to the Capital Projects Fund to provide funding for future maintenance capital projects and to aid in the funding of capital maintenance projects from sources other than long-term debt issuances.

### Property Tax Rate

In light of the revenue projections above, funding of the proposed General Fund budget of \$32,599,902 requires a proposed tax rate of \$2.70 per one hundred dollars of assessed valuation. This is a 13-cent increase over the \$2.57 fiscal 2001 tax rate and is half of the increase projected for FY 2002 during the FY 2001 budget deliberations.

### Fund Balance

The proposed tax rate will maintain a fund balance of just over \$6,000,000, just under the original projection in the "SCORE" plan for FY 2001. This is in addition to funding by the end of FY 2001 of over \$40,000,000 in capital assets that were not envisioned by the original "SCORE"

plan. This capital investment is equivalent to nearly 80 cents on the tax rate at the projected assessment rate.

Expenditures

Increases in General Fund expenditures include:

Description	General Fund Amount	Tax Rate Equivalent
Golf Course Fund	500,000	9.1
Schools	395,870	7.2
Municipal Pay Scale Adjustment (3.5%)	270,265	4.9
Capital Maintenance Fund	207,000	3.8
Marketing Increases (Including CVB)	139,762	2.5
Municipal Employees Merit Pay	131,110	2.4
Total	1,644,007	32.9

Reductions in General Fund expenditures include:

Description	General Fund Amount	Tax Rate Equivalent
Debt Restructuring	126,000	2.3
Modify Overtime Work Periods	64,000	1.3
Building Maintenance (Roane State & Broadway)	60,135	1.2
Reduce Right-of-Way & Parks Mowing Frequencies & Season	25,928	0.5
Close the Outdoor Pool at 6:00 P.M.	17,000	0.3
Reduce Street & Parking Lot Sweeping Frequency	16,764	0.3
Tennessee Resource Valley Membership	16,750	0.3
Eliminate Grants other than Sister Cities	14,360	0.2
Melton Hill Regional Industrial Development Assn	10,050	0.1
Total	350,987	6.4

As explained in the revenue section above, with minimal increases in non-property tax revenue growth and a transfer of a portion of the fund balance, the recommended property tax increase is 13 cents.

The municipal expenditures for operations have been held essentially to inflationary and contractual adjustments. While many worthwhile programs are available for implementation, it has been the staff's approach to hold the line and maintain the quality and quantity of municipal services at the FY 2001 level.

Tax rate competitiveness was a primary driver in this effort. As has been discussed, the Oak Ridge tax rate has drifted toward being the highest in the past few years from its mid-level position in the early nineties. Every effort is applied to holding municipal expenditures to a minimum. Those reductions outlined above have been discussed in detail in the past. They are recommended in this budget as a way of mitigating the tax rate increase without adversely affecting the quality of services enjoyed by our citizens.

#### Service Enhancement through Technological Advancement

Staff efforts have been and will continue to be directed to projects and activities that maintain the quality of community life and serve as building blocks for the successful economic diversification and environmental improvement so necessary for future viability. These projects are outlined in the Fiscal Years 2002-2007 Capital Improvements Program and the FY 2002 Goals adopted at the February 19, 2001, City Council meeting.

Key among the goals for FY 2002 is the technological improvement. While major technological advancement has taken place, considerable technological improvement is still necessary. Through improved technology, human and financial resources should be released from routine report preparation and file management resulting in more effective public services. Three major technological initiatives will continue in FY 2002.

First is the continued implementation of the "Visions" software package. As you may recall, this package provides enhanced public safety dispatching, report preparation, and file management. Key to this improvement is the implementation of the mobile data terminals—microcomputers in police vehicles. Scheduled first is the installation of the terminals in police vehicles to permit report preparation and filing electronically from police cruisers. This methodology allows police officers to remain visible in the community while preparing and forwarding reports electronically. Increased police visibility serves as a deterrent to traffic violations and more serious crime in the community. After successful implementation in the Police Department, it is planned to extend the technology to other field operations.

As you may recall, the city joined with the property assessors of Anderson and Roane counties, as well as other entities within the counties, in the joint implementation of a Geographic Information System (GIS). Such system will provide the opportunity to combine spatial information (maps) with electronic databases to more effectively manage and evaluate various planning, development, and maintenance projects. Creation of the mapping system can be combined with the dispatching module of the "Visions" package thereby allowing dispatchers to give emergency responders more accurate information concerning the location of various incidents. Implementation of the system is viewed as critical to enhancing the staff's ability to manage and evaluate spatially related data. While administrative and technological issues in the state GIS office have delayed this project, it is anticipated that the city's portion of this project will begin later this spring.

Finally, the electronic Records Management System will be initiated. Now that this municipal corporation is over 40 years old, a significant number of paper records have been accumulated and must be maintained as permanent records. Maintenance of paper records has become increasingly expensive in terms of climate controlled storage space, human resources and management. It is also increasingly difficult to research these records in terms of their volume alone, not to mention the fact that they are stored in various facilities throughout the city. In order to preserve these legally required records, as well as ease their search, an electronic Records Management System will be initiated in FY 2001.

Funding (\$150,000) for these projects has been included in the proposed Equipment Fund budget for FY 2002. While these projects have no impact on the General Fund in FY 2002, use charges will be necessary in later years.

In order to proceed with service enhancement, it is vitally necessary that the city improve its technological ability to manage and use the data and records it acquires. While reduced expenditures are not a direct result of this effort, new expenditure avoidance in the future can be expected.

### Economic Development Agencies

The Economic Diversification Fund has been revamped to reflect the broadened approach to tax base enhancement discussed at the January work session. Funding has been provided to enhance residential, commercial and industrial development through efforts to incent tax base growth *in Oak Ridge* for all revenue categories.

Funding has been proposed in the FY 2002 Budget for several agencies that provide economic development and tourism-related services to the city including the Oak Ridge Convention and Visitors Bureau (CVB), the Chamber of Commerce, and the East Tennessee Economic Development Agency. Funding has not been included for the Melton Hill Regional Industrial Development Association (MHRIDA).

For the (CVB), \$296,202 is proposed for operation in FY 2002. The recommended funding level equates to the hotel/motel tax collections in FY 2000, the last complete year for which data is available, and is an increase of \$99,483 over the FY 2001 funding level. This level of funding is based on the recommendations in the Randle tourism marketing report providing for the full implementation of those recommendations. Should the CVB create the market anticipated by the Randle report, the base for property, sales and hotel/motel tax will be enhanced.

For the Chamber of Commerce, \$215,415 in funding is included in FY 2002 based on the chamber's request. This amount continues funding at the FY 2001 level. The programmatic emphasis of the Chamber continues to be directed toward marketing and economic development opportunities that will create a diversified local economy. City and chamber staffs are currently reviewing the chamber's performance metrics to include an expansion of their efforts into the commercial and residential areas.

As you may recall, the Tennessee Resource Valley and the East Tennessee Industrial Development Association have merged to form the East Tennessee Economic Development Agency, Inc. (ETEDA). This organization serves as the regional industrial development-marketing agency representing public and private organizations as well as the electric power distributors. In the past, the city has contributed \$25,000 to each organization. It is recommended that the \$25,000 contribution from the Electric Fund be continued since TVA provides a 50 percent match to this expenditure. However, it is also recommended that the \$25,000 contribution from the General Fund be eliminated. This recommendation allows the city to continue its participation in regional marketing efforts while minimizing the General Fund impact.

Finally, it is recommended that the city's participation in the Melton Hill Regional Industrial Development Association (MHRIDA) of \$15,000 be discontinued. While this organization has done an excellent job of industrial development, its efforts have been primarily concentrated outside of Oak Ridge, and Oak Ridge taxpayers contribute to MHRIDA's operations through the payment of county taxes. Therefore, in an effort to concentrate the city's resources on development of tax base in the city, this expenditure has been removed from the FY 2002 budget.

Operational funding for marketing and incentives has been included in this fund. \$135,000 is budgeted to support an enhanced city marketing program. An additional \$1.5 million, realized from the sale of city property, has been included in the fund to provide incentives for residential, commercial, and industrial development. Policies and procedures to guide the investment of these funds in the city's future will be forthcoming in FY 2002.

### Staffing

A total of 356.86 staff years is included in the Personnel Schedule for this year, a reduction of 0.5 staff years from FY 2001. Included in this figure is the full year of employment for a GIS Coordinator, a full-time City Attorney, and the elimination of the part-time City Attorney position.

### Salaries and Benefits

A 3.5% cost-of-living pay adjustment (COLA) has been included in this budget. The impact on the tax rate is 4.9 cents.

Funding for the continuation of the pay-for-performance or merit component of the Compensation Plan has been included again this year, which permits "100" Series employees to be eligible for the COLA as well as a five percent merit increase, while "200" Series employees will be eligible for a performance-based increase only. During FY 2002, a consultant will be engaged to develop a new pay plan with a strong performance evaluation system to guide its administration. The city, like many other employers, is experiencing difficulty recruiting and compensating technical and public safety positions; therefore, a complete review of the compensation system is warranted. Funding for this study is from encumbrances remaining from FY 2000.

### Other Agencies and Boards

Funding for the Social Service programs provided by Aid to Distressed Families of Anderson County (ADFAC) is proposed at \$150,000 for FY 2002. The recommended contribution is unchanged from last year.

For the Arts Council and Youth Advisory Board \$9,500 and \$9,000, respectively, are proposed in the FY 2002 budget. This is same funding level as the previous year.

Grant funding for the Sexual Assault Crisis Center and KORRnet have been removed from the budget along with the remaining contingency amount for new agencies.

### Major Budgetary Recommendations Report

Significant program considerations and changes for FY 2002 are addressed in the Major Budgetary Recommendations Report, which will be presented to City Council under separate cover.

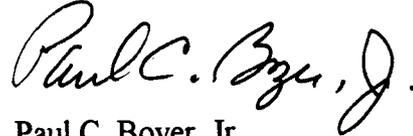
### Recognition and Thanks

The development of the budget is a significant project undertaken each year by staff, requiring the support and effort of many city staff in all departments. Coordinating this process is the Finance Department, led by Janice McGinnis, which is assigned programmatic responsibility for this task and is responsible for the quality of the management information presented.

Many City employees play crucial roles in the research, preparation, and completion of the various budget related documents for which thanks are made. Without their assistance this document would not be possible.

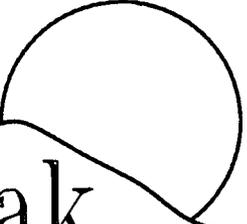
It is my honor to present the FY 2002 Proposed Budget for your consideration. All city staff stand ready to assist you in the careful deliberation of this work plan to meet the long-term goals and objectives of the city.

Respectfully submitted,

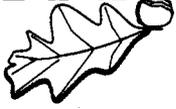
A handwritten signature in cursive script that reads "Paul C. Boyer, Jr." with a period at the end.

Paul C. Boyer, Jr.  
City Manager





oak  
ridge



Budget Overview

## **CITY OF OAK RIDGE GENERAL INFORMATION**

### **LOCATION**

The City of Oak Ridge is located in the eastern part of the State, approximately 22 miles northwest of Knoxville. The City occupies a southern portion of Anderson County and an eastern portion of Roane County. Nearly ninety percent of the City's taxable parcels are located in Anderson County, while only about ten percent of the parcels are in Roane County. Oak Ridge is approximately ninety-two (92) square miles in area and includes the plant and facilities of the U.S. Department of Energy. Residential, commercial and municipal owned portions of the City make up nearly thirty (30) square miles. The remaining area of the City is owned by the Department of Energy. The population of Oak Ridge according to the 2000 census is 27,387, an increase of 77 over the 1990 census population.

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

### **HISTORY**

The City of Oak Ridge has a unique history. This area was selected by the United States government in 1942 as the location for its production plants for uranium 235, a component of the first atomic bomb. Constructed by the U.S. Corps of Engineers as part of the secret World War II "Manhattan Project", the early task of the plant was the separation of fissionable uranium-235 from the more stable uranium-238 by an electro-magnetic process. Some 80,000 workers were hired for emergency construction of the laboratories and offices in the then 56,000-acre site.

The original townsite was built during World War II to house and furnish necessary facilities for the employees of the uranium plants. This project was transferred to the Atomic Energy Commission in 1947, and the community was operated by contractors under the control of the Atomic Energy Commission.

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

### **GOVERNMENTAL STRUCTURE**

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



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

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

## **FINANCIAL OPERATIONS**

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

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

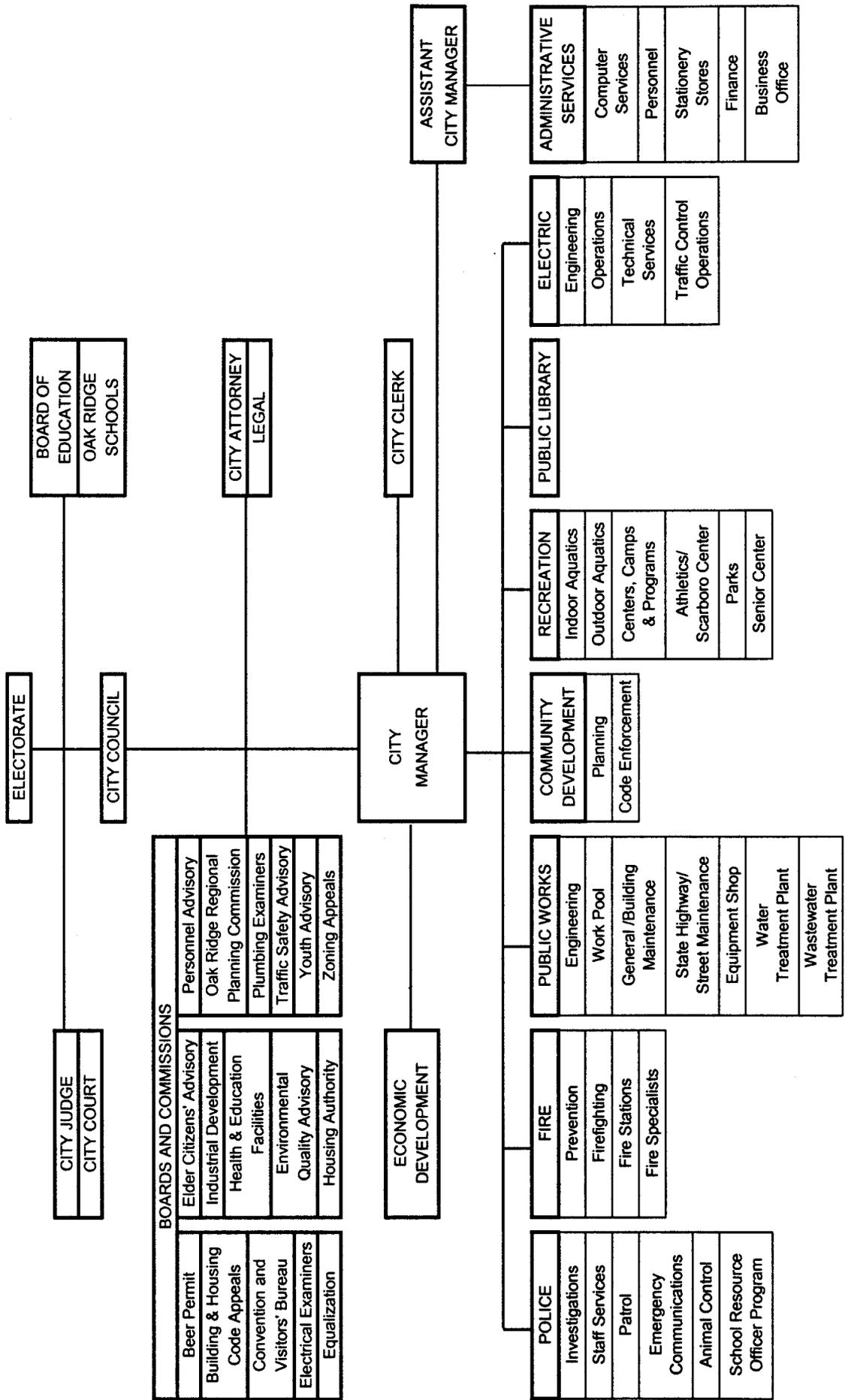
The City has received annually the GFOA Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report since the City was incorporated. The Certificate of Achievement recognizes that the City's financial statements meet the strict standards of GASB.

The City operates under several broad multi-year budgetary policies. The most notable of these policies is the Multi-Year Budget Management Plan, which was initiated in 1986 and includes a long-range fiscal planning tool for the General Fund referred to as the multi-year model. This annually updated financial tool is the successor to the Score Plan, the name given to the blueprint adopted by the City to assure prudent use of nearly \$22.3 million in one-time in-lieu-of-tax proceeds received from the Department of Energy in 1986.

On an annual basis, the City's financial plans are set forth in the annual operating budget and the capital improvement program as required by applicable provisions of the City Charter. City Council's guidance to the City Manager regarding preparation of the fiscal 2002 General Fund budget was to present a proposed budget which supported current service levels. Amendments which revise the total expenditures of any fund may occur at any time during the fiscal year after a public hearing before the City Council; however, the City Manager may, on his own authority, transfer budgeted amounts between departments within any fund. Normal budgeted control is maintained at the activity level by reviewing estimated purchase amounts prior to the release of purchase orders to vendors. Outstanding encumbrances are reported as reservations of fund balance at the end of the fiscal year in the General, Special Revenue and Capital Projects Funds.

# ORGANIZATION CHART

## City of Oak Ridge, Tennessee



## **MANAGEMENT AND DEPARTMENT ORGANIZATION**

All departments of the City are under the supervision and control of the City Manager who is appointed by City Council. A Director or Assistant City Manager appointed by the City Manager heads each department listed below. The exception is the Legal Department whose departmental head is appointed by City Council.

Administrative Services	Legal
Community Development	Library
Economic Development	Personnel
Electric	Police
Finance	Public Works
Fire	Recreation & Parks

Each department consists of separate entities referred to as activities, which have specific functions and purposes unique to that activity.

## **EDUCATION**

The City school system operates schools covering grades kindergarten through 12, with an approximate enrollment of 4,500 students and a professional teaching staff of 400. The primary and secondary schools are among the finest in Tennessee and the nation. The September 2000 issue of the Wall Street Journal's Offspring Magazine listed the Oak Ridge School system in the top 100 in the nation and second in the South. The March 2000 issue of Newsweek magazine listed the Oak Ridge Schools as a top ranked high school based on number of graduating seniors taking Advanced Placement courses. In addition to the City system, a parochial school also exists within the city limits covering grades one through eight.

In the fall of 1999, a new approximately 100,000 square foot branch campus for Roane State Community College opened which offers courses in radiation physics, radioactive waste management and a two-year certification program for health physics technicians. Enrollment has consistently exceeded projections

Oak Ridge Associated Universities (ORAU), a consortium of six Tennessee and 49 other colleges and universities and a management and operating contractor for the U.S. Department of Energy is also located in the City. A pioneer in technology transfer, with historic contributions in nuclear medicine and health physics, ORAU today conducts specialized training in nuclear related areas of energy, health and the environment. In particular, ORAU has been able to provide technical assistance to government, the academic community and industry in radiological site assessment, environmental monitoring and provision of radiopharmaceutical internal dose information.

## **INDUSTRY AND MANUFACTURING**

Since the 1940's, the nuclear industry has been the largest employer for the City and County. Today, the U.S. Department of Energy ("DOE"), working through its primary subcontractors, BWXT and UT-Battelle, occupies approximately 33,420 acres within the City limits, within 250 buildings and approximately 8,800 employees in engineering, skilled and semi-skilled crafts, technicians and administrative support. BWXT operates the Y-12 weapons plant facilities and UT-Battelle operates the Oak Ridge National Laboratory.

The ongoing functions of the Y-12 plant are to support DOE's weapons designs labs, recover U-235 from spent nuclear weapons, and provide support to other government agencies. The mission of the Oak Ridge National Laboratory is to develop safe, economical and environmentally acceptable technologies for energy production and use. The Laboratory has greatly expanded its mission within recent years to include major developments in the following diverse fields: advanced ceramic materials, robotics, information management and environmental sciences. Initial contracts are being awarded for construction of the Spallation Neutron Source (SNS) at DOE's Oak Ridge National Laboratory. When completed in 2006, the SNS will become the world's foremost center for neutron scattering research for making a variety of materials stronger, lighter and cheaper. The project is projected to cost \$1.4 billion, employ 2,300 workers during construction and add several hundred permanent employees after completion. Additionally, the SNS expects up to 3,000 scientists to visit each year for varying periods of time, and numerous small industries to be spun off from the experiments and findings.

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

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

The City has been actively seeking to diversify its economic base from as early as the mid 1960's. Recent successes in this area have resulted in over \$162,000,000 of private sector, commercial and industrial investment in the City since 1988. In addition, the commercial and industrial portion of the tax base has risen from 35% in 1987 to 41% in 2001.

Currently, there are four industrial parks in the City that were developed by the municipality and two parks that were developed by private firms. A new industrial park, Horizon Center, is currently under construction on 1,000 acres of undeveloped federal land.

## OPERATING BUDGET POLICIES

1. The City will consider as its highest priority the maintenance of basic public services and facilities necessary to meet the needs of its residential, institutional, commercial and industrial "citizens." A basic public service or action is one that would not be provided without public action, and one that is either:
  - Essential to the health and safety of the city's residents; or
  - Necessary in order to avoid irreparable damage to City resources; or
  - A service the absence of which the City would be generally unacceptable to its residents.
2. After one or more work sessions, Council will provide policy guidance to the City Manager and staff for preparation of the proposed budget for the next fiscal year. Council guidance will define the appropriate service levels for municipal programs and overall personnel policies.

3. The City Manager will prepare an operating budget that supports current service levels. The City Manager will not be precluded from proposing program expansions based on Council guidance or staff initiatives.
4. The City Manager and others involved in the operating budget preparation process will also use the priorities expressed in the Comprehensive Plan as the framework for review and formulation of the proposed City budget. The City staff will review programs and projects on at least an annual basis to ensure their conformance with the Comprehensive Plan.
5. The Council may meet once or more annually with the Board of Education to discuss the services offered by the Schools and factors affecting budget preparation for next fiscal year. This work session will be held between July 1 and October 31 of each year. Any Council guidance to the Board of Education will be communicated formally no later than November 15 of each year.
6. Responsive, quality service will characterize the City of Oak Ridge. All departments of the City will continue periodically to examine and effect changes in program delivery responsibilities or management that would improve productivity, lower costs, enhance service and further communication with the public.
7. The City will continue actions to ensure that all City staff members are sensitive to the special needs of the community and its residents.
8. The City will take steps to continue to increase citizen involvement in the ongoing planning, programming and budgeting process.
9. The City will continue to fund progressive career development programs for all employees and improve the leadership, motivational and communication skills of all supervisory personnel.
10. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' obligations. In particular, the City will continue the scheduled level of maintenance and replacement for its infrastructure and fleet.
11. The City will prepare a detailed budget which identifies and accounts for object code expenditure increases from the previous budget year that are greater than the rate of inflation, subject to a minimum increase of \$2,000.
12. 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.
13. The City will integrate performance measurement and productivity indicators within the budget.
14. In all actions to balance the budget, the City will attempt to avoid layoffs. If possible, any personnel reduction will be scheduled to come permanently from attrition.

## REVENUE POLICIES

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

## DEBT MANAGEMENT GUIDELINES

1. Long-term borrowing will only be utilized for capital improvements or capital projects that cannot be financed with current revenues.
2. Bonds will be repaid over a period less than or equal to the project's useful life.
3. The total amount of bonds or other evidence of indebtedness secured by the full faith and credit of the City that shall be outstanding at any one time shall not exceed 10 percent of total appraised valuation of all real estate lying within the city limits. (Home Rule Charter Article IV, Section 12)

4. Debt instruments will be structured to allow future flexibility and market interest by including the Optional Redemption Features and Optional Bidding on Bond Insurance.
5. The City will maintain good communications with bond rating agencies regarding the City's financial condition.
6. The City will fully disclose information on every financial report and bond prospectus.

## **BUDGET FORMAT**

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

### **BUDGET ORGANIZATION**

The budget document is organized to provide a summary of the total budget within the Schedule pages, with revenues and expenditures for each fund. The major portion of the budget consists of detail pages containing a description of the funds and activities along with an expenditure summary for that function. Ordinance and Legal Requirements, the Personnel Schedule, Statistical Information, Glossary and Index conclude the document.

### **FINANCIAL STRUCTURE**

The City accounts are organized by fund and account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into six generic fund types and two broad fund categories as follows:

#### **Governmental Funds**

##### General Fund

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

##### Special Revenue Funds

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

### Debt Service Fund

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

### Capital Projects Fund

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

### **Proprietary Funds**

#### Enterprise Funds

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

#### Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to another department of the City on a cost-reimbursement basis. Established Internal Service Funds include the Insurance Fund and Equipment Replacement Rental Fund.

### **BASIS FOR BUDGETING**

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

Budgets for all Governmental Funds are approved by City Council and adopted as legal appropriation levels for those funds for that fiscal year. The appropriation ordinance for fiscal year 2002 is presented in the Appendix of this document on page X-I. A lump sum expenditure amount for each Governmental Fund, exclusive of operating transfers, is approved by City Council as the legal appropriation for that fund. Operating transfer amounts for Governmental Funds and projected expenses for Proprietary Funds (Enterprise and Internal Service Funds) are presented in the appropriation ordinance for informational purposes only.

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

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

## **BASIS OF ACCOUNTING**

All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Sales taxes are considered measurable at the point of sale and are recognized as revenue at that time. Revenues from excise, gasoline and motor fuel taxes are recognized as revenues when in the hands of intermediary collecting agencies. All other intergovernmental revenues are recorded as revenue when received. For budget presentation purposes, property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received in cash.

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

All Proprietary Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred. The reserve method is used to estimate the allowance for doubtful accounts for electric, water and wastewater service receivables.

To facilitate the cost accounting process, the City distributes the cost of a number of common use, "overhead" expenses to each General Fund budget activity on the basis of a predetermined cost distribution. Indices such as square footage, number of telephones, and number of clerical personnel are used to assign the cost of utilities, telephones, and other costs on a pro-rata basis. To further identify the actual cost of each General Fund budget activity, all or a major portion of the work performed by certain service centers is transferred to the benefiting activities under the caption "Reduction of Costs." Examples of service (or cost distribution) centers include 935 Engineering and 845 Computer Services.

In each case, these activities provide the supervision, engineering, labor, materials, or equipment for construction, maintenance, and repair of the City's buildings, water and sewer systems, streets, equipment, and other items of physical plant or administrative services necessary for the operation of these Funds. The costs involved are transferred in whole or in part to the benefiting Fund or activity. The purpose of cost distribution is to assign all costs, to the extent practicable, to the budget activity incurring or requiring the expenditure.

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

City Council has adopted an operating budget policy which states, "The City will prepare a detailed budget which identifies and accounts for object code expenditure increases from the previous budget year that are greater than the rate of inflation (3.5 percent increase for budget FY 2002), subject to a minimum increase of \$2,000." In accordance with this policy, the monetary change

and the percentage difference are identified for each object code. An explanation of the most significant expenditure increases is provided in the Significant Expenditure Changes section of each activity summary sheet except for Personal Services, outlined below.

## **PERSONAL SERVICES CALCULATIONS**

In the FY 2002 Budget, the expenditure category Personal Services, (Object Codes 5110 through 5175), includes regular, temporary and overtime salaries, and related benefits, for employees of the City of Oak Ridge, such as employer contributions for Social Security and retirement and a life and health insurance program.

The salary for each regular employee is allocated to a department activity and budgeted under Object Code 5111. Salary calculations are computed for each employee on the basis of 26 biweekly pay periods using the current pay plan rate adjusted by a 3.5% cost-of-living (COLA) increase for all 100 series (excludes upper management) employees. 200 series employees (upper management) are not eligible for COLA's under the current pay plan. Merit pay includes the projected performance increase in salaries during the fiscal year. The actual expenditure will depend on employee performance as measured by appraisals at the employee's annual performance review. Step increases and top of pay scale (TOPS) are budgeted in this account. The cumulative budgetary impact of the merit and COLA, is an increase in base regular salaries and overtime averaging 5.4%. Since Personal Service calculations are projected by individual position, the impact of salary adjustments for each departmental activity will vary depending on employee turnover since the last budget cycle. Overtime is projected in Object Code 5130. Overtime expenditures are impacted by the Fair Labor Standards Act (FLSA) which requires either payment in cash or compensatory time at time and one-half for all hours worked in excess of normal duty hours.

The calculation of the City's contribution for Social Security, (Object Code 5141), and the Tennessee Consolidated Retirement System (TCRS) Benefits, (Object Code 5150), are mandated based on a percentage of each employee's salary, with the Social Security contribution currently 7.65% and the Retirement contribution 6.80% for both regular civilian employees and regular Public Safety employees. The Retirement contribution percentage is adjusted biennially by the TCRS and will be reviewed again for fiscal 2003. In Object Code 5160, the City also provides individual health insurance coverage, which includes medical insurance, dental reimbursement, long-term disability insurance and life insurance coverage.

## **BUDGET PROCEDURE**

The Charter for the City of Oak Ridge provides that no later than April 1 prior to the beginning of the fiscal year on July 1, the City Manager shall submit to the City Council a Proposed Budget for the next fiscal year, which presents a complete financial plan for the ensuing year. In accordance with the City Charter the following information must be provided: (a) detailed estimates of all proposed expenditures for each department, board, officer or other agency of the City, showing, in addition, the expenditures for corresponding items for the last preceding fiscal year, appropriations and anticipated expenditures for the current fiscal year, and reasons for recommended departures from the current expenditures pattern; (b) statements of bonded and other indebtedness of the City; (c) detailed estimates of all anticipated revenues of the City from all sources with a comparative statement of the amounts received by the City from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year; (d) and any other supporting schedules as requested by City Council.

To ensure compliance with this Charter requirement, a budget schedule is prepared each year to facilitate the decision-making process by providing overall direction to City departments. The budget preparation process begins in late summer when City departments begin preparation of six-year Capital Improvements Program requests for submission to the Community Development Department by late September. By early October, Community Development staff prepares a recommended draft Capital Improvements Plan that is submitted to the City Manager for review and approval. By late October, the consolidated draft document is submitted to the Oak Ridge Regional Planning Commission for review. The program identifies anticipated projects, establishes priorities, and identifies the anticipated source of funding. The program, as modified and approved by the Planning Commission, is submitted for Council's consideration by December 1.

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

A self-evaluation of the departments' objectives and measures of performance for the current year is initiated in November and used in the preparation and development of objectives and performance measurements for the upcoming year. This information is formally submitted to the Finance Department by mid-December to provide adequate review time before department budget review sessions occur in January. The budget documentation prepared includes a statement of departmental goals and objectives, proposed performance measures, an estimate on the status of performance measures at the end of the current year, traditional object code line item expenditure requests, justification for maintaining current and expanded expenditure requests, and initial financial estimates on the department's expenditure status by the end of the current fiscal year.

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

A Proposed Budget for the upcoming fiscal year is presented to the City Council at its first scheduled meeting in March. The Board of Education also presents the General Purpose School Fund budget at this meeting, including a request for appropriation of City funds to meet program obligations. The City's Proposed Budget document is supplemented with a separate document titled "Major Budgetary Recommendations Report and Proposed Program Modifications" (MBR). This document provides Council detailed information on critical issues and program changes proposed for the coming year. Budget Work Sessions are held with City Council during March and April to provide detailed review of the proposed operating and capital improvements budgets, and proposed program modifications in the MBR. These sessions provide the opportunity for City Council to analyze the City Manager's Proposed Budget and to request additional information as needed.

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

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**FY 2002 BUDGET CALENDAR**

<u>Date</u>		<u>Event</u>	<u>Responsibility</u>
<u>Start</u>	<u>Completion</u>		
9/01/00	9/22/00	Preparation of six-year Capital Improvements Program requests (FY 2002 – FY 2007)	Responsible Departments
9/25/00	10/06/00	Submission of Proposed Capital Improvements Program to Senior Management for preliminary review & approval	Community Development
10/01/00	12/31/00	Preparation of Budget Estimations	Finance Department
10/09/00	10/13/00	*Complete and Print Proposed Capital Improvements Program	Community Development
	10/13/00	Submission of Proposed Capital Improvements Program	Planning Commission
10/13/00	11/16/00	Review of Proposed Capital Improvements Program by Planning Commission	Responsible Department Community Development
	11/16/00	Approval of six-year Capital Improvements Program	Planning Commission
11/17/00	12/01/00	*Complete and Print Final Capital Improvements Program	Planning Commission
11/01/00	12/08/00	Preparation and submission of all Budget Updates and Department Goals and Objectives for FY 2002	All Departments
	12/18/00	Provide policy input on City Budget	City Council
	12/18/00	Joint Meeting between City Council and Planning Commission to review FY 2002 – 2007 Capital Improvements Program	City Council, City Manager, Planning Commission, Responsible Departments
12/06/00	12/11/00 12/12/00	Administrative Public Hearing-Proposed Statement of Community Development Objectives and Projected Use of CDBG Funds	Economic Development
	1/31/01	Completion of Fund budgets, narratives and schedules	Finance Department
	2/28/01	Final Draft Reports for Major Budgetary Recommendations to Finance Administrator	Responsible Departments
2/26/01	3/02/01	*Complete and Print 2002 Proposed Budget	Finance Department
	3/05/01	Presentation of FY 2002 City, Schools, CIP Proposed Budgets, and Major Budgetary Recommendations Report to City Council	City Council, City Manager

**FY 2002 BUDGET CALENDAR (Cont'd)**

<u>Date</u>		<u>Event</u>	<u>Responsibility</u>
<u>Start</u>	<u>Completion</u>		
	3/06/01	Proposed Budget to City Clerk and Public Library for Public Inspection	Finance Department
	3/23/01	Notice of Public Hearing on FY 2002 Budget	City Clerk
	3/23/01	Notice of Public Hearing Community Development Block Grant Proposals to <u>The Oak Ridger</u>	Economic Development
	3/24/01	Budget Work Session	City Council, City Manager
3/26/01	3/30/01	Budget Work Session follow-up information prepared	Finance Department
	4/02/01	Public Hearing on FY 2002 Budget	City Council
	4/02/01	Council Meeting for first reading and adoption of FY 2002 Budget	City Council
	4/02/01	Public Hearing on FY 2002 Community Development Block Grant Proposals	City Council
	4/16/01	Council meeting for final reading and adoption of FY 2002 Budget and 2001 tax rate	City Council
	5/07/01	Final statement and projected use of CDBG funds report prepared and submitted to Council	Economic Development
4/17/01	7/20/01	*Complete and Print FY 2002 Budget	Finance Department



oak  
ridge



Goals Program

## City Of Oak Ridge, Tennessee Fiscal 2002 Goals

Citywide goals are adopted by City Council at the beginning of the budget process. The preparation of citywide goals is a requirement of the City Manager's Employment Agreement, with obtainment of adopted goals as one of the criteria used for evaluation of the City Manager's performance. A City Council work session outlining the goals was held on February 12, 2001, with Council adopting the goals at their February 19, 2001 meeting.

The goals framework was developed with the results of the 1998 Visioning Process in mind and in support of the vision: *OAK RIDGE – An exceptional place to live, work and visit for all.* City management concluded that three major focuses were necessary to support this vision and that subcategories were necessary to better communicate what the efforts would be. The three major focus categories are as follows:

Focus No. 1 – Maintain Quality of Life

Focus No. 2 – Community Building

Focus No. 3 – Organizational Development

The focus subcategories are as follows:

- Economic Development
- Enhance External Communication
- Enhance Internal Communication
- Implement 1998 Vision Plan
- Improving Life Quality
- Legal Mandates
- Maintain Basic Service Level
- Operational Effectiveness Improvement
- Revenue Enhancement
- Team Building
- Technological Improvement

The adopted goals as outlined on the following pages, include the responsible department, funding source, cost and general goal statement. The Capital Improvements Program (CIP) 2002-2007 document outlines the major capital projects planned for the next six fiscal years. The CIP page references included in the goals refer back to the CIP document with provides a more in-depth discussion of the project and details the funding sources.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      MAINTAIN QUALITY OF LIFE**

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### **Focus Type Economic Development**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Economic Development	Currently Budgeted Staff Time	\$0	Work with Oak Ridge Housing Task Force to create strategies and implementation plans for enhancement of housing in the City of Oak Ridge.
Economic Development	Currently Budgeted Staff Time	\$0	Develop an Economic Development Incentive Policy for the City of Oak Ridge.

### **Focus Type Enhance External Communication**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Finance	General Fund	\$30,000	Review and perform conversion of financial records and reporting to comply with GASB 34.

### **Focus Type Improving Life Quality**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted Staff Time	\$0	To strive to reach a competitive position in terms of our tax rate and process.
Community Development	Currently Budgeted Staff Time	\$0	To provide a completely automated building inspection tracking & record-keeping system. This will add building, electrical, & plumbing inspections to the soon-to-be completed environmental & housing inspections automated system.

### **Focus Type Legal Mandates**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Legal	Currently Budgeted Staff Time	\$0	Continue review and revision of the City Code in order to be in compliance with State law, with particular focus on revising Chapter 4, Articles I and II, pertaining to alcoholic beverages (excludes beer).
Public Works	CIP VI-12	\$125,000	EPA NPDES Stormwater Program - Monitor and assist consultant to gain compliance with the new EPA stormwater mandate beginning with development of the management plan.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      MAINTAIN QUALITY OF LIFE**

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### **Focus Type    Maintain Basic Service Level**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted Staff Time	\$0	Continue to participate in the development of DOE's Stewardship Plan for the Oak Ridge Reservation to ID records management and other needs.
Electric	CIP VI-26	\$100,000	Continue program of limited proactive replacement of underground facilities. Replacement criteria to include safety, reliability and economics.
Police	Currently Budgeted Staff Time	\$0	Complete a Traffic Safety Awareness Education and Enforcement Campaign
Public Works	CIP VI-10	\$105,000	Midway Road/Woodland Area Storm Water Management Improvements - Continue to monitor the design and begin the construction of drainage improvements to reduce impact on properties.
Public Works	CIP VI-30	\$360,000	Continue to minimize unaccounted for water by annual testing of 168 meters two-inch and larger, and replacement of residential meters 12 years old. Additional activities include meter downsizing, water system rehab, hydrant replacement and tank maintenance.
Public Works	CIP V-20	\$860,000	Resurface approximately 15 miles and rejuvenate approximately 10 miles of city streets.
Public Works	CIP III-12	\$55,000	Replace remaining original ceiling tiles and 18-foot light fixtures at the Library.
Public Works	CIP III-10	\$115,000	Replace seven HVAC units at the Municipal Building.
Public Works	CIP VI-4	\$630,000	Finalize SCADA system requirements for the interconnection of the water and wastewater treatment plants including the primary water booster and lift stations.
Public Works	CIP VI-38	\$100,000	Perform capital maintenance projects at the wastewater treatment plant such as refurbishing of the anthracite in the filters in order to maintain the basic levels of service.
Public Works	CIP VI-36	\$735,000	Perform upgrades at the Emory Valley and East Plant Lift stations.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      MAINTAIN QUALITY OF LIFE**

---

### **Focus Type    Maintain Basic Service Level**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Public Works	CIP VI-32	\$100,000	Continue to upgrade the water booster stations that service the water distribution system. The facilities scheduled for upgrade are Robertsville Road, Wisconsin Avenue and South Walker Lane.
Public Works	CIP VI-8	\$800,000	Continue the capital improvements at the water plant as shown to be needed in the engineering study that was performed before acquisition of the plant and those identified after City ownership.
Recreation & Parks	Currently Budgeted Staff Time	\$0	Reevaluate and update the ADA plan to bring Recreation and Parks facilities into compliance by June 30, 2002.
Recreation & Parks	CIP IV-52	\$20,000	Continue to modify City-owned playground equipment and park areas to ensure compliance with the Americans With Disabilities Act.
Recreation & Parks	Currently Budgeted Staff Time	\$0	Maintain the designation by the National Arbor Day Foundation as Tree City USA, including sponsorship of the annual Arbor Day Ceremony and educational programs for elementary schools.

### **Focus Type    Operational Effectiveness Improvement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Public Works	CIP III-2	\$20,000	Review and finalize space need requirements for the Municipal Building and begin preliminary design efforts as deemed appropriate.

### **Focus Type    Revenue Enhancement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted Staff Time	\$0	Continue the efforts to increase the per acre value of the Oak Ridge Reservation used to calculate the PILT payment
Electric	CIP VI-48	\$40,000	Complete meter base inspection and meter seal change out for residential customers by June 30, 2002

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      MAINTAIN QUALITY OF LIFE**

---

### **Focus Type    Technological Improvement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Computer Services	Equipment Replacement & Staff Time	\$150,000	Replacement and/or upgrade of software-utilities, payroll, taxes, licenses, etc. This is a long-term goal. Upgrades and replacement of the current systems have been ongoing and will continue.
Computer Services	Equipment Replacement	\$30,000	Complete city-wide network. This is a continuation of an ongoing project. The final phase is to network the smaller outlying buildings possibly using a wireless data communication system.
Police	Equipment Replacement	\$300,000	License, construct, train employees and begin utilization of a wireless communications system for the City.

## **FOCUS      COMMUNITY BUILDING**

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### **Focus Type    Economic Development**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted Staff Time	\$0	Participate in the development of DOE's Oak Ridge Reservation-wide land use planning project.
Economic Development	Currently Budgeted Staff Time CIP VI-2; VI-6; VI-14	\$15,200,000	Support the development of five large tracts of industrial lands on the west end of the city.
Electric	Currently Budgeted Staff Time	\$0	Design and hold a industrial & commercial customer meeting covering topics of interest to these customers in the third quarter of calendar 2001.
Electric	Currently Budgeted Staff Time	\$0	Prepare all materials commonly needed by contractors and developers in electronic format and make available through the Internet and on CDs by December 1, 2001.
Electric	CIP VI-14	\$3,800,000	Complete Substation 900 located on Blair Road and energize by March 30, 2002.
Public Works	CIP VI-6	\$1,200,000	Acquire a water supply source and construct required water infrastructure to serve the Boeing Property.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## ***FOCUS*      *COMMUNITY BUILDING***

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### ***Focus Type*    *Economic Development***

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Recreation & Parks	Currently Budgeted Staff Time	\$0	Support the Rowing Association in its efforts to upgrade the rowing course and support facilities.
Recreation & Parks	Currently Budgeted Staff Time	\$0	Encourage and sponsor five athletic tournaments/ events to attract out-of-town visitors to the City by June 30, 2002.

### ***Focus Type*    *Enhance External Communication***

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted Staff Time	\$0	Write quarterly newspaper columns on city programs.
City Manager	Currently Budgeted Staff Time	\$0	Host the 2001 Energy Communities Alliance Fall Conference.
City Manager	Currently Budgeted Staff Time	\$0	Develop, communicate and promote a State and Federal Policy agenda.
City Manager	Currently Budgeted Staff Time	\$0	Prepare and submit two applications for awards of national recognition for the City of Oak Ridge.
City Manager	Currently Budgeted Staff Time	\$0	Renegotiate the Memorandum of Cooperation among DOE, Roane and Anderson Counties, and the City of Oak Ridge to identify projects of mutual interest.
Library	Currently Budgeted Staff Time	\$0	Evaluate the Reference by e-mail pilot program and determine its effectiveness and future application.
Police	General Fund	\$500	Complete two Citizen Police Academies.
Recreation & Parks	CIP IV-44	\$100,000	Complete the Recreation Master Plan and develop recommendations for implementation by June 30, 2002.
Recreation & Parks	Currently Budgeted Staff Time	\$0	Develop a year-round calendar of events that outlines and coordinates tournaments, leagues, special events, and other activities of City-wide importance and publish three times a year.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      COMMUNITY BUILDING**

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### **Focus Type Implement 1998 Vision Plan**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Economic Development	Currently Budgeted Staff Time	\$0	Develop and implement an action plan for revitalization of the City Center of Oak Ridge.
Recreation & Parks	CIP IV-20	\$1,000,000	Continue the design phase and initial construction of a new Senior Enrichment Center adjacent to the Civic Center Complex by June 30, 2002.

### **Focus Type Improving Life Quality**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Community Development	Currently Budgeted Staff Time	\$0	Utilizing 2000 Census data, update Population & Housing Chapter of Comprehensive Plan.
Fire	General, FEMA, TEMA, Anderson County	\$1,819,000	The goal of the Mona Lane Disaster Mitigation Project (HMGP-0858-0003) originally was to acquire 14 properties, remove the structures and infrastructure, and return the area to its natural state for use as a public access area.
Public Works	CIP V-2	\$335,000	Rutgers Avenue/Manhattan Avenue Improvements - Continue to monitor the TDOT design and construction progress for realignment of Manhattan Avenue opposite Perimeter Road at Rutgers Avenue and the use of city allocated Federal TEA-21 funds.
Public Works	CIP V-8	\$540,000	State Route 170 (Edgemoor Road)/ Melton Lake Drive Improvements - Continue to monitor the TDOT design and construction progress for intersection improvements and the use of Federal allocated safety funds for right-of-way and construction costs.
Public Works	CIP V-10	\$185,000	State Route 95 (Oak Ridge Turnpike)/Rutgers Avenue Improvements - Complete design and construction of improvements on the Rutgers Avenue approach to Oak Ridge Turnpike.
Public Works	CIP V-14	\$1,750,000	SR 95/58 Improvements - Continue to monitor the TDOT design and construction progress for the multiple-phase roadway improvement projects from I-40 to State Route 62 and complete design of water and sewer relocations as a part of the construction.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      COMMUNITY BUILDING**

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### **Focus Type Improving Life Quality**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Public Works	CIP V-18	\$260,000	Downtown Sidewalk Improvements - Continue to monitor phase one sidewalk improvement construction and implement the design and construction of phase two improvements in the downtown network system through the use of a TDOT Federal TEA-21 Grant.
Recreation & Parks	Currently Budgeted Staff Time	\$0	Support the efforts of the soccer community to construct a soccer complex on a portion of Haw Ridge.
Recreation & Parks	CIP IV-8	\$400,000	Construct the Emory Valley Greenway using grant and local funds by June 30, 2002.

### **Focus Type Legal Mandates**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Electric	CIP VI-14	\$1,700,000	Develop impact study and initiate design of modifications to accommodate state changes to State Route 95 by December 2001. Study to include impact on substations, distribution and transmission systems, as well as street lights and traffic signalization.

### **Focus Type Maintain Basic Service Level**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Electric	CIP VI-26	\$75,000	Design, acquire necessary easements and begin construction of a Rivers Run to Parcel "A" interconnect for electrical reliability to both areas by June 30, 2002.

### **Focus Type Operational Effectiveness Improvement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Library	Currently Budgeted Staff Time	\$0	Complete all of the duplication of circulation and complete 25% of the cataloging of the video collection donated by Oak Ridge Community Television.

### **Focus Type Technological Improvement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Electric	CIP VI-42	\$7,500	Conduct traffic study and make necessary adjustments to traffic signals not on the closed loop system by April 1, 2002.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## **FOCUS      ORGANIZATIONAL DEVELOPMENT**

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### **Focus Type Enhance Internal Communication**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Computer Services	Equipment Rental	\$150,000	Implementation of a Geographic Information System. This is a joint venture with the State of Tennessee, Anderson County, and Roane County.
Computer Services	Equipment Rental	\$150,000	Implementation of a Records Management System including electronic storage and retrieval of documents.
Personnel	Currently Budgeted Staff Time	\$0	Adopt new and revised City Personnel Ordinance. This will be completed in conjunction with the Classification/Compensation Study, which should be ready for implementation in FY 2003.

### **Focus Type Maintain Basic Service Level**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Personnel	Currently Budgeted	\$120,000	Completion of a Classification/Compensation Study, which should be ready for implementation in FY 2003. \$120,000 is encumbered in the FY 2001 Budget to conduct this study.

### **Focus Type Operational Effectiveness Improvement**

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Clerk	General Fund	\$10,000	Complete "re-write" of the City Code, including reorganization, bringing it in line with current state and federal law, bringing it up to date and making it "internet ready."
City Manager	Currently Budgeted	\$3,000	Conduct a staff retreat to further develop the use of the High Performance Organization model with the objective of improving operational effectiveness.
City Manager	Currently Budgeted Staff Time	\$0	Update the Benchmarking Survey conducted in 1999.
City Manager	Currently Budgeted Staff Time	\$0	Participate in the MTAS pilot benchmarking project.
Police	Currently Budgeted Staff Time	\$0	Complete self-assessment of the Police Department as a prerequisite to achieving CALEA (Commission on Accreditation of Law Enforcement Agencies) recognition by FY 2003.

# CITY OF OAK RIDGE FISCAL 2002 GOALS AND OBJECTIVES

## ***FOCUS      ORGANIZATIONAL DEVELOPMENT***

---

### ***Focus Type    Team Building***

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
City Manager	Currently Budgeted	\$3,000	Conduct a professionally facilitated City Council retreat to improve working relationships and develop a strategic planning process.

### ***Focus Type    Technological Improvement***

<i>Responsible Department</i>	<i>Fund</i>	<i>Cost</i>	<i>Goal Statement</i>
Electric	Currently Budgeted Staff Time	\$0	Complete the electronic model of the electric system, calibrate and begin running system component studies by September 1, 2001.
Electric	CIP VI-20	\$200,000	Implement remote control of circuit level devices in two substations by June 30, 2002.

**CITY OF OAK RIDGE, TENNESSE  
FISCAL 2002 BUDGET SUMMARIES  
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## SUMMARY OF SIGNIFICANT CHANGES BY FUNDS

### BUDGET OVERVIEW – ALL FUNDS

Governmental accounting standards require the City to organize its accounts into Funds, each of which is considered a separate accounting entity. The City's resources are allocated to and accounted for in individual Funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds utilized by the City are categorized into two broad Fund categories, Governmental and Proprietary.

Governmental Funds are grouped into four generic Fund types: General, Debt Service, Special Revenue and Capital Projects Funds. The budgeted expenditures, exclusive of operating transfers to other Funds, for each Governmental Fund is approved by City Council as the legal appropriation for that Fund. Expenditures cannot exceed the legally adopted appropriation at the Fund level. The City Manager is authorized to transfer budgeted amounts between departments within any Fund; however, any revisions that alter the total expenditures of any Governmental Fund must be approved by City Council. Outlined below are the City's Governmental Funds:

General Fund

Debt Service Fund

Special Revenue Funds:

General Purpose School Fund

Economic Diversification Fund

Drug Enforcement Program Fund

Grant Fund

State Street Aid Fund

Solid Waste Fund

Streets and Public Transportation Fund

Capital Projects Fund

Proprietary Funds are grouped into two generic Fund types: Enterprise and Internal Service Funds. Proprietary Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursed basis. Outlined below are the City's Proprietary Funds:

Enterprise Funds:

Electric Fund

Waterworks Fund (Water and Wastewater Treatment and Distribution Operations)

Emergency Communications District Fund

Golf Course Fund

Internal Service Funds:

Equipment Replacement Rental Fund

Insurance Fund

Due to external influences beyond the City's control, actual expenses may vary either higher or lower than projected budgeted expenses in the City's Proprietary Funds. Factors such as weather patterns, mild or severe summers or winters, rainfall or drought conditions, unusual maintenance requirements such as replacement of downed electric lines or water line breaks, quantity of insurance claims, etc. effect the level of expenses of these Funds. The budgeted expenses for the City's Proprietary Funds are therefore not legally appropriated and are presented for informational purposes to show operational projections for the remaining major Funds of the City.

Fiscal 2002 Appropriation Ordinance

A summary of the revenues and expenditures for all City Funds is presented on page III-3. Other schedules contained in this section provide comparisons between the fiscal 2001 and 2002 budgeted expenditures/expenses, as well as actual 2000 and projected 2001 expenditures/expenses for each Fund.

City Council has directed the City Manager to present a proposed budget that supports current service levels. Any additional programs or enhancements recommended by the City Manager are presented separately in the Major Budgetary Recommendations Report and Proposed Program Modifications (MBR) document that is distributed to City Council during budget deliberations. City Council reviewed the City Manager's recommendations and authorized various amendments to the proposed budget as outlined in the appropriation ordinance on page X-1 of this document. Council amendments reduced General Fund operating transfers to other City Funds by a net \$254,950, which resulted in a 5-cent reduction from the proposed property tax rate. City Council adopted a property tax rate of \$2.65 per \$100 of assessed valuation to finance operations and services supported by the General Fund. The amendments adopted by City Council were to budget the operating transfer to the Golf Course Fund at \$200,000, a \$300,000 reduction from the proposed amount. This transfer funds the debt service on the bonds issued to construct the Golf Course. Council replaced the transfer funding with the intent to sell \$300,000 in available land surrounding the golf course in fiscal 2002. If necessary, the actual transfer from the General Fund will be increased to cover the debt service payment owed by the Golf Course Fund. The debt is backed by the "full faith and credit" of the City. The existing fund balance of the General Fund will provide funding for any additional transfer amounts over the budgeted \$200,000. Other amendments include restoring \$15,000 in funding for economic development services by Melton Hill Regional Industrial Development Association (MHRIDA) and add \$35,000 in funding for Healthy Start of Anderson County. General Fund operating transfers to the Economic Diversification Fund primarily funds both of these items.

Outlined below is a summary of the final budgeted expenditures/expenses for the City from the fiscal 2001 budget appropriation ordinance, as compared to the fiscal 2002 appropriation.

<u>Fund</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>Change</u>	
			<u>Dollars</u>	<u>Percent</u>
General Fund Municipal Operations	\$ 13,787,866	\$ 14,311,671	\$ 523,805	3.8
Debt Service Fund	5,651,656	5,467,672	(183,984)	(3.3)
General Purpose School Fund	37,423,610	38,645,709	1,222,099	3.3
Drug Enforcement Program Fund	100,000	95,250	(4,750)	(4.8)
State Street Aid Fund	1,392,020	1,424,065	32,045	2.3
Street & Public Transportation Fund	188,000	188,000	0	0.0
Economic Diversification Fund	2,333,613	3,971,832	1,638,219	70.2
Grant Fund	5,721,976	5,891,749	169,773	3.0
Solid Waste Fund	1,666,150	1,737,650	71,500	4.3
Capital Projects Fund	7,611,377	13,286,184	5,674,807	74.6
Electric Fund	33,040,324	34,487,515	1,447,191	4.4
Waterworks Fund	11,797,099	13,089,682	1,292,583	11.0
Emergency Communications District Fund	239,915	242,915	3,000	1.3
Golf Course Fund	<u>1,971,560</u>	<u>1,936,501</u>	<u>(35,059)</u>	<u>(1.8)</u>
<b>TOTAL ALL FUNDS</b>	<b><u>\$122,925,166</u></b>	<b><u>\$134,776,395</u></b>	<b><u>\$11,851,229</u></b>	<b><u>9.6</u></b>

**COMBINED SUMMARY OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FISCAL YEAR 2002 - ALL FUNDS**

	General	Debt Service	General Purpose School	Drug Enforcement Program	State Street Aid	Streets & Transportation	Economic Diversification	Grant	Solid Waste	Capital Projects	Electric	Waterworks	Emergency Communications	Golf Course	Total All Funds
<b>REVENUES:</b>															
Taxes	17,820,500	0	9,403,855	0	0	0	0	0	0	940,500	0	0	0	0	28,164,855
Licenses & Permits	252,000	0	0	0	0	0	0	0	0	0	0	0	0	0	252,000
Intergovernmental	9,869,000	0	16,655,775	0	772,000	144,800	1,000,000	5,891,749	0	376,240	0	0	0	0	34,709,564
Charges for Services	1,325,721	0	1,437,920	0	0	0	0	0	689,000	0	34,274,500	12,236,550	185,000	0	50,148,691
Fines & Forfeitures	400,000	0	0	55,000	0	0	0	0	0	0	0	0	0	0	455,000
Other	970,500	2,000	419,058	17,500	3,000	13,000	68,992	0	0	175,000	530,000	132,449	11,000	1,692,541	4,035,040
<b>Total Revenues</b>	<b>30,537,721</b>	<b>2,000</b>	<b>27,916,608</b>	<b>72,500</b>	<b>775,000</b>	<b>157,800</b>	<b>1,068,992</b>	<b>5,891,749</b>	<b>689,000</b>	<b>1,491,740</b>	<b>34,804,500</b>	<b>12,368,999</b>	<b>196,000</b>	<b>1,692,541</b>	<b>117,765,150</b>
<b>EXPENDITURES:</b>															
Administration	0	0	0	0	229,065	0	0	31,000	0	0	0	0	0	0	260,065
General Government	688,913	0	0	0	0	0	0	0	0	0	0	0	0	0	688,913
Administrative Services	710,684	0	0	0	0	0	0	0	0	0	0	0	0	0	710,684
Police	4,245,160	0	0	95,250	0	0	0	0	0	0	0	0	0	0	4,340,410
Fire	3,295,604	0	0	0	0	0	0	0	0	0	0	0	0	0	3,295,604
Public Works	1,699,806	0	0	0	625,000	6,000	0	0	0	0	0	0	0	0	2,330,806
Community Development	504,923	0	0	0	0	0	0	0	0	0	0	0	0	0	504,923
Recreation & Parks	2,153,479	0	0	0	0	0	0	0	0	0	0	0	0	0	2,153,479
Library	1,013,102	0	0	0	0	0	0	0	0	0	0	0	0	0	1,013,102
Economic Development	0	0	0	0	182,000	0	3,786,832	0	0	0	0	0	0	0	3,968,832
Other Activities	0	0	0	0	0	0	185,000	5,860,749	1,737,650	0	0	242,915	0	0	8,026,314
Education	0	0	38,645,709	0	0	0	0	0	0	0	0	0	0	0	38,645,709
Capital Outlay	0	0	0	0	570,000	0	0	0	0	13,286,184	0	0	0	0	13,856,184
Debt Service	0	5,467,672	0	0	0	0	0	0	0	0	1,300,000	1,210,000	0	357,000	8,334,672
Golf Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	1,579,501	1,579,501
Utility Operation	0	0	0	0	0	0	0	0	0	0	33,187,515	11,879,682	0	0	45,067,197
<b>Total Expenditures</b>	<b>14,311,671</b>	<b>5,467,672</b>	<b>38,645,709</b>	<b>95,250</b>	<b>1,424,065</b>	<b>188,000</b>	<b>3,971,832</b>	<b>5,891,749</b>	<b>1,737,650</b>	<b>13,286,184</b>	<b>34,487,515</b>	<b>13,089,682</b>	<b>242,915</b>	<b>1,936,501</b>	<b>134,776,395</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>16,326,050</b>	<b>(5,465,672)</b>	<b>(10,729,101)</b>	<b>(22,750)</b>	<b>(649,065)</b>	<b>(30,200)</b>	<b>(2,902,840)</b>	<b>0</b>	<b>(1,048,650)</b>	<b>(11,794,444)</b>	<b>316,985</b>	<b>(720,683)</b>	<b>(46,915)</b>	<b>(243,960)</b>	<b>(17,011,245)</b>
<b>OTHER FINANCING SOURCES (USES):</b>															
Debt Proceeds	0	0	0	0	0	0	0	0	0	5,900,000	0	0	0	0	5,900,000
Contingency	0	500,000	0	0	0	0	0	0	0	2,000,000	0	0	0	0	2,500,000
Transfers In	0	4,967,672	9,949,638	0	619,065	0	1,430,704	0	1,048,650	617,000	0	0	0	200,000	18,832,729
Transfers Out	(18,033,281)	0	(86,367)	0	0	0	0	0	0	(314,065)	(217,645)	(181,371)	0	0	(18,832,729)
<b>Total Other Financing Sources (Uses)</b>	<b>(18,033,281)</b>	<b>5,467,672</b>	<b>9,863,271</b>	<b>0</b>	<b>619,065</b>	<b>0</b>	<b>1,430,704</b>	<b>0</b>	<b>1,048,650</b>	<b>8,202,935</b>	<b>(217,645)</b>	<b>(181,371)</b>	<b>0</b>	<b>200,000</b>	<b>8,400,000</b>
<b>Add: Depreciation on Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,065,004</b>	<b>0</b>	<b>0</b>	<b>1,065,004</b>
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses</b>	<b>(1,707,231)</b>	<b>2,000</b>	<b>(865,830)</b>	<b>(22,750)</b>	<b>(30,000)</b>	<b>(30,200)</b>	<b>(1,472,136)</b>	<b>0</b>	<b>0</b>	<b>(3,591,509)</b>	<b>99,340</b>	<b>162,950</b>	<b>(46,915)</b>	<b>(43,960)</b>	<b>(7,546,241)</b>
<b>ESTIMATED FUND BAL 7/1/01</b>	<b>6,643,803</b>	<b>43,917</b>	<b>2,775,956</b>	<b>30,537</b>	<b>99,848</b>	<b>273,600</b>	<b>1,605,922</b>	<b>106</b>	<b>0</b>	<b>5,909,593</b>	<b>16,173,286</b>	<b>7,932,335</b>	<b>329,199</b>	<b>(2,429,887)</b>	<b>39,386,215</b>
<b>ESTIMATED FUND BAL 6/30/02</b>	<b>4,936,572</b>	<b>45,917</b>	<b>1,910,126</b>	<b>7,787</b>	<b>69,848</b>	<b>243,400</b>	<b>133,786</b>	<b>106</b>	<b>0</b>	<b>2,318,084</b>	<b>16,272,626</b>	<b>8,095,285</b>	<b>282,284</b>	<b>(2,473,847)</b>	<b>31,841,974</b>

Fund Balances/Retained Earnings

In Governmental Funds, only current assets and current liabilities are generally included on the balance sheet. The reported unreserved fund balance for Governmental Funds is considered a measure of "available spendable resources" and is the amount available for appropriation. The balance sheets of Proprietary Funds contain current and noncurrent assets and liabilities. Proprietary Funds report retained earnings, rather than a fund balance, which is an accumulation of the net income (loss) generated by the Fund since the inception of the Fund. Due to the accounting differences in these two Fund categories, particularly regarding fixed assets, Retained Earnings is not a measure of "available spendable resources". Outlined below is a comparison of the projected fund balances and retained earnings of the City Funds at the end of fiscal 2001 and 2002.

	<u>FY 2001</u>	<u>FY 2002</u>	<u>Change</u>	
			<u>Dollars</u>	<u>Percent</u>
<u>FUND BALANCE:</u>				
General Fund	\$ 6,643,803	\$ 4,936,572	\$(1,707,231)	(25.7)
Debt Service Fund	43,917	45,917	2,000	4.6
General Purpose School Fund	2,775,956	1,910,126	(865,830)	(42.2)
Drug Enforcement Program Fund	30,537	7,787	(22,750)	(74.5)
State Street Aid Fund	99,848	69,848	(30,000)	(30.0)
Streets & Public Transportation Fund	273,600	243,400	(30,200)	(11.0)
Economic Diversification Fund	1,605,922	133,786	(1,472,136)	(91.7)
Grant Fund	106	106	0	0.0
Solid Waste Fund	0	0	0	0.0
Capital Projects Fund	<u>5,909,593</u>	<u>2,318,084</u>	<u>(3,591,509)</u>	<u>(60.8)</u>
<b>TOTAL FUND BALANCES</b>	<b><u>\$17,383,282</u></b>	<b><u>\$ 9,665,626</u></b>	<b><u>\$( 7,717,656)</u></b>	<b><u>(44.4)</u></b>
<u>RETAINED EARNINGS:</u>				
Electric Fund	\$16,173,286	\$16,272,626	\$ 99,340	.6
Waterworks Fund	7,932,335	8,095,285	162,950	2.1
Emergency Communications District Fund	329,199	282,284	(46,915)	(14.3)
Golf Course Fund	<u>(2,429,887)</u>	<u>(2,473,847)</u>	<u>(43,960)</u>	<u>(1.8)</u>
<b>TOTAL RETAINED EARNINGS</b>	<b><u>\$22,004,933</u></b>	<b><u>\$22,176,348</u></b>	<b><u>\$ 171,415</u></b>	<b><u>.8</u></b>

The fund balance of the General Fund is projected to decrease \$1,707,231 in fiscal 2002. In fiscal 1986, the City received \$23.1 million dollars from the United States Department of Energy (DOE) as a settlement to cease annual financial assistance payments from DOE and for ten-years of in-lieu of property tax payments. Over the last fifteen fiscal years, the City has gradually drawn down the fund balance created by the DOE settlement in order to maintain a reduced property tax rate. For fiscal 2002, it would take approximately 30 additional cents on the property tax rate to replace the budgeted \$1.7 million fund balance draw. The City has established a targeted combined fund balance of the General Fund and General Purpose School Fund at \$5 million. At the end of fiscal 2002, the fund

balance of the General Fund is projected at \$4,936,572 and the General Purpose School Fund is projected at \$1,910,126 for a combined total of \$6,846,698.

Under Tennessee State law, the fund balance of the General Purpose School Fund can only be expended in the event of a revenue shortfall or unforeseen expenditure until the fund balance exceeds three percent of operating expenditures. The accumulated Fund Balance in excess of three percent of budgeted annual operating expenditures may be budgeted and expended for nonrecurring purposes, but shall not be used to satisfy appropriation requirements for recurring annual operating expenditures. In fiscal 2002, the General Purpose School Fund has a budgeted fund balance draw of \$865,830, which will be utilized for capital and other nonrecurring expenditures. Under Tennessee State law, the remaining projected fund balance of the General Purpose School Fund at the end of fiscal 2002 would be a legally restricted reserve for unforeseen emergencies. Since the purpose of a target fund balance is to maintain a reserve for unforeseen emergencies, the fund balance of the General Fund and General Purpose School Fund have been combined to incorporate the \$5 million targeted City fund balance reserve. The utilization of fund balance draws in the General Fund to equate revenues and expenditures is expected to continue through fiscal 2005 when the combined \$5 million fund balance target is projected to be reached.

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

The Drug Enforcement Program Fund has a limited revenue stream on which to draw for drug enforcement and education programs and therefore maintains a nominal fund balance. The fund balance of the State Street Aid Fund is maintained by utilizing operating transfers from the General and Capital Projects Funds of \$565,000 and \$54,065, respectively for fiscal 2002. Revenues for the Streets and Public Transportation Fund are provided from state-shared taxes and state grants, with the \$30,200 reduction in fund balance for fiscal 2002 to support enhancements in the taxi coupon program effective on July 1, 2000.

In fiscal 2000, the Economic Diversification Fund was established to accumulate resources and account for an enhanced concentration on economic development activities by the City. Expenditure levels and resultant fund balance will vary from year-to-year based on the economic development opportunities that occur in a particular fiscal year. The fund balance at the end of fiscal 2001 was created by the recent sale of \$1,541,128 in City owned properties that were not being utilized by the City for service delivery.

The fund balance of the Capital Projects Fund, projected to decrease \$3,591,509 in fiscal 2002, can vary greatly from year-to-year depending on the timing of long-term debt issuances and the related capital project expenditures. \$10,000,000 in bonds was issued in fiscal 2000 to fund City and School general capital projects through fiscal 2002.

The Retained Earnings of the City's Enterprise Funds are projected to increase by \$171,415. This is not reflective of the accumulation of cash reserves in these Funds, rather, it is reflective of the earning of an aggregate net income for the year by these Funds. The City is in the process of a major capital upgrade and expansion of the City's utility systems. In Enterprise Funds, capital expenditures are expended through depreciation charges, which are amortized using the straight-line method over the

life of the project. For example, a capital item that cost \$100,000 with a ten-year life would be expended (i.e. reduce Retained Earnings) by \$10,000 each year over the next ten fiscal years. Therefore, the cash for the capital item would be expended in one fiscal year with the related expense being fully reflected in Retained Earnings after ten fiscal years.

### Salaries and Personnel

A total of 356.86 staff years is budgeted for fiscal 2002, a decrease of .5 staff years over fiscal 2001 levels. Legal staffing changed during fiscal 2001 resulting in an overall decrease of one budgeted staff position. Funding for a new GIS Coordinator position was included for only a half a year in the fiscal 2001 budget, as filling of the new position was not expected to occur until sometime in mid-fiscal year. The GIS position was fully funded in fiscal 2002 resulting in a .5 staff year increase.

The proposed budget contains funding for merit pay and a 3.5% cost-of-living adjustment (COLA). The percentage for the COLA is based on the Consumer-Price-Index (CPI) occurring in late calendar 2000. Current Council policies do not allow the City Manager to present a proposed budget with a COLA greater than the rate of inflation.

Employees of the City are members of the benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS), which provides retirement benefits as well as death and disability benefits. The plan is fully funded by the City based on rates actuarially determined by TCRS on a biennial basis. The fiscal 2002 rate for the City's plan remains at 6.80% of covered wages. Budgeted funding for the City's medical benefit package and workers' compensation remains at the fiscal 2001 level. Budgeted variances in the medical insurance line item are based on LTD insurance, which is .56% of wages, and positional changes.

### Fiscal 2002 Agency Funding

The City provides funding to various agencies that either promote economic development and/or tourism-related services for the City, or render services to the citizens of Oak Ridge. Agencies budgeted for funding for economic development and/or tourism services are the Convention & Visitors Bureau (CVB) at \$296,202, Chamber of Commerce at \$215,415 and Melton Hill Regional Industrial Development Association at \$15,000. Funding for the CVB for 2002 was established at the amount of the actual Hotel/Motel tax collections for fiscal 2000 rather than a set dollar amount. This change results in a \$99,483 increase in funding for the CVB over the prior fiscal year. Funding for the Chamber of Commerce remains at the fiscal 2001 level.

Agencies budgeted for social service/cultural programs funding include the Youth Advisory Board (\$9,000), Arts Council of Oak Ridge (\$9,500), Aid to Distressed Families of Appalachian Counties (ADFAC) (\$150,000) and Healthy Start of Anderson County (\$35,000).

Funding of \$19,000 for miscellaneous grants awarded by City Council were eliminated from the fiscal 2002 budget. Ongoing current grants included only KORRnet at \$5,000 and the Sexual Assault Crisis Center at \$3,000. \$25,000 in funding for economic development services previously provided by Tennessee Resource Valley was also deleted from funding in fiscal 2002. These changes are addressed in more depth in the City Manager's transmittal letter in Section I of this document.

## **General Fund**

The General Fund is the principal Fund of the City and is used to account for all activities of the City not included in other specified Funds. The General Fund accounts for the normal recurring activities of the City (i.e. police, fire, recreation, public works, general government, library, etc.) and is referred to in this document as municipal expenditures. General Fund revenues also support the activities of other City and School Funds through operating transfers (i.e. School operations, debt service, street resurfacing, residential solid waste collection, etc.).

Revenue generated through property tax collections is utilized to fund municipal expenditures and operating transfers of the General Fund. Property tax revenues are only used to support the functions or operations of other City Funds that are specifically identified as being financed through an operating transfer from the General Fund. For fiscal 2002, this is the General Purpose School, Debt Service, Solid Waste, Economic Diversification, State Street Aid, Capital Projects and Golf Course Funds.

A budget summary of the General Fund is presented on page III-8 that outlines revenue, municipal expenditures and operating transfers of the General Fund. Detail schedules of revenues and expenditures of the General Fund are on pages III-33 through III-39.

Municipal expenditures and operating transfers for the General Fund are projected at \$32,344,592, an increase of \$1,514,587 or 4.9 percent from fiscal 2001 levels. Municipal expenditures are budgeted at \$14,311,671, up \$523,805 or 3.8 percent. Operating transfers are budgeted at \$18,033,281, up \$990,782 or 5.8 percent. Included in operating transfers is the City's contribution toward operation of the Oak Ridge Schools set at \$9,949,638, up \$395,870 or 4.1 percent over the prior fiscal year. The budget summaries on page III-9 and III-13 detail the changes in General Fund revenues, expenditures and operating transfers between fiscal 2001 and 2002 and the related impact on the property tax rate.

## **General Fund Revenues**

General Fund revenues, excluding Fund Balance draw, for fiscal 2002 are projected at \$30,637,721, an increase of \$1,087,229 or 3.7% from the previous year. Budgeted General Fund expenditures and operating transfers exceed revenues by \$1,707,231, which is budgeted to be drawn from existing fund balance. The graph on page III-14 outlines General Fund revenues as a percentage by type. The General Fund's primary revenue sources are from property taxes 43%, local sales taxes 20%, other City Funds 10%, and state-shared taxes 8%. The revenues presented below are grouped by type. The budget schedule on pages III-33 to III-34 present revenues by source. This is the historical manner in which revenues have been presented and they remain in that order on those schedules for historical continuity and comparison purposes.

**SCHEDULE I**  
**GENERAL FUND BUDGET SUMMARY**

	<u>ACTUAL</u> 2000	<u>BUDGET</u> 2001	<u>PROJECTED</u> 2001	<u>BUDGET</u> 2002	<u>BUDGET</u> 02 vs 01	<u>%</u> <u>CHANGE</u>
<b><u>REVENUES:</u></b>						
Taxes	15,102,649	16,994,407	16,910,868	17,820,500	826,093	4.9
Licenses and Permits	251,324	181,500	214,300	252,000	70,500	38.8
Intergovernmental Revenues	9,354,396	9,763,329	9,572,565	9,869,000	105,671	1.1
Charges for Services	1,366,592	1,397,756	1,319,153	1,325,721	(72,035)	-5.2
Fines and Forfeitures	301,216	400,000	333,400	400,000	0	0.0
Other Revenues	1,442,300	813,500	1,065,029	970,500	157,000	19.3
<b>Total Revenues</b>	<b>27,818,477</b>	<b>29,550,492</b>	<b>29,415,315</b>	<b>30,637,721</b>	<b>1,087,229</b>	<b>3.7</b>
<b><u>EXPENDITURES:</u></b>						
General Government	621,637	683,855	649,413	688,913	5,058	0.7
Administrative Services	645,432	686,782	676,215	710,684	23,902	3.5
Police	3,949,929	4,083,788	4,076,972	4,245,160	161,372	4.0
Fire	3,096,152	3,078,125	3,180,993	3,295,604	217,479	7.1
Public Works	1,558,510	1,747,095	1,726,544	1,699,806	(47,289)	-2.7
Community Development	434,285	473,281	468,271	504,923	31,642	6.7
Recreation and Parks	1,951,343	2,054,667	2,020,098	2,153,479	98,812	4.8
Library	994,559	980,273	974,437	1,013,102	32,829	3.3
Community Services	182,735	0	0	0	0	0.0
<b>Total Municipal Expenditures</b>	<b>13,434,582</b>	<b>13,787,866</b>	<b>13,772,943</b>	<b>14,311,671</b>	<b>523,805</b>	<b>3.8</b>
<b>Excess of Revenues Over Municipal Expenditures</b>	<b>14,383,895</b>	<b>15,762,626</b>	<b>15,642,372</b>	<b>16,326,050</b>	<b>563,424</b>	<b>3.6</b>
<b><u>OTHER FINANCING USES:</u></b>						
<b>Operating Transfers Out:</b>						
State Street Aid Fund	(395,000)	(500,000)	(500,000)	(565,000)	65,000	13.0
Capital Projects Fund	0	(410,000)	(410,000)	(617,000)	207,000	50.5
Golf Course Fund	0	0	0	(200,000)	200,000	100.0
<b>Economic Diversification Fund:</b>						
Operations	(605,519)	(846,876)	(846,876)	(1,031,688)	184,812	21.8
Land Sale Proceeds	0	0	(442,651)	0	0	0.0
General Fund Debt Service	(3,903,938)	(4,747,305)	(4,722,901)	(4,621,305)	(126,000)	-2.7
Solid Waste Fund	(891,849)	(984,550)	(981,215)	(1,048,650)	64,100	6.5
Oak Ridge Schools	(8,830,065)	(9,553,768)	(9,553,768)	(9,949,638)	395,870	4.1
<b>Total Other Financing Uses</b>	<b>(14,626,371)</b>	<b>(17,042,499)</b>	<b>(17,457,411)</b>	<b>(18,033,281)</b>	<b>990,782</b>	<b>5.8</b>
<b>Excess (Deficiency) of Revenues Over Expenditures &amp; Other Financing Uses</b>	<b>(242,476)</b>	<b>(1,279,873)</b>	<b>(1,815,039)</b>	<b>(1,707,231)</b>	<b>427,358</b>	<b>33.4</b>
<b>UNRESERVED FUND BALANCE - 7/1</b>	<b>9,494,892</b>	<b>8,902,052</b>	<b>8,958,842</b>	<b>6,643,803</b>	<b>(2,258,249)</b>	<b>-25.4</b>
<b>ADVANCE TO GOLF COURSE FUND</b>	<b>(293,574)</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>0</b>	<b>(500,000)</b>	<b>(100)</b>
<b>UNRESERVED FUND BALANCE - 6/30</b>	<b>8,958,842</b>	<b>7,122,179</b>	<b>6,643,803</b>	<b>4,936,572</b>	<b>(2,330,891)</b>	<b>-32.7</b>

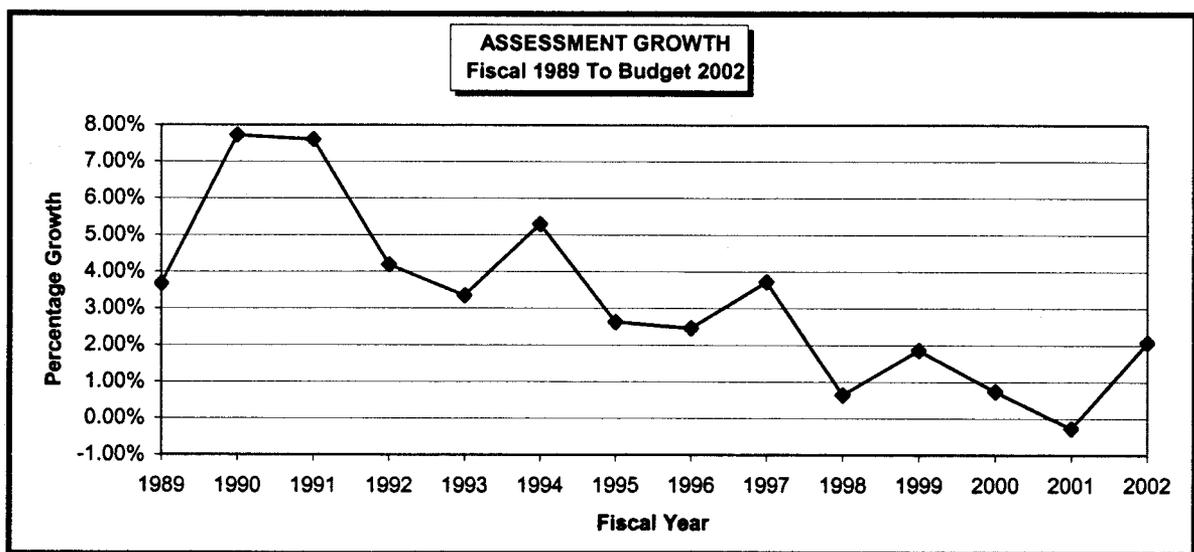
**GENERAL FUND FISCAL 2002 VS 2001 BUDGET VARIANCE SUMMARY**

	BUDGET		BUDGET		02 VS 01 %	DESCRIPTION OF PRIMARY CHANGE BASIS
	2001	2002	2002 % Of Total	BUDGET 02 vs 01		
<b>REVENUES:</b>						
Property Taxes	\$ 13,250,862	\$ 13,682,000	42.30%	\$ 431,138	3.25%	.6% Assessment Growth; 3.1% Property Tax Rate Increase (\$2.57 To \$2.65)
Local Sales Taxes	6,350,000	6,405,000	19.80%	55,000	0.87%	Slight Growth in Anderson County Full Impact of Home Depot Opening & Wal-Mart Expansion
Other City Funds (In-lieu of Taxes & Rents)	2,941,482	3,275,437	10.13%	333,955	11.35%	Electric & Waterworks Fund In-Lieu of Taxes Based on Tax Rate & Capital Improvements
State Shared Taxes (Sales, Income, TVA, Excise, etc)	2,619,000	2,718,000	8.40%	99,000	3.78%	Income & State Sales Tax Growth Based on Past Two Years Actual Collection Patterns
Fund Balance Draw	1,279,873	1,707,231	5.28%	427,358	33.39%	Equates Deficiency of Revenues Over Expenditures and Operating Transfers
Business Taxes (Business, Hotel & Alcohol Wholesale)	1,538,500	1,599,500	4.95%	61,000	3.96%	Increased FY01 Collections in Alcohol Taxes
DOE & State/Federal Grants	1,069,329	1,021,000	3.16%	(48,329)	-4.52%	Reduction caused by transfer of Small State/Federal Grants to the Grants Fund
Interest & Misc.	577,500	677,500	2.09%	100,000	17.32%	Increase to Interest Income to Actually Occurring Levels
Licenses and Permits - (Construction Permits, Beer/Liquor Sale, Animal Registration, ROW, Cable)	417,500	545,000	1.68%	127,500	30.54%	Increases in Building Permits to FY00 Actual Level & Cable Franchise Fee Based on Contractual Revisions That Occurred in FY00
Fines and Forfeitures - (Traffic Violations, City Court, Library Fines)	403,000	403,000	1.25%	0	0.00%	Rental Reductions -Sale of City Buildings & Transfer of Incubator Bldg Rent to Economic Diversification Fund
Charges for Services - (Recreation Usage Fees, Building & Facility Rentals, Animal Shelter Fees)	383,319	311,284	0.96%	(72,035)	-18.79%	
<b>TOTAL REVENUES</b>	<b>\$ 30,830,365</b>	<b>\$ 32,344,952</b>	<b>100.00%</b>	<b>\$ 1,514,587</b>	<b>4.91%</b>	
<b>EXPENDITURES AND OPERATING TRANSFERS:</b>						
Oak Ridge Schools Operations	\$ 9,553,768	\$ 9,949,638	30.76%	\$ 395,870	4.14%	Operations Based on School Request To City
Debt Service (Principal & Interest Payments)	4,747,305	4,621,305	14.29%	(126,000)	-2.65%	Reduction Due To Proposed Debt Restructuring
Police	4,083,788	4,245,160	13.12%	161,372	3.95%	Salaries and Benefits
Fire	3,078,125	3,295,604	10.19%	217,479	7.07%	Salaries and Benefits; Supplies; Equipment; and Trans of Medical Exam Costs From Personnel
Recreation and Parks	2,054,667	2,153,479	6.66%	98,812	4.81%	Salaries/Benefits; Bldg & Pool Maintenance Costs to Actual Levels; Equipment Use and Supplies
Residential Garbage Pickup & Convenience Center	984,550	1,048,650	3.24%	64,100	6.51%	Contractual Increases Based on Inflation and Actual Costs
Library	980,273	1,013,102	3.13%	32,829	3.35%	Salaries and Benefits; Utilities
Economic Development	846,876	1,031,688	3.19%	184,812	21.82%	Increased Funding for Marketing, Convention & Visitors Bureau and Healthy Start
Traffic & Street Lighting	850,100	870,600	2.69%	20,500	2.41%	Utility Costs (Rate Increases); Traffic & Street Lights Added in FY00 & FY01
Public Works (Building & Street Maintenance)	896,995	829,206	2.56%	(67,789)	-7.56%	Decrease Due to Sale of Executive Seminar and Roane State Buildings in FY01
Administrative Services ( Finance, Personnel, Computer Services & Utilities Business Office)	686,782	710,684	2.20%	23,902	3.48%	Salaries/Benefits; Employment Ad Costs; Equipment (Communication & Vehicle); Supplies
General Government (City Council, City Clerk, City Manager, City Court & Legal)	683,855	688,913	2.13%	5,058	0.74%	Salaries and Benefits; Reductions in Grant Funding & Trans Marketing To Economic Divers Fun
Capital Projects Funding	410,000	617,000	1.91%	207,000	50.49%	To Provide Funding Stream for Major Maintenance Capital Projects
Street Resurfacing	500,000	565,000	1.75%	65,000	13.00%	Planned Gradual Increase to Funding Goal of Approx. \$650,000 Annually
Community Development	473,281	504,923	1.56%	31,642	6.69%	Salaries and Benefits; Communication Costs
Golf Course Debt Service	0	200,000	0.62%	200,000	100.00%	Fund Debt Service on Construction of Golf Course
<b>TOTAL EXPENDITURES &amp; OPERATING TRANSFERS</b>	<b>\$ 30,830,365</b>	<b>\$ 32,344,952</b>	<b>100.00%</b>	<b>\$ 1,514,587</b>	<b>4.91%</b>	

**Property Taxes** - The property tax rate is established by City Council each year to finance municipal expenditures and operating transfers of the General Fund. Property taxes are the General Fund's largest revenue source providing 43% of total General Fund revenues. The table on III-11 provides an analysis of property tax revenues.

The proposed budget is based on a property tax rate of \$2.65 per \$100 of assessed valuation for fiscal 2002, an 8-cent or 3.1% increase over the prior \$2.57 rate. The assessed valuations for real and personal property and public utilities are projected to increase overall .6% from the prior year's budget. The actual tax roll for fiscal 2001 was slightly below the actual 2000 tax roll due to tax appeals, which resulted in a reduction in real and public utility tax assessments. This included reductions in assessments for the Oak Ridge Mall owned by Crown American and BellSouth for public utilities. The valuation for public utilities is projected to decline 4.3 percent from last year's budget based on the actual 2001 tax roll. The \$2.65 property tax rate is projected to generate \$13,558,000 in tax revenues from real, personal and public utilities assessments in fiscal 2002. An additional \$75,000 is budgeted from interest and penalties on late tax payments and \$49,000 from in-lieu of tax payments based on rates established under separate contract with the City (i.e. reduced property taxes to locate business in Oak Ridge) or entities taxed under specific statutes (such as the Oak Ridge Housing Authority). Located on III-12 is a chart indicating the allocation of an average households (\$100,000 appraised value) monthly tax contribution for fiscal 2002.

The table below shows assessment growth, actual 1989 through 2000 and projected 2001 and 2002. As the table indicates, assessment growth has declined dramatically from levels in the early 1990's. For fiscal 2002, 1% in assessment growth equates to 2.5-cents on the property tax rate. In other words, for every 1% in assessment growth the property tax rate could be decreased by 2.5-cents while still generating the same amount of tax revenue. The recent decline in assessment growth due to local federal downsizing has resultantly had a negative impact on the property tax rate.



**GENERAL FUND  
ANALYSIS OF PROPERTY TAX REVENUES**

	ACTUAL FY 2000 1999 LEVY	BUDGET FY 2001 2000 LEVY	PROJECTED FY 2001 2000 LEVY	BUDGET FY 2002 2001 LEVY	BUDGET 02 vs 01	% CHANGE
<b>ASSESSED VALUATION:</b>						
Real Property	443,329,438	448,613,528	443,682,660	452,112,531	3,499,003	0.8
Personal Property	48,111,477	46,991,379	46,988,187	47,458,069	466,690	1.0
Public Utilities	15,549,682	15,549,682	14,732,079	14,879,400	(670,282)	-4.3
<b>Total Assessed Valuation</b>	<b>506,990,597</b>	<b>511,154,589</b>	<b>505,402,926</b>	<b>514,450,000</b>	<b>3,295,411</b>	<b>0.6</b>
<b>TAX RATE PER \$100 VALUATION</b>	<b>2.31</b>	<b>2.57</b>	<b>2.57</b>	<b>2.65</b>	<b>0.08</b>	<b>3.1</b>
<b>PROPERTY TAX REVENUES:</b>						
Real Property Taxes	10,217,390	11,530,000	11,398,000	11,976,000	446,000	3.9
Personal Property Taxes	998,467	1,198,000	1,145,000	1,188,000	(10,000)	-0.8
Public Utility Taxes	358,406	399,000	378,000	394,000	(5,000)	-1.3
Interest and Penalties	94,284	75,000	85,000	75,000	0	0.0
<b>Total Property Tax Revenues</b>	<b>11,668,547</b>	<b>13,202,000</b>	<b>13,006,000</b>	<b>13,633,000</b>	<b>431,000</b>	<b>3.3</b>

\*\* Increases in Assessed Value are primarily the result of a tax re-appraisal.

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

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

TAX YEAR	ANDERSON COUNTY, TENNESSEE			ROANE COUNTY, TENNESSEE		
	CITY	COUNTY	TOTAL	CITY	COUNTY	TOTAL
1992	2.08	2.95	5.03	2.08	3.24	5.32
1993	1.51	2.72	4.23	1.51	3.12	4.63
1994	1.73	2.72	4.45	1.73	3.045	4.775
1995	1.90	2.84	4.74	1.90	2.365	4.265
1996	1.98	2.84	4.82	1.98	2.365	4.345
1997	2.19	3.00	5.19	2.19	2.465	4.66
1998	2.34	3.00	5.34	2.34	2.465	4.81
1999	2.09	2.59	4.68	2.09	2.12	4.21
2000	2.31	2.97	5.28	2.31	2.32	4.63
2001	2.57	3.14	5.71	2.57	2.11	4.68
2002	2.65	Not Available		2.65	Not Available	

The City of Oak Ridge is located in two Tennessee counties: Anderson and Roane. Only ten percent of the taxable real parcels are located in the Roane County section of Oak Ridge. All properties in Anderson County and Roane County sections of Oak Ridge were re-appraised in 1992 and 1999.

**FISCAL 2002 AVERAGE HOUSEHOLD  
CONTRIBUTION PER MONTH**

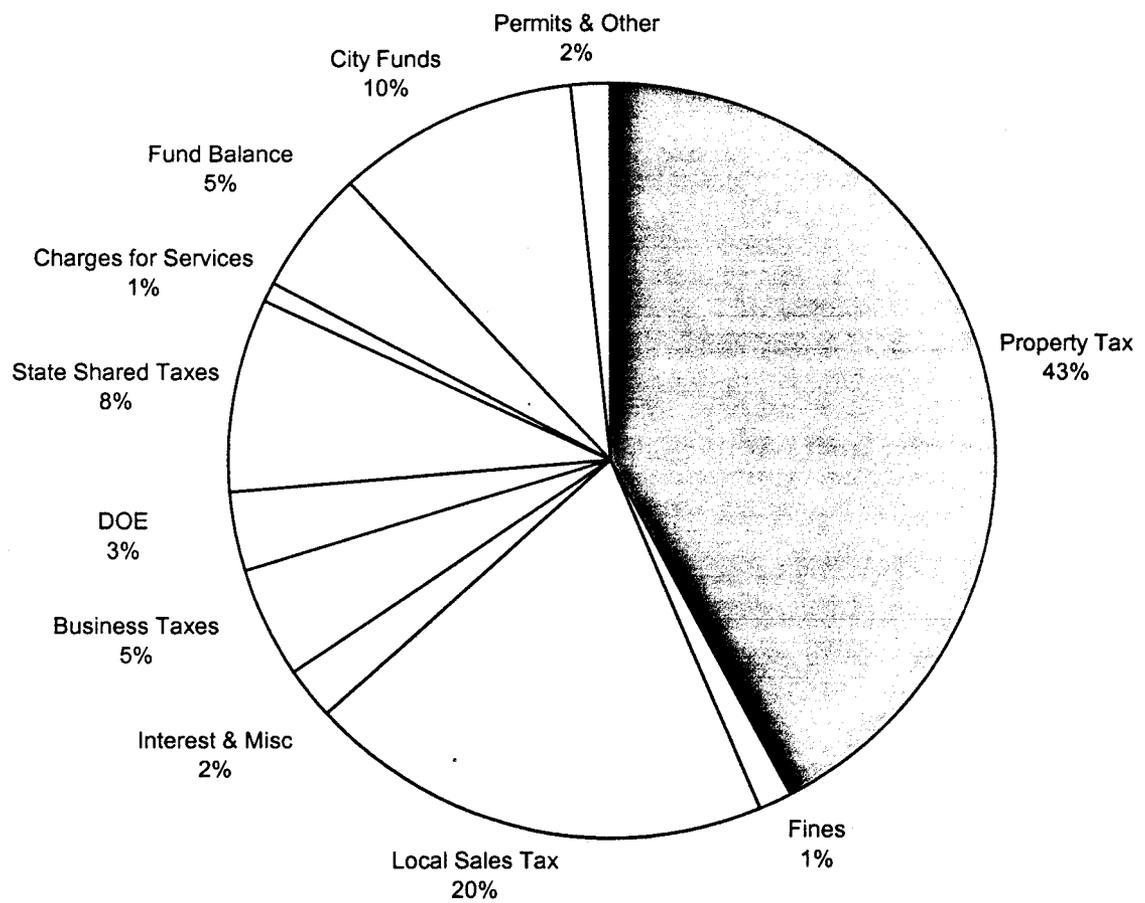
(Based on \$100,000 Appraisal at a \$2.65 Tax Rate)

	<u>FY 2002 MONTHLY CONTRIBUTION</u>
<b>Property Tax Supported Operations:</b>	
School Operations	\$ 16.98
Debt Service / Capital Projects	8.94
Police	7.25
Solid Waste (includes monthly \$5 fee)	6.79
Fire	5.62
Parks & Recreation	3.68
Economic & Community Development	2.62
City Building & Street Maintenance (Public Works)	2.38
Library	1.73
Traffic and Street Lighting	1.49
Administrative Services	1.21
General Government	1.18
Golf Course	0.34
	<hr/>
<b>MONTHLY TAX TOTAL</b>	<b>\$ 60.21</b> <hr/> <hr/>
<b>Average Monthly Residential Utility Costs:</b>	
Electricity	\$ 72.00
Water	19.00
Wastewater	20.00
	<hr/>
<b>MONTHLY UTILITY TOTAL</b>	<b>\$ 111.00</b> <hr/> <hr/>

**GENERAL FUND FISCAL 2002 BUDGET**  
**SUMMARY OF CHANGES FROM FISCAL 2001 BUDGET**

	GROSS GENERAL FUND	NET GENERAL FUND	TAX RATE EQUIVALENT	TAX RATE
<b><u>FISCAL 2001 PROPERTY TAX RATE</u></b>				\$ 2.57
<b><u>FISCAL 2001 BUDGETED REVENUES</u></b>	\$ 29,550,492	\$ 29,550,492	\$ 5.37	
Revenue Growth (Non-Property Tax)	305,465	305,465	0.06	(0.057)
In-Lieu of Property Taxes (DOE & City Utility Funds) & Tax Penalties Increase	350,626	350,626	0.06	(0.064)
General Property Tax Increase	431,138	431,138	0.08	
<b><u>FISCAL 2002 BUDGETED REVENUES</u></b>	\$ 30,637,721	\$ 30,637,721	\$ 5.57	
<b><u>FISCAL 2001 BUDGETED MUNICIPAL EXPENDITURES</u></b>	\$ 16,971,358	\$ 13,787,866	\$ 2.51	
<b>Budget Modifications:</b>				
Modify Overtime to 40 Hour Week	(66,186)	(64,000)	(0.012)	
Reduce Mowing Season and Frequency	(25,344)	(25,928)	(0.005)	
Roane State Building	(33,785)	(33,785)	(0.006)	
301 Broadway Building	(26,350)	(26,350)	(0.005)	
Close The Outdoor Pool At 6 pm	(17,000)	(17,000)	(0.003)	
Reduce Street Sweeping	(16,798)	(16,764)	(0.003)	
Reduce City Council Grant Funding	(16,000)	(11,360)	(0.002)	(0.035)
Salaries - 3.5% COLA	332,667	270,265	0.049	
Salaries - Merit	159,870	131,110	0.024	
Overtime (Including Benefits)	82,908	82,710	0.015	
FY01 Merit Carry forward	67,822	54,455	0.010	
GIS Coordinator	31,350	15,675	0.003	0.101
Repair & Maintenance	58,778	44,346	0.008	
Utilities/Communication Devices	52,457	33,415	0.008	
Commodities	37,726	30,471	0.006	
Commodities	9,746	8,128	0.001	
Traffic Signals/Street Lights	20,500	20,500	0.004	
Professional & Contractual Services	14,151	15,560	0.003	
Other Equipment Maintenance	16,515	11,956	0.002	
Professional & Contractual Services	11,116	10,381	0.002	
Rents	7,516	4,869	0.001	
Advertising for New Personnel	7,500	4,725	0.001	
Miscellaneous	(2,221)	(2,074)	(0.000)	
Professional & Contractual Services	(35,000)	(17,500)	(0.003)	0.032
Total Budgeted Municipal Expenditure Modifications	671,938	523,805	0.095	
<b><u>FISCAL 2002 BUDGETED GENERAL FUND MUNICIPAL EXPENDITURES</u></b>	\$ 17,643,296	\$ 14,311,671	\$ 2.60	
<b><u>Fiscal 2001 Budgeted Transfers To Other Funds</u></b>	\$ 17,042,499	\$ 17,042,499	\$ 3.10	
<b>Transfer Modifications:</b>				
Golf Course Fund	200,000	200,000	0.036	
School Fund	395,870	395,870	0.072	
Capital Projects Fund	207,000	207,000	0.038	
Economic Diversification Fund	184,812	184,812	0.034	
State Street Aid Fund	65,000	65,000	0.012	
Solid Waste Fund	64,100	64,100	0.012	
Debt Service Fund	(126,000)	(126,000)	(0.023)	
Total Budgeted Transfer Modifications	990,782	990,782	0.180	0.180
<b><u>FISCAL 2002 BUDGETED TRANSFERS TO OTHER FUNDS</u></b>	\$ 18,033,281	\$ 18,033,281	\$ 3.28	
<b><u>TOTAL FISCAL 2002 BUDGETED GENERAL FUND EXPENDITURES &amp; TRANSFERS</u></b>	\$ 35,676,577	\$ 32,344,952	\$ 5.88	
<b><u>FISCAL 2001 BUDGETED FUND BALANCE DRAW</u></b>	\$ 1,279,873	\$ 1,279,873	\$ 0.23	
Increase in Fund Balance Draw	427,358	427,358	0.08	(0.078)
<b><u>FISCAL 2002 BUDGETED FUND BALANCE DRAW</u></b>	\$ 1,707,231	\$ 1,707,231	\$ 0.31	
<b>NET TAX RATE IMPACT</b>				0.08
<b>FISCAL 2002 PROPERTY TAX RATE</b>				\$ 2.65

**General Fund Revenues  
By Source  
Fiscal 2002 Budget**



**Local Sales Taxes** - Local sales tax revenues are the General Fund's second largest revenue source at 20% of total General Fund revenues. Local sales tax revenues are budgeted at \$6,405,000 for fiscal 2002, up .9 percent or \$55,000 from the previous year. The local sales tax rate in the Anderson County section of Oak Ridge is 2.25%. When combined with the State sales tax rate of 6%, the total is 8.25%. The sales tax rate in the Oak Ridge portion of Roane County is 8.75%, which consists of a 2.50% rate imposed by Roane County and shared with the City, a .25% City of Oak Ridge rate and the 6% State rate. 8.75% is the maximum sales tax rate allowed under current State law. Outlined below is a detail of local sales taxes.

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Local Sales Taxes:						
Anderson County	\$ 4,569,171	\$ 4,725,000	\$ 4,670,000	\$ 4,780,000	\$ 55,000	1.2
Roane County	1,330,708	1,350,000	1,331,000	1,350,000	0	0.0
City Sales Tax—Roane Co.	268,393	275,000	270,000	275,000	0	0.0
Sales Tax Refunds	<u>(142,659)</u>	<u>0</u>	<u>(64,260)</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
Total Local Sales Taxes	<u>\$ 6,025,613</u>	<u>\$ 6,350,000</u>	<u>\$ 6,206,740</u>	<u>\$ 6,405,000</u>	<u>\$ 55,000</u>	<u>0.9</u>

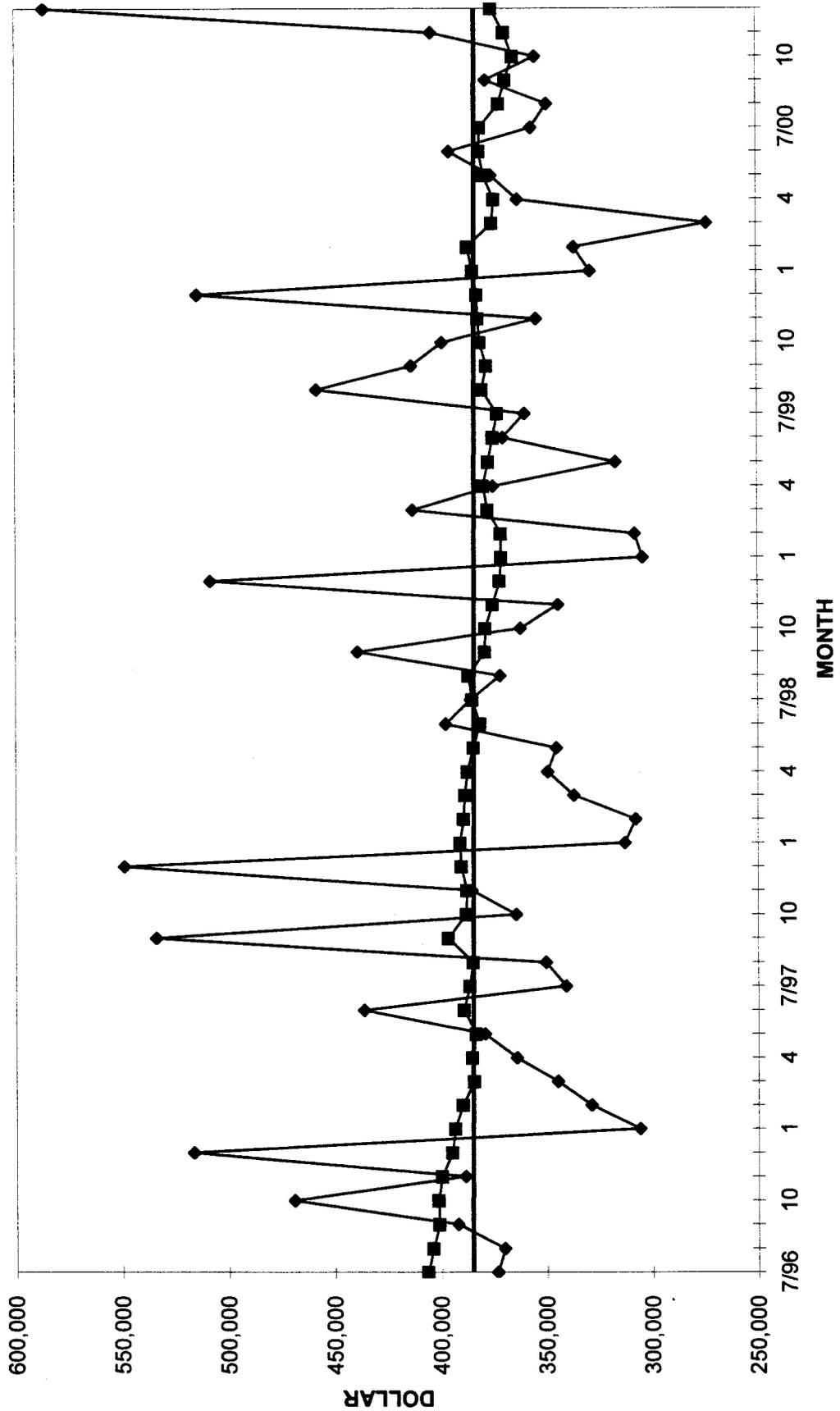
Sales tax collections in the Anderson County portion of Oak Ridge, budgeted at \$4,780,000, are projected to increase \$55,000 or 1.2 percent. The fiscal 2001 budget was increased to reflect the opening of Home Depot and expansion of Wal-Mart to a super center. The completion of these projects did not occur as quickly as budgeted and the actual 2001 collections are projected to be about \$55,000 below budget.

Monthly Anderson County sales tax collections have been sporadic for the past several years, but in general have been declining since August of 1996. During fiscal 2000, this downward trend appears to have flattened and collections have become more stabilized. Refer to the graph on page III-16. The overall decline has been attributed to stagnation of the local economy due to the ongoing federal downsizing in Oak Ridge and the resulting impact on local consumers. There were some known anomalies that increased tax collections in the Oak Ridge portion of Anderson County in fiscals 1995 and 1996. These are related to the \$874,833 in taxes that the City was required to refund in fiscal 1999. Therefore, the Anderson County trend presented begins with July 1996 collections.

Sales tax collections in the Roane County portion of Oak Ridge are primarily provided from use tax collected from federal contractors. Fiscal 1999 Roane County sales tax collections were abnormally high. The graph on III-17 shows the collection trend from July 1994 through December of 2000, which overall shows a slight increase during that time frame. Recent collection patterns appear to have flattened and fiscal 2002 collections have been budgeted accordingly.

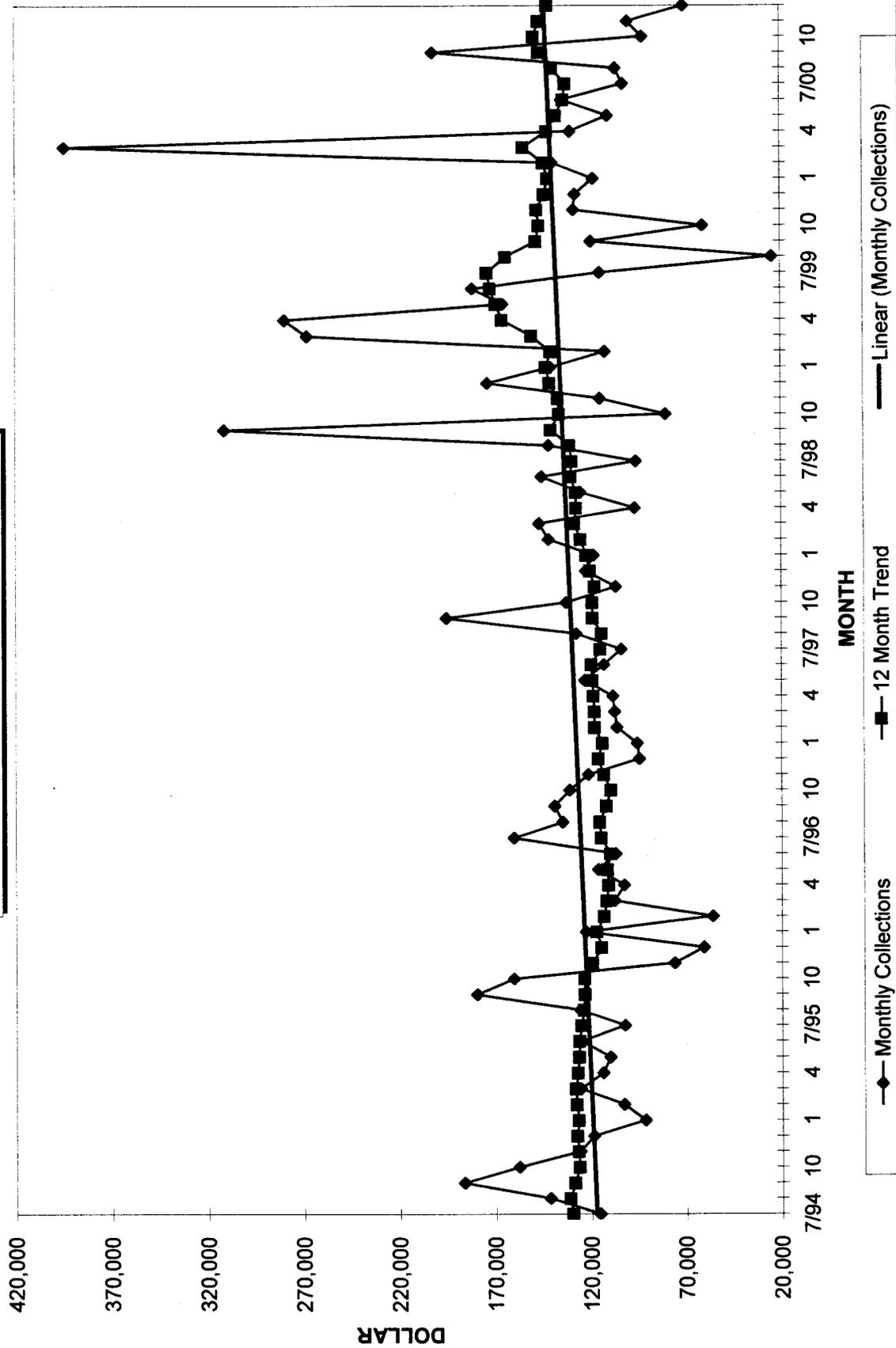
In fiscal 1999, the City had to refund \$874,833 in tax collected from federal contractors in 1995-1996, \$142,659 in fiscal 2000 and another \$64,260 in fiscal 2001. Also during this time frame, tax-reporting errors to the state occurred making revenue projections extremely difficult to predict.

**ANDERSON COUNTY SALES TAX REVENUE  
July 1996 To December 2000**

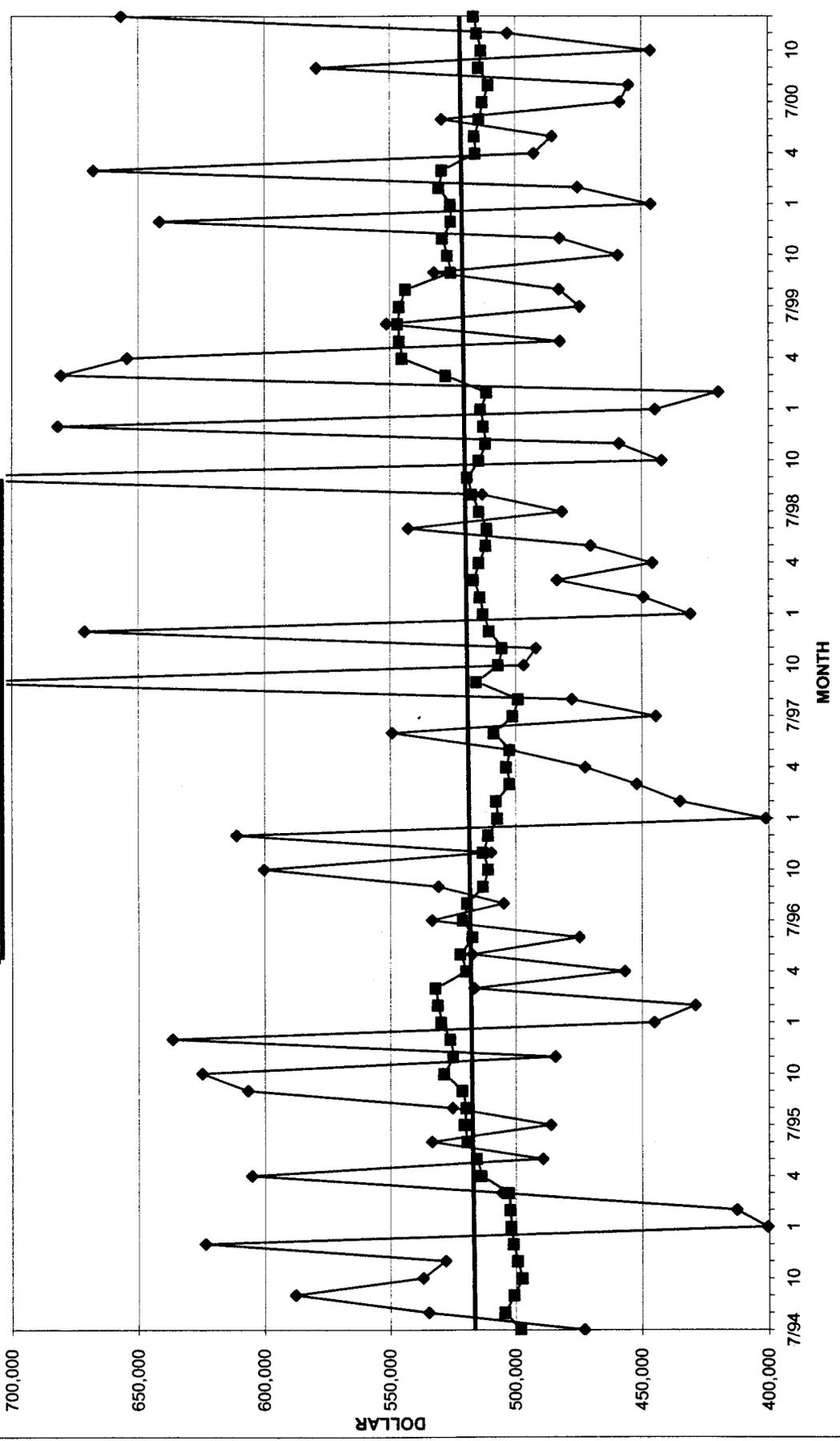


Monthly Collections  
 Linear (Monthly Collections)  
 12 Month Trend  
 Linear (Monthly Collections)

**ROANE COUNTY SALES TAX REVENUE**  
**July 1994 To December 2000**



**Anderson/Roane County Sales Tax Collections  
July 1994 To December 2000**



◆ Monthly Collections  
 ■ 12 Month Trend  
 — Linear (Monthly Collections)

**Other City Funds** – Revenues provided from Other City Funds, budgeted at \$3,275,437, comprise 10% of total General Fund revenues. This revenue is primarily collected from the City's Electric and Waterworks Funds for tax equivalent (in-lieu of property tax) payments and rental charges based on square footage occupied at the City's Central Service Center Complex (CSCC) and radio system usage as outlined below:

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
From Other City Funds:						
Tax Equiv.-Electric Fund	\$ 871,650	\$ 930,000	\$ 935,253	\$ 1,067,000	\$137,000	14.7
Tax Equiv.-Waterworks Fund	712,264	1,000,045	1,059,683	1,197,000	196,955	19.7
Central Service Center Rent	892,732	892,732	892,732	892,732	0	0.0
City Owned Radio Rental	<u>118,705</u>	<u>118,705</u>	<u>118,705</u>	<u>118,705</u>	<u>0</u>	<u>0.0</u>
Total From Other City Funds	<u>\$ 2,595,351</u>	<u>\$ 2,941,482</u>	<u>\$ 3,006,373</u>	<u>\$ 3,275,437</u>	<u>\$333,955</u>	<u>11.4</u>

State law outlines the calculation for in-lieu of tax payments from Electric distributors, which are based on operating revenues and the net book value of fixed assets. The fiscal 2002 in-lieu of tax payment from the City's Electric Fund is budgeted to increase \$137,000 based on fiscal 2001 capital expenditure levels. The Waterworks Fund in-lieu of tax payment is based on the net fixed asset value of the water and wastewater systems and the General Fund's initial cash investment in those systems. Based on this calculation, the Waterworks Fund tax equivalent payment for fiscal 2002 is budgeted at \$1,197,000, a \$196,955 increase. The wastewater system is undergoing a major capital improvements program for collection system rehabilitation and treatment plant expansion that has dramatically increased the tax equivalent payment over the past three years. About half of the increase in fiscal 2001 was related to the City's acquisition of a water treatment plant from the Department of Energy on May 1, 2000 valued at \$12.5 million.

General long-term debt was issued to construct the CSCC and purchase an 800 MHz radio system. The General Fund provides for the principal and interest payments on this debt through operating transfers to the Debt Service Fund. The non-General Fund users of the CSCC and radio system pay rent to the General Fund based on their usage of the two facilities.

**State-Shared Taxes** - Revenues provided from state-shared taxes, budgeted at \$2,718,000, comprise 8% of total General Fund revenues. State-shared taxes are collected by the state with a portion distributed back to local governments based on either population or actual collections within that government's jurisdiction. The largest of these is sales taxes, budgeted at \$1,785,000, and income tax, budgeted at \$605,000 as outlined below.

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
State-Shared Taxes:						
Sales Tax	\$ 1,682,405	\$ 1,745,000	\$ 1,730,000	\$ 1,785,000	\$ 40,000	2.3
Income Tax	605,710	550,000	605,000	605,000	55,000	10.0
TVA Replacement Tax	185,265	185,000	186,300	187,000	2,000	1.1
Mixed Drink Tax	79,263	75,000	75,650	77,000	2,000	2.7
Excise Tax	29,839	50,000	35,000	50,000	0	0.0
Beer Barrelage	<u>14,086</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0.0</u>
Total State-Shared Taxes	<u>\$ 2,596,568</u>	<u>\$ 2,619,000</u>	<u>\$ 2,645,950</u>	<u>\$ 2,718,000</u>	<u>\$ 99,000</u>	<u>3.8</u>

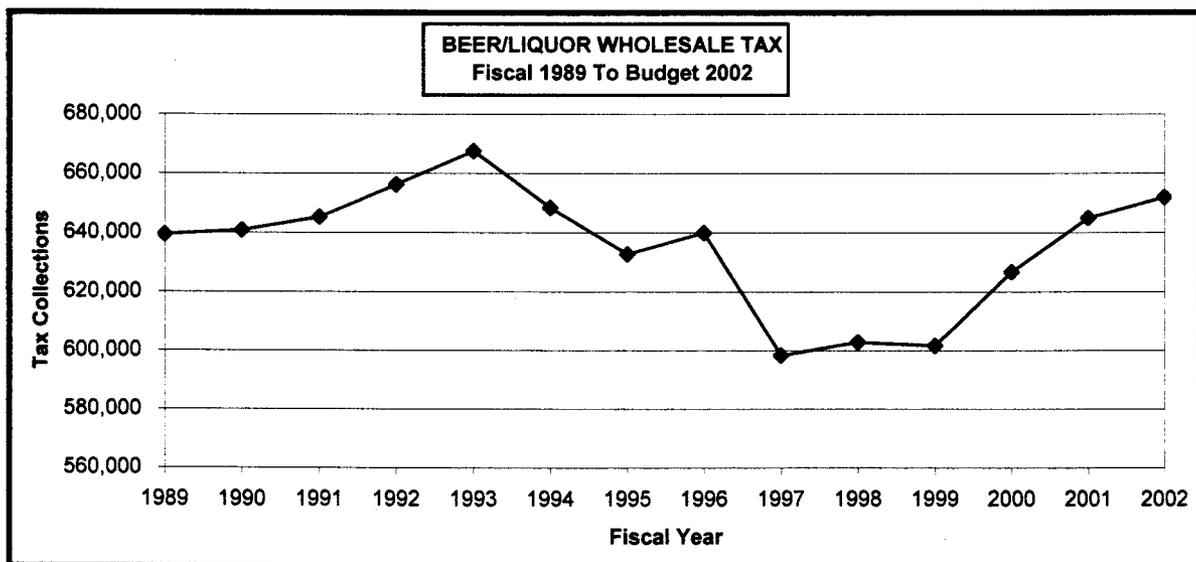
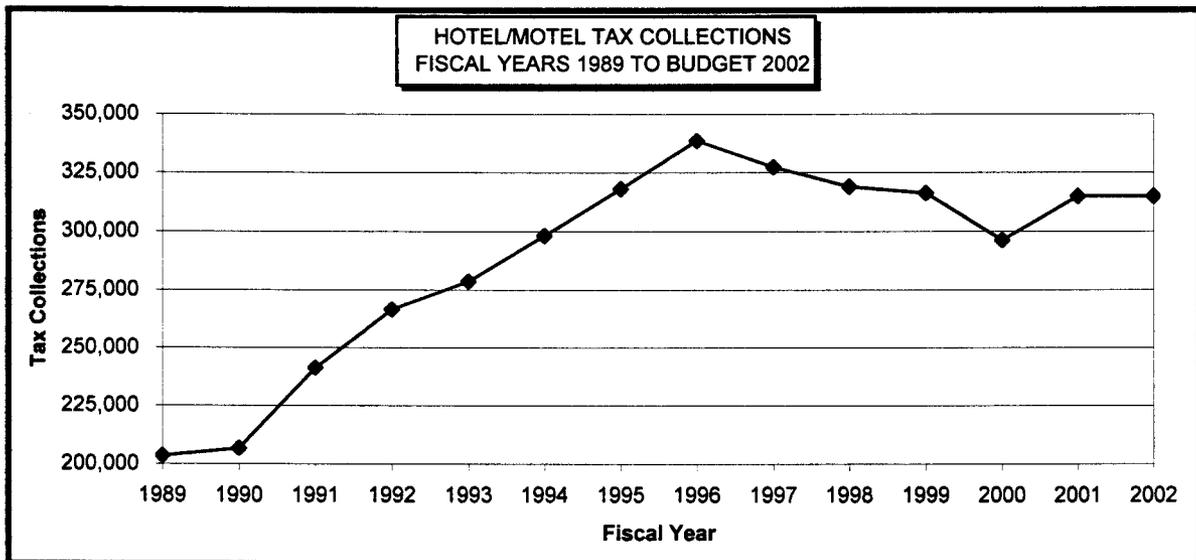
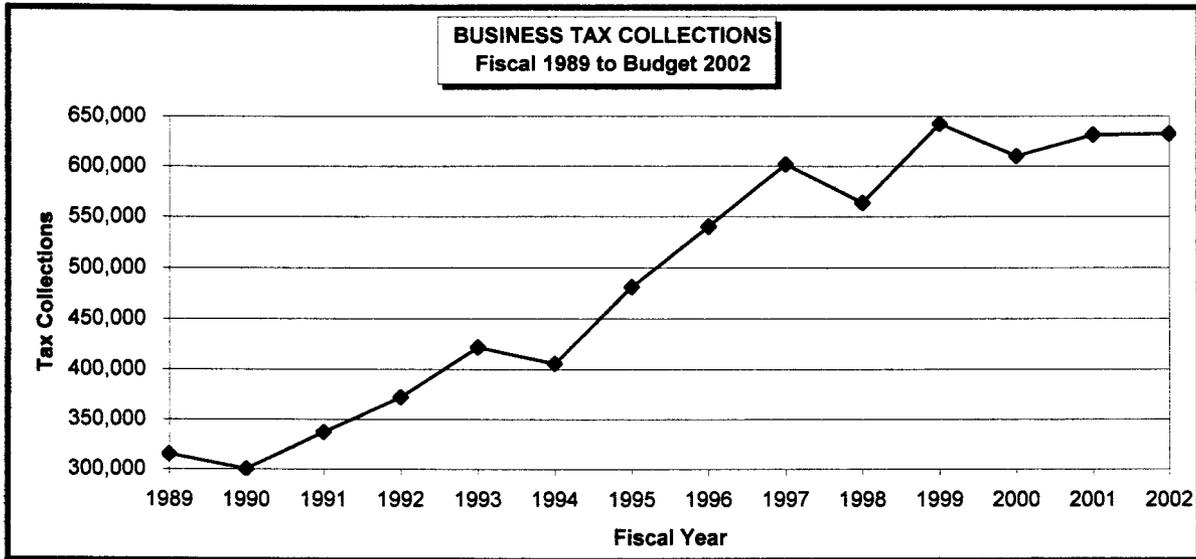
The State allocates a portion of state sales tax collections to Tennessee governments based on population. Revenues from the City's share of state sales tax collections are projected to increase \$40,000 or 2.3 percent. Historically, actual collections have increased by 4% or more annually over the past few years. Actual collections for fiscal 2001 are up only by only 2.4%. Income tax collections are budgeted at \$605,000, up \$55,000 based on actual fiscal 2000 collections.

**Local Business Taxes** - Revenues provided from local business taxes, budgeted at \$1,599,500, comprise 5% of total General Fund revenues as outlined below:

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Local Business Taxes:						
Business Tax	\$ 610,338	\$ 621,500	\$ 631,430	\$ 632,500	\$ 11,000	1.8
Room Occupancy Tax	296,202	315,000	315,000	315,000	0	0.0
Beer Wholesale Tax	449,946	438,000	470,000	475,000	37,000	8.4
Liquor Wholesale Tax	<u>176,807</u>	<u>164,000</u>	<u>175,000</u>	<u>177,000</u>	<u>13,000</u>	<u>7.9</u>
Total Business Taxes	<u>\$ 1,533,293</u>	<u>\$ 1,538,500</u>	<u>\$ 1,510,830</u>	<u>\$ 1,599,500</u>	<u>\$ 61,000</u>	<u>4.0</u>

The graphs on page III-21 show the ten-year trend for these taxes. After several years of steady growth, collections from these taxes began declining during the fiscal 1997-98 time frame. Collections appear to have flattened out and have begun to grow once again. Hotel/Motel Tax collections have declined for the past few years due to a reduction in room rentals to business travelers and per diem reductions for government renters. The decline in beer and liquor wholesale tax collections resulted from law changes in communities surrounding Oak Ridge, which now allow the sale of these products in those jurisdictions. The decline in these collections from 1994 to 1997 equated to an additional cent on the property tax rate. In fiscal 1999, beer/liquor wholesale tax collections began steadily increasing, but still remain slightly below the 1993 level.

**DOE** – Revenues from the US Department of Energy (DOE) in-lieu of tax and state and federal grants budgeted at \$1,021,000, comprise 3% of General Fund revenues. DOE's annual in-lieu of tax (PILT) payment to the City is based on the number of acres on the federal reserve (currently 33,420 acres) at a per acre appraisal approved by DOE (currently \$4,610) at the City's current property tax rate (\$2.65). In accordance with the Atomic Energy Commission Act, the land value is assessed based on the original usage of the property, which was residential farmland when DOE purchased the land for the WWII effort, rather than the current use of the property. The residential property tax assessment rate of 25% is therefore used, rather than the 40% rate that would normally apply to commercial/industrial properties. DOE's remittance is also contingent on the annual federal appropriation of this payment. Actual fiscal 2001 collections are \$14,454 below budget due to the removal of the Horizon Center (ED-1) under development by CROET from the acreage in the PILT calculation. The fiscal 2002 calculated remittance is up \$16,671 based on the 8-cent increase in the City's property tax rate from the prior year. The per acre appraised value is reviewed periodically with DOE. Subsequent to the budget process, the per acre appraisal was increased to \$5,327. This increase will be reflected in the fiscal 2003 budget document.



A one-time COPS grant was award by the US Department of Justice (DOJ) that provided initial funding over a three-year period for the City to add four additional police officer positions for community policing. Fiscal 2000 was the final year of funding for the COPS grant. In fiscal 2001, \$30,000 was budgeted from a DOJ block grant and \$35,000 from state grants to operate the Senior Center (\$25,000) and for domestic violence prevention programs through the Police Department (\$10,000). The City no longer receives the Senior Center grant. Due to the sporadic occurrence of expenditures for small police grants they are now accounted for in the Grants Fund.

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
DOE State/Federal:						
DOE In-Lieu of Tax	\$ 902,644	\$ 1,004,329	\$ 989,875	\$ 1,021,000	\$ 16,671	1.7
State Grants in Aid	14,437	35,000	0	0	(35,000)	-100.0
US Dept of Justice Grants	<u>83,527</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>-100.0</u>
Total DOE State/Federal	<u>\$ 1,000,608</u>	<u>\$ 1,069,329</u>	<u>\$ 989,875</u>	<u>\$ 1,021,000</u>	<u>\$(48,329)</u>	<u>( 4.8)</u>

**Licenses and Permits** - Revenues provided from licenses and permits, budgeted at \$545,000, comprise 1% of total General Fund revenues as outlined below:

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Licenses and Permits:						
CATV Franchise	\$ 235,092	\$ 175,000	\$ 225,000	\$ 232,000	\$ 57,000	32.6
Building Permits	168,594	110,000	125,000	160,000	50,000	45.5
ORUD Right-Of-Way	60,000	61,000	60,000	61,000	0	0.0
Alcohol Sale Permits	18,458	20,000	18,500	20,000	0	0.0
Electrical Permits	24,792	18,000	25,000	26,000	8,000	44.4
Plumbing Permits	19,487	12,500	22,500	22,000	9,500	76.0
Animal Regist. Permits	14,444	13,500	17,500	17,000	3,500	25.9
Other Permits & Fees	3,664	5,000	4,000	5,000	0	0.0
Grading Permits	<u>1,885</u>	<u>2,500</u>	<u>1,800</u>	<u>2,000</u>	<u>(500)</u>	<u>(20.0)</u>
Total Licenses & Permits	<u>\$ 546,416</u>	<u>\$ 417,500</u>	<u>\$ 499,300</u>	<u>\$ 545,000</u>	<u>\$127,500</u>	<u>30.5</u>

The \$57,000 budgeted increase in the franchise fee paid by the City's cable television provider is based on rates approved under a new contractual agreement during fiscal 2000. Collections for building permits are up from recent years based on fee increases for commercial building permits effective in fiscal 2000 and ongoing large projects. The fees are now more consistent with those charged by comparable Tennessee Cities. Revenues from Building, Electric, Plumbing and Grading Permits are directly impacted by local economic conditions.

**Fines and Forfeitures** - Revenues provided from fines, budgeted at \$403,000, comprise 1% of total General Fund revenues as outlined below:

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Fines, Penalties & Forfeitures						
City Court Revenues	\$ 242,632	\$ 342,000	\$ 273,400	\$ 342,000	\$ 0	0.0
Library Fines	<u>60,669</u>	<u>61,000</u>	<u>62,100</u>	<u>61,000</u>	<u>0</u>	<u>0.0</u>
Total Fines, Penalties & Forfeitures	<u>\$ 303,301</u>	<u>\$ 403,000</u>	<u>\$ 335,500</u>	<u>\$ 403,000</u>	<u>\$ 0</u>	<u>0.0</u>

Revenues from City court are budgeted in-line with fiscal 1999 actual levels. The decline in court revenues for fiscals 2000 and 2001 is caused by a reduction in the number of traffic tickets being issued due to staffing turnover and vacancies in the Police Department.

**Charges for Services** - Revenues provided from licenses and permits, budgeted at \$311,284, comprise 1% of total General Fund revenues as outlined below:

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Charges For Services:						
Rental Of Buildings	\$ 127,410	\$ 95,769	\$ 68,316	\$ 60,684	\$(35,085)	-36.6
Rental Of Lands	48,305	92,950	56,000	56,000	(36,950)	-39.8
Outdoor Pool Fees	67,824	70,000	65,000	70,000	0	0.0
Indoor Pool Fees	35,652	45,000	44,000	45,000	0	0.0
Animal Shelter Fees	36,815	40,000	36,000	40,000	0	0.0
General & Admin. Costs	17,244	17,500	18,000	17,500	0	0.0
Reproduction of Documents	12,695	15,500	14,500	15,500	0	0.0
Misc. Recreation Usage Fees	<u>7,125</u>	<u>6,600</u>	<u>3,800</u>	<u>6,600</u>	<u>0</u>	<u>0.0</u>
Total Charges For Services	<u>\$ 353,070</u>	<u>\$ 383,319</u>	<u>\$ 305,616</u>	<u>\$ 311,284</u>	<u>\$(72,035)</u>	<u>(18.8)</u>

Rental revenues for buildings declined \$35,085 due to the sale of the 301 Broadway Building and the building that was formerly occupied by Roane State Community College. The budget for rental of lands declined \$36,950 for rental revenues on the Incubator Building located on Valley Court, which are now being recorded in the Economic Diversification Fund. For the past few years, the Oak Ridge Chamber had administrative responsibility of the Incubator Building and in turn received all rental revenue. In fiscal 2001, administrative responsibilities returned to the City.

Collections for other charges for services continue to remain fairly flat. Actual admission collections to the outdoor pool will be impacted by summer weather conditions. General and Administration Fees are charged to offset overhead costs to process miscellaneous billings (e.g. damage to City property as the result of a traffic accident).

**Interest and Miscellaneous** - Revenues provided from interest and other revenues, budgeted at \$677,500 comprise 2% of total General Fund revenues as outlined below. The \$100,000 budgeted increase in interest earnings is based on higher than projected fund balance and interest rates.

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
Other Revenues:						
Interest on Investments	\$ 689,270	\$ 575,000	\$ 775,000	\$ 675,000	\$100,000	17.4
Miscellaneous	15,049	1,500	1,500	1,500	0	0.0
Salvage Sale Proceeds	0	1,000	3,529	1,000	0	0.0
Land Sale Proceeds	<u>442,889</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
Total Other Revenues	<u>\$ 1,147,208</u>	<u>\$ 577,500</u>	<u>\$ 780,029</u>	<u>\$ 677,500</u>	<u>\$100,000</u>	<u>17.3</u>

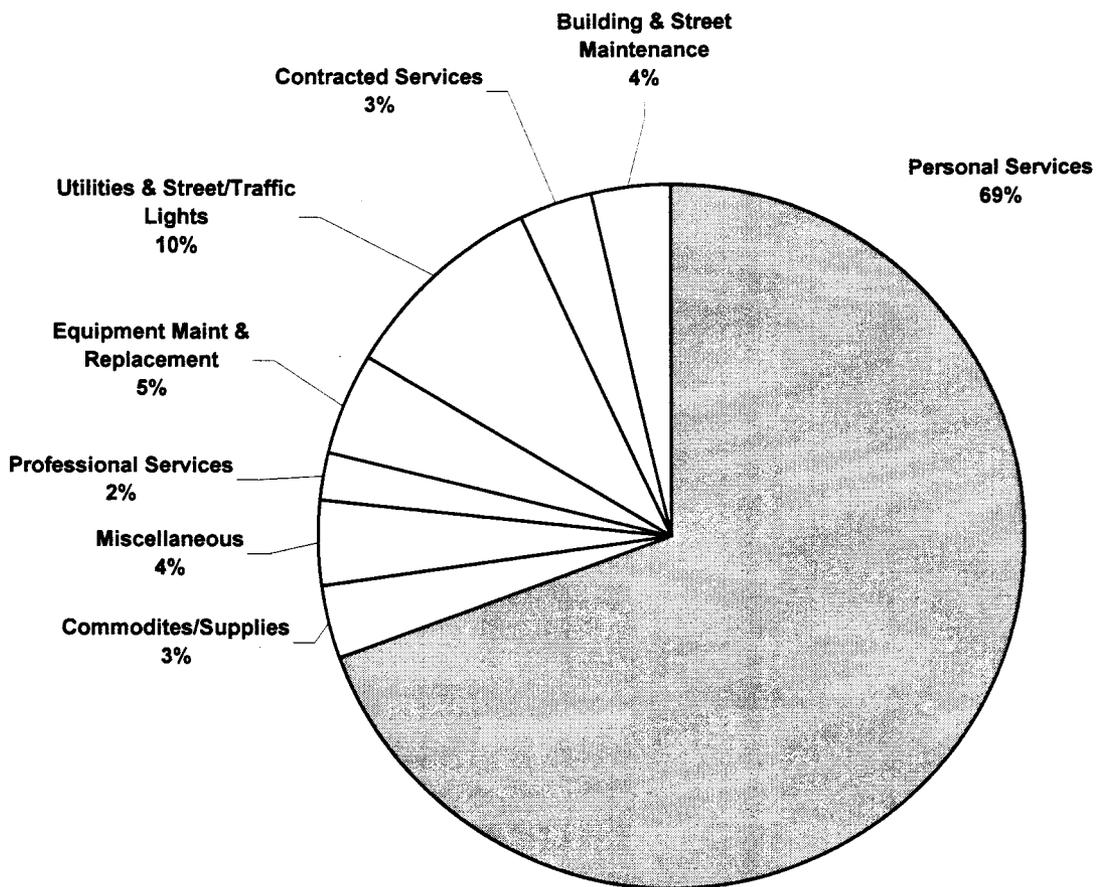
Land and building sale proceeds, other than land surrounding the Golf Course, are being recorded as revenue in the Economic Diversification Fund. There are only a few remaining parcels in the industrial parks that are available for sale by the City.

**Fund Balance Appropriation** – In fiscal 1986, the City received \$23.1 million dollars from the United States Department of Energy (DOE) as a settlement to cease annual financial assistance payments from DOE and for ten-years of in-lieu of tax payments. Over the last fifteen fiscal years, the City has gradually drawn down the fund balance created by the DOE settlement in order to maintain a reduced property tax rate. Budgeted revenues, expenditures and operating transfers are balanced in the General Fund through the Fund Balance draw. The fund balance draw for fiscal 2002 is budgeted at \$1,707,231, which is \$427,358 more than was budgeted for fiscal 2001. The draw should gradually decrease each year until a balanced budget (i.e. revenues equal expenditures and transfers) is reached in the next few years. The actual fund balance draw for fiscal 2001 is projected at \$1,815,039, which is \$535,166 more than budgeted. The variance is caused by the transfer of \$442,651 in land sale proceeds received in fiscal 2000, primarily from the sale of the old service center site, to the Economic Diversification Fund and a reduction in revenues from property tax collections due to appeals.

### **General Fund Expenditures**

City staff's major focus during the budget process is the expenditures in the General Fund. Since revenue shortfalls must generally be offset by property taxes, the goal of staff is to maintain expenditures at the lowest possible level while continuing to provide quality services to the community. Gross expenditures before Cost Recoveries from other Funds, (refer to Schedule IV and Schedule V), are budgeted at \$17,643,296 for fiscal 2002, up \$671,938 or 4.0% from fiscal 2001.

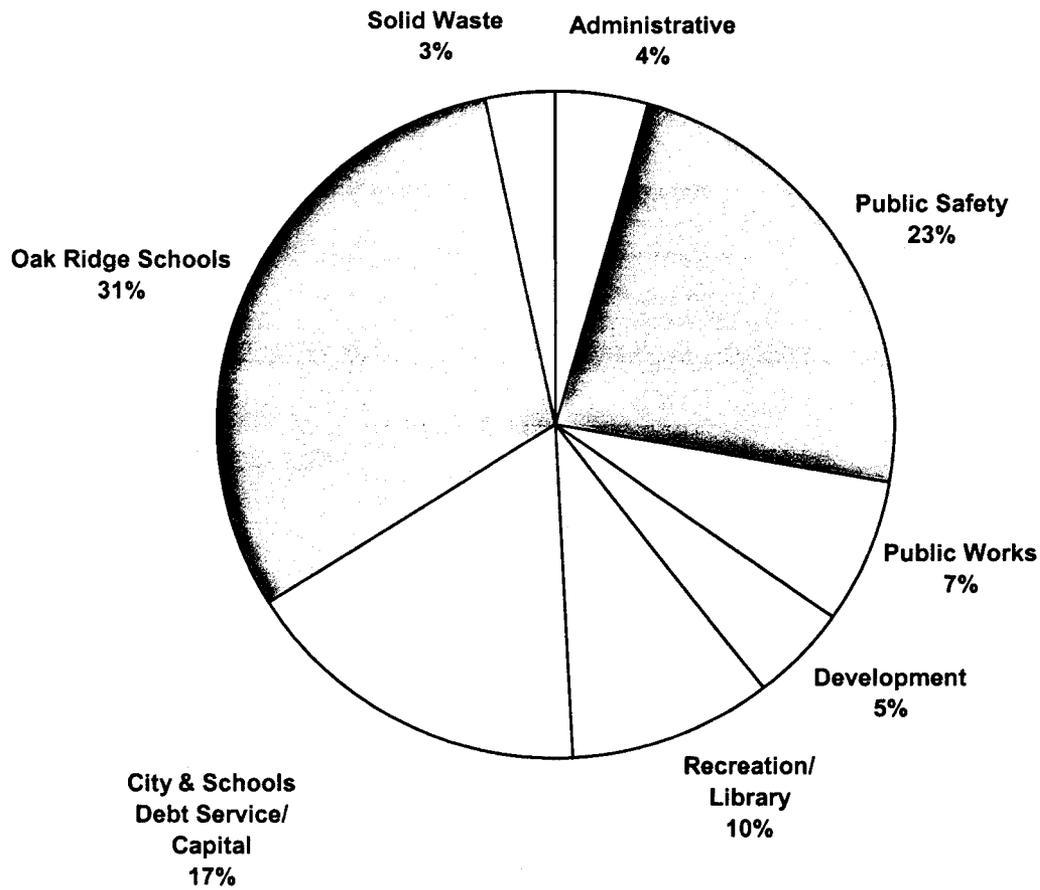
**General Fund Municipal Expenditures  
By Expenditure Type  
Fiscal 2002 Budget**



**GENERAL FUND EXPENDITURES AND OPERATING TRANSFERS  
FISCAL 2002 BUDGET**

	<u>BUDGET 2002</u>	<u>PERCENT OF GROSS</u>	<u>ACCUMULATED PERCENT OF GROSS</u>
Personal Services (Salaries, FICA Retirement, Insurance)	12,267,893	34.39	
Oak Ridge School Operations	9,949,638	27.89	62.27
Debt Service (Principal & Interest)	4,621,305	12.95	75.23
Utilities (Traffic Signals, Street Lighting, Electric, Water, Sewer, Phones)	1,676,810	4.70	79.93
Repairs & Maintenance (Buildings & Streets)	1,196,129	3.35	83.28
Residential Garbage & Convenience Center	1,048,650	2.94	86.22
Equipment Maintenance & Replacement (Vehicle & Computer)	815,162	2.28	88.51
Economic Development	881,688	2.47	90.98
Capital Maintenance Funding	617,000	1.73	92.71
Cleaning, Litter, Mowing & Sweeping Contracts	607,897	1.70	94.41
Debt Service on Golf Course	200,000	0.56	94.97
Commodities (Including Small Tools & Supplies)	372,355	1.04	96.01
Professional and Contractual Services	369,112	1.03	97.05
Training & Conferences	206,887	0.58	97.63
Social Service Grants	150,000	0.42	98.05
Rents (Including Senior Center)	123,722	0.35	98.40
Insurance (Property & Liability)	117,654	0.33	98.73
Library Materials	110,342	0.31	99.03
Mailing & Delivery	85,000	0.24	99.27
Dues, Memberships and Subscriptions	59,671	0.17	99.44
Uniforms/Clothing	55,273	0.15	99.60
Advertising and Publicity	40,530	0.11	99.71
Books/Education Materials	38,954	0.11	99.82
Other Grants/Subsidies/Contributions	32,260	0.09	99.91
Contingency/Election/Other	16,950	0.05	99.96
Printing & Dup. Charges	15,695	0.04	100.00
<b>GROSS EXPENDITURES AND OPERATING TRANSFERS</b>	<b><u>35,676,577</u></b>		
Costs Recovered From Users	(261,179)		
Costs Transferred to Other City Funds	<u>(3,070,446)</u>		
<b>NET EXPENDITURES AND OPERATING TRANSFERS</b>	<b><u>32,344,952</u></b>		

**General Fund Expenditures and Transfers  
By Function  
Fiscal 2002 Budget**



**Personal Service** expenditures budgeted at \$12,267,893 account for 69.5% of total General Fund municipal expenditures. Personal Services are budgeted to increase \$591,431 or 5.1% over the prior fiscal year. Salaries are budgeted to increase \$159,870 for merit increases awarded after July 1, 2001, \$332,667 for a 3.5% cost-of-living adjustment (COLA) and \$67,822 for positional changes and carry forward merit awarded in the prior fiscal year. Health insurance, which includes medical insurance, life insurance, long-term disability (LTD) insurance and dental reimbursement, is up \$6,725 or .8% due to LTD, which is calculated as a percent of gross wages and positional changes.

Other salary changes included a \$17,000 reduction for closing the outdoor pool at 6 pm rather than 8 pm. Overtime was budgeted to increase \$80,908, primarily for fire fighting, based on actual usage. The budget contains a modification in the overtime policy from a daily work shift to a weekly or 28-day shift for occurrence of overtime hours. The anticipated result of this policy change is a \$66,186 reduction in overtime.

Staffing changes included the full-year funding of a GIS coordinator in fiscal 2002 at a cost of \$31,350. This position was budgeted for one-half a year in fiscal 2001.

**Contractual Services** total \$4,631,615 and comprise 26% of total General Fund municipal expenditures. Budgeted funding for Contractual Services increased \$50,969, up 1.1% over the prior fiscal year.

Utility services are budgeted at \$1,676,810. Of this amount, \$839,000 is budgeted to maintain traffic and street lighting throughout the City, up \$20,500 related to the Electric Fund investment charge and electric usage. The Electric Fund pays the cost of initial installation and routine maintenance of traffic and street lighting. Each year the General Fund pays to the Electric Fund an investment charge that is 13% of the net asset value of traffic and street lighting recorded in the Electric Fund. Recent street lighting upgrades have occurred along state streets and high traffic areas located within Oak Ridge thereby increasing the asset value of street lights and the resulting investment charge paid by the General Fund. The General Fund pays the actual electric usage charges to operate traffic and streetlights. The remaining \$837,810 budgeted for utility charges includes electric, water, wastewater and gas usage and refuse collection at City owned buildings and telephone and other communication charges. This budget increased \$52,457 due to recent natural gas, electric and wastewater rate increases and telecommunication costs.

Vehicle Equipment Usage Charges budgeted at \$612,465, declined slightly by \$3,346. This charge provides funding for future vehicle replacement in the form of rent and actual maintenance costs. The vehicle rent is paid to the Equipment Replacement Rental Fund to accumulate cash for replacement of City vehicles. Rental charges cease shortly after full depreciation of the asset. Vehicles are replaced on an as need basis rather than immediately after full depreciation.

\$607,897 is budgeted for the following contractual services; custodial services at City buildings (\$217,660), mowing and litter pickup along right-of-ways, at City recreational facilities and at other City-owned sites (\$303,705) and for street sweeping (\$86,532). These services are provided under multiyear contracts that increase annually based on changes in the consumer price index. In fiscal 2002, the budget for these services decreased a net \$31,026 from the prior fiscal year. The mowing season and frequency of mowing on non-state streets and at recreational facilities will be reduced resulting in a \$25,344 savings. Sweeping frequency on non-state streets is being reduced at a cost saving of \$16,798. Due to changes in the state reimbursement for maintenance along state highways, the mowing frequency and season along state highways will be reduced and sweeping

frequency increased. The service level shift occurred to match allowable reimbursements for these services from the state.

\$631,129 is budgeted for repair and maintenance costs for City buildings, parks, sporting fields and other City facilities. This includes annual maintenance contracts for services such as security systems, sprinkler systems and pest control. The fiscal 2002 budget for these items increased \$58,778, primarily for City owned buildings based on actually occurring expenditure patterns. Funding for the Central Service Center Complex (CSCC) increased \$19,195, recreational buildings and facilities up \$27,490 and general facilities up \$12,888. The CSCC is now five years old and is requiring additional routine maintenance such as painting.

\$369,112 is budgeted in fiscal 2002 for professional services, a \$21,329 decrease over the prior year. Expenditures budgeted here include \$100,000 for communication resources, \$50,200 for personnel costs such as drug screening and medical and psychological exams for police and fire applicants, \$31,000 for housing demolition, \$21,235 for computer training and support services, \$23,805 for the annual independent audit, \$12,230 for outside legal assistance and \$10,000 for codification of City Ordinances. The remaining \$120,642 budgeted for professional services is spread throughout the General Fund for a variety of services such as engineering, surveys, appraisals, library book binding and instructors for recreational sponsored classes. The reduction was the result of the transfer of \$35,000 in communication resources from the City Manager's budget to the Economic Diversification Fund for marketing resources. This reduction was offset by increases in the audit contract and for codification of City Ordinances.

\$206,887 is budgeted for travel to schools and conferences by City employees. This includes \$71,094 for police and fire employees, \$45,500 for City Council, \$29,800 for the City Manager and Legal offices and \$24,675 for administrative service. The \$2,300 increase in travel was for the legal department based on staffing level changes during fiscal 2001.

Funding for the replacement and maintenance of non-vehicle equipment, primarily computers and other small equipment is budgeted at \$202,697. Increased funding of \$16,515 or 8.9% in fiscal 2002 is related to maintenance and replacement of computer hardware and software.

Rents are budgeted at \$123,722 for fiscal 2002, a \$7,516 increase primarily for leasing of small equipment such as copiers. Rents include \$56,400 for space occupied by the Senior Center, leases for copiers and other equipment and for portable toilets at recreational facilities.

\$85,000 is budgeted for mailing costs, which includes monthly utility and annual property tax bills. All central mailing costs are budgeted in one activity, 854 Stationary Stores, and then the costs for the utility billings are allocated back to the Electric and Waterworks Funds through cost recoveries.

\$59,671 is budgeted for dues, memberships and subscriptions, including library subscription services, \$40,530 for advertising and legal notice publication and \$15,695 for printing costs including the budget document and annual financial report. The budget for advertising by the Personnel Department increased \$7,500 due to increased publication rates and employee turnover.

During fiscal 2001, the City sold the vacant 301 Broadway Building and the building formerly occupied by Roane State Community College. In fiscal 2001, \$60,135 was budgeted for maintenance and utilities for these facilities.

**Commodities** total \$576,924 and comprise 3% of total General Fund municipal expenditures. Budgeted funding for commodities increased \$46,605, up 8.8%.

Miscellaneous commodities, small tools and supply purchases are budgeted at \$372,355, an increase of \$47,372. Increases of \$23,290 were for Fire Department materials, \$10,465 for building maintenance items and \$3,971 for animal control based on actual usage patterns for the past few years. Fire Department materials include small equipment and supplies such as gloves and bandages used in the first responder program. Commodity purchases include not only supplies such as printer and copier paper, ribbons, toner cartridges, batteries and cleaning supplies but items such as veterinary supplies for the animal shelter, landscaping materials for City parks and sporting fields, chemicals for the indoor and outdoor pool, sanitary gloves for first responder firefighters and ammunition for police. Overall, City commodity budgets were increased by 3% or \$9,746 due to inflation.

\$110,342 is budgeted for Library materials including book, CD, cassette and video purchases, \$55,273 for uniforms and \$38,954 for non-Library books and educational materials. The budget for these items decreased \$767 from the prior fiscal year primarily related to the uniform contract.

**Other Charges** total \$166,864 and comprise 1% of total General Fund municipal expenditures. \$117,654 is budgeted for property and liability insurance. The City maintains insurance coverage for property and other liabilities through commercial insurance carriers with per incident deductibles ranging from \$2,500 to \$10,000 for common occurrences and a \$50,000 per incident deductible for damage caused by floods or earthquakes.

\$32,260 is budgeted for grants and subsidies including \$9,500 to the Oak Ridge Arts Council, \$9,000 for Youth Advisory Board activities, \$6,000 for sister city exchanges, \$4,260 for college scholarships for children of City employees and \$3,500 for Mayfest. Funding of \$16,000 for miscellaneous grants awarded by City Council was eliminated from the budget. Ongoing current grants included only KORRnet at \$5,000. \$16,000 is budgeted for biennial elections or for contingencies in the off election year and \$950 in miscellaneous legal costs.

No capital expenditures are budgeted for fiscal 2001. All major general capital projects are funded through the issuance of long-term debt and accounted for in the Capital Projects Fund.

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

Recovered from Funds includes the transfer of expenditures to other City Funds based on the percentage of work performed by that activity for another City Fund. For Example, Activity 862, Finance performs the accounting, purchasing and warehousing etc, functions to support the operations of all City Funds. Finance transfers 34% of its gross expenditures to the Electric Fund, 28% to the Waterworks Fund, and 4% to the State Street Aid Fund with a net of 34% remaining in the General Fund. The transfer percentage is based on the level of work provided by that activity for each Fund. The costs that are transferred to the other Funds are included as expenditures/expenses in those Funds and funded by the revenue source for that Fund (i.e. Electric Fund from user electric fees).

Reduction of Costs totaled \$3,331,625 for fiscal 2002, up \$148,133 or 4.7% from the prior fiscal year. Approximately 19% of the General Fund's gross expenditures are transferred to other City Funds or Recovered from Users. Schedule V outlines the costs that are transferred to each Fund by activity.

Schedule III contains General Fund expenditures, net of Reduction of Costs, by activity and totaled by department. Municipal Expenditures, net of Reduction of Costs, increased \$523,805 or 3.8%, for an appropriated budget amount of \$14,311,671.

### **General Fund Operating Transfers**

Operating Transfers are transfers of General Fund revenues to other City Funds to help finance that Fund's operating expenditures. Operating Transfers are budgeted at \$18,033,281, up 5.8% or \$990,782 in fiscal 2002.

The largest single use of General Fund revenues is the operating transfer to the Oak Ridge Schools, which is 31 percent of total General Fund expenditures and Operating Transfers. The transfer to the Schools is budgeted at \$9,949,638, an increase of \$395,870 or 4.1% over the preceding fiscal year. This transfer will finance approximately 25.7% of the General Purpose School Fund's budgeted expenditures for fiscal 2002.

\$4,621,305 is budgeted for transfer to the Debt Service Fund for annual principal and interest payments on outstanding long-term debt issued to finance City and School Capital Projects. This is a \$126,000 budgeted decrease over the prior year due to a restructuring of the City's existing general long-term debt in late fiscal 2001. The City Charter does not allow the Schools to issue long-term debt. Approximately 50% of the City's annual debt service payments are to fund principal and interest on long-term debt issued by the City for School capital projects.

\$1,048,650 is budgeted for transfer to the Solid Waste Fund in fiscal 2002, a \$64,100 increase. This funds a portion of the costs for residential refuse collection and the operations of a convenience center. These services are provided under a long-term contract with Browning-Ferris Industries (BFI), which contains an annual contract price escalator based on the consumer price index. Residential users also pay a \$5 per month fee for residential refuse collection that is direct revenue to the Solid Waste Fund.

In fiscal 2000, the Economic Diversification (ED) Fund was established to centralize economic development and social service activities funded by the City. The primary revenue stream for the ED Fund is operating transfers from the General, Electric and Waterworks Funds. The General Fund is budgeted to transfer \$1,031,688 to the ED Fund in fiscal 2002, up \$184,812. Increases are related to \$99,483 in additional funding for the operation of the Convention & Visitors Bureau, \$35,000 in contributions to Health Start of Anderson County and the transfer of \$35,000 in funding from the City Manager's budget in the General Fund to the ED Fund for marketing.

As the City's physical facilities continue to age, it has become more apparent that the City cannot continue to borrow the funds necessary for the maintenance and replacement of these facilities at the current pace. Over the past 10 years, the City has committed over \$60 million in tax-supported debt to pay for capital improvements, maintenance and replacement of facilities. Capital maintenance and facility replacement will continue to be a major drain on the City's resources in the future. In fiscal

2000, the City established a \$410,000 transfer from the General Fund to the Capital Projects Fund to begin the initial funding for this annual reserve. Without this reserve, the full cost of maintaining and replacing major assets must be paid through the use of borrowed funds. With annual General Fund debt service payments approaching \$5 million, equal to about \$1.00 on the property tax rate, City staff has expressed the concern that it will be difficult for the City to continue borrowing at this pace. In fiscal 2002, \$617,000 is budgeted for transfer to the Capital Projects Fund for this reserve to finance future capital maintenance. The intent is for this to be an annual transfer that gradually increases to approximately \$1.5 million per year.

The revenues of the State Street Aid Fund are insufficient to finance expenditure levels recorded in that Fund for street paving and routine street maintenance. In fiscal 1995, the City began a major Pavement Management Program with long-term goals of the program to provide adequate maintenance to City streets in order to prevent or prolong the need for more expensive street reconstruction. Funding for this program and other street maintenance costs are to be provided through operating transfers from the General Fund budgeted at \$565,000 in fiscal 2002.

In fiscal 2002, the General Fund is transferring \$200,000 to the Golf Course Fund for the annual debt service payment on debt issued by the City to construct a golf course. The Bonds issued to construct the course are backed by the full faith and credit of the City as well as by the proceeds from operation of the Course and the sale of land surrounding the course. Staff is currently reviewing options to accelerate the sale of the remaining 278 acres surrounding the course and alleviate the Golf Course Fund's dependency on General Fund revenues.

**SCHEDULE II  
GENERAL FUND  
SUMMARY OF REVENUES BY SOURCE**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	%
						CHANGE
<b>TAXES:</b>						
Property Taxes:						
4101 General Property Taxes:						
4110 Real Property Taxes	10,217,390	11,530,000	11,398,000	11,976,000	446,000	3.9
4225 Personal Property	998,467	1,198,000	1,145,000	1,188,000	(10,000)	-0.8
4120 Public Utilities	358,406	399,000	378,000	394,000	(5,000)	-1.3
4125 Interest and Penalties	94,284	75,000	85,000	75,000	0	0.0
Total Property Taxes	<u>11,668,547</u>	<u>13,202,000</u>	<u>13,006,000</u>	<u>13,633,000</u>	<u>431,000</u>	<u>3.3</u>
Other Property Taxes:						
4130 Other than Assessed	48,502	48,862	48,502	49,000	138	0.3
4135 Tax Equiv. - Elec. Fund	871,650	930,000	935,253	1,067,000	137,000	14.7
4140 Tax Equiv. - Waterworks Fund	712,264	1,000,045	1,059,683	1,197,000	196,955	19.7
Total Other Property Taxes	<u>1,632,416</u>	<u>1,978,907</u>	<u>2,043,438</u>	<u>2,313,000</u>	<u>334,093</u>	<u>16.9</u>
Other Taxes:						
4151 Gross Receipts Bus. Taxes:						
4155 Beer Wholesale Tax	449,946	438,000	470,000	475,000	37,000	8.4
4160 Liquor Wholesale Tax	176,807	164,000	175,000	177,000	13,000	7.9
4165 Room Occupancy Tax - 5%	296,202	315,000	315,000	315,000	0	0.0
4170 Minimum & Gross Receipts Business	588,813	600,000	605,000	610,000	10,000	1.7
4175 Recording Fees on Bus.	8,170	8,500	8,200	8,500	0	0.0
4180 Penalty & Interest on Business	13,355	13,000	18,230	14,000	1,000	7.7
4187 City Sales Tax - Roane Co.	268,393	275,000	270,000	275,000	0	0.0
Total Other Taxes	<u>1,801,686</u>	<u>1,813,500</u>	<u>1,861,430</u>	<u>1,874,500</u>	<u>61,000</u>	<u>3.4</u>
<b>TOTAL TAXES</b>	<u>15,102,649</u>	<u>16,994,407</u>	<u>16,910,868</u>	<u>17,820,500</u>	<u>826,093</u>	<u>4.9</u>
<b>LICENSES AND PERMITS:</b>						
4205 Retail Beer Permits	9,488	10,000	9,500	10,000	0	0.0
4215 Liquor License & Permits	8,970	10,000	9,000	10,000	0	0.0
4225 Building Permits	168,594	110,000	125,000	160,000	50,000	45.5
4230 Electrical Permits	24,792	18,000	25,000	26,000	8,000	44.4
4235 Plumbing Permits	19,487	12,500	22,500	22,000	9,500	76.0
4241 Grading Permits	1,885	2,500	1,800	2,000	(500)	-20.0
4250 Animal Registration Permits	14,444	13,500	17,500	17,000	3,500	25.9
4260 Other Permits and Fees	3,664	5,000	4,000	5,000	0	0.0
<b>TOTAL LICENSES &amp; PERMITS</b>	<u>251,324</u>	<u>181,500</u>	<u>214,300</u>	<u>252,000</u>	<u>70,500</u>	<u>38.8</u>
<b>INTERGOVERNMENTAL:</b>						
4310 TVA Replacement Tax	185,265	185,000	186,300	187,000	2,000	1.1
4311 D.O.E. In-Lieu of Tax	902,644	1,004,329	989,875	1,021,000	16,671	1.7
4312 COPS Grants	83,527	30,000	0	0	(30,000)	-100.0
Shared State Taxes:						
4320 Sales Tax	1,682,405	1,745,000	1,730,000	1,785,000	40,000	2.3
4325 Income Tax	605,710	550,000	605,000	605,000	55,000	10.0
4340 Excise Tax	29,839	50,000	35,000	50,000	0	0.0
4345 Beer Barrelage	14,086	14,000	14,000	14,000	0	0.0
4350 Mixed Drink Tax	79,263	75,000	75,650	77,000	2,000	2.7
4355 State Grants in Aid	14,437	35,000	0	0	(35,000)	-100.0
County Shared Sales Taxes:						
4366 Anderson County	4,569,171	4,725,000	4,670,000	4,780,000	55,000	1.2
4367 Sales Tax Refund	(142,659)	0	(64,260)	0	0	0.0
4370 Roane County	1,330,708	1,350,000	1,331,000	1,350,000	0	0.0
<b>TOTAL INTERGOVERNMENTAL</b>	<u>9,354,396</u>	<u>9,763,329</u>	<u>9,572,565</u>	<u>9,869,000</u>	<u>105,671</u>	<u>1.1</u>

**SCHEDULE II (Continued)**  
**GENERAL FUND**  
**SUMMARY OF REVENUES BY SOURCE**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b><u>CHARGES FOR SERVICES:</u></b>						
Charges for Current Services:						
4405 Reproduction of						
Maps & Documents	1,671	1,500	1,500	1,500	0	0.0
4415 Police & Fire Reports	11,024	14,000	13,000	14,000	0	0.0
4417 General & Admin. Costs	17,244	17,500	18,000	17,500	0	0.0
4425 Library - Lost Books	2,085	3,000	2,100	3,000	0	0.0
4430 Animal Shelter Fees	36,815	40,000	36,000	40,000	0	0.0
Total Charges for Current Services	<u>68,839</u>	<u>76,000</u>	<u>70,600</u>	<u>76,000</u>	<u>0</u>	<u>0.0</u>
Use of Property Services:						
4440 Youth Activities	3,700	2,600	2,000	2,600	0	0.0
4445 Adult Activities	3,425	4,000	1,800	4,000	0	0.0
4450 Outdoor Pool	67,824	70,000	65,000	70,000	0	0.0
4455 Indoor Pool	35,652	45,000	44,000	45,000	0	0.0
4460 Rental of Lands	42,305	86,950	50,000	50,000	(36,950)	-42.5
4465 Rental of Buildings	68,296	17,088	9,635	0	(17,088)	-100.0
4466 Central Service & Municipal Bldg	892,732	892,732	892,732	892,732	0	0.0
4475 Marina Rental	6,000	6,000	6,000	6,000	0	0.0
4480 Restaurant Rental	29,640	30,681	30,681	30,684	3	0.0
4482 City Owned Radios	118,705	118,705	118,705	118,705	0	0.0
4485 Community Center Building	29,474	48,000	28,000	30,000	(18,000)	-37.5
Total Use of Property Services	<u>1,297,753</u>	<u>1,321,756</u>	<u>1,248,553</u>	<u>1,249,721</u>	<u>(72,035)</u>	<u>-5.4</u>
<b>TOTAL CHARGES FOR SERVICES</b>	<u>1,366,592</u>	<u>1,397,756</u>	<u>1,319,153</u>	<u>1,325,721</u>	<u>(72,035)</u>	<u>-5.2</u>
<b><u>FINES, PENALTIES AND FORFEITURES:</u></b>						
4505 City Court - Fines	67,198	75,000	65,000	75,000	0	0.0
4510 City Court - Costs	32,755	47,000	30,000	47,000	0	0.0
4515 Bail Forfeitures	139,254	215,000	175,000	215,000	0	0.0
4519 Misc. Court Revenues	3,425	5,000	3,400	5,000	0	0.0
4520 Library - Fines	58,584	58,000	60,000	58,000	0	0.0
<b>TOTAL FINES, PENALTIES, &amp; FORFEITURES</b>	<u>301,216</u>	<u>400,000</u>	<u>333,400</u>	<u>400,000</u>	<u>0</u>	<u>0.0</u>
<b><u>OTHER REVENUES:</u></b>						
4610 Interest on Investments	689,270	575,000	775,000	675,000	100,000	17.4
4710 CATV Franchise	235,092	175,000	225,000	232,000	57,000	32.6
4720 Proceeds from						
Salvage Sale	0	1,000	3,529	1,000	0	0.0
4730 Land Sale Proceeds	442,889	0	0	0	0	0.0
4750 Right-of-Way	60,000	61,000	60,000	61,000	0	0.0
4790 Miscellaneous	15,049	1,500	1,500	1,500	0	0.0
<b>TOTAL OTHER REVENUES</b>	<u>1,442,300</u>	<u>813,500</u>	<u>1,065,029</u>	<u>970,500</u>	<u>157,000</u>	<u>19.3</u>
<b>TOTAL CURRENT MUNICIPAL REVENUES</b>	<u>27,818,477</u>	<u>29,550,492</u>	<u>29,415,315</u>	<u>30,637,721</u>	<u>1,087,229</u>	<u>3.7</u>
<b>FUND BALANCE APPROPRIATION</b>	242,476	1,279,873	1,815,039	1,707,231	427,358	33.4
<b>TOTAL REVENUES</b>	<u>28,060,953</u>	<u>30,830,365</u>	<u>31,230,354</u>	<u>32,344,952</u>	<u>1,514,587</u>	<u>4.9</u>

**SCHEDULE III**

**GENERAL FUND**

**SUMMARY OF EXPENDITURES AND TRANSFERS  
BY DEPARTMENTS AND ACTIVITIES**

	<u>ACTUAL</u> 2000	<u>BUDGET</u> 2001	<u>PROJECTED</u> 2001	<u>BUDGET</u> 2002	<u>BUDGET</u> 02 vs 01	<u>%</u> <u>CHANGE</u>
<u>General Government:</u>						
810 City Council	78,305	106,162	106,162	98,887	(7,275)	-6.9
816 City Clerk	98,043	95,029	95,026	105,942	10,913	11.5
820 City Manager	244,492	223,147	220,735	228,959	5,812	2.6
832 City Court	94,606	94,498	88,616	97,877	3,379	3.6
843 Legal	106,191	165,019	138,874	157,248	(7,771)	-4.7
<b>Total General Government</b>	<b>621,637</b>	<b>683,855</b>	<b>649,413</b>	<b>688,913</b>	<b>5,058</b>	<b>0.7</b>
<u>Administrative Services:</u>						
845 Computer Services	156,213	172,727	168,986	184,900	12,173	7.0
846 Personnel	186,463	194,163	194,254	193,594	(569)	-0.3
854 Stationery Stores	71,858	74,691	74,698	80,220	5,529	7.4
862 Finance	183,396	198,511	191,665	202,511	4,000	2.0
864 Business Office	47,502	46,690	46,612	49,459	2,769	5.9
<b>Total Administrative Services</b>	<b>645,432</b>	<b>686,782</b>	<b>676,215</b>	<b>710,684</b>	<b>23,902</b>	<b>3.5</b>
<u>Police Department:</u>						
910 Supervision	148,031	147,174	147,169	153,902	6,728	4.6
911 Investigations	461,911	447,285	436,988	453,042	5,757	1.3
912 Staff Services	298,927	309,863	309,680	319,475	9,612	3.1
913 Patrol	2,446,527	2,560,524	2,557,870	2,641,413	80,889	3.2
915 Emergency Communications	261,558	269,385	268,108	291,860	22,475	8.3
916 Animal Control	204,096	206,596	217,614	232,058	25,462	12.3
917 School Resource Officer Program	128,879	142,961	139,543	153,410	10,449	7.3
<b>Total Police Department</b>	<b>3,949,929</b>	<b>4,083,788</b>	<b>4,076,972</b>	<b>4,245,160</b>	<b>161,372</b>	<b>4.0</b>
<u>Fire Department:</u>						
921 Supervision	143,850	146,509	153,959	158,966	12,457	8.5
922 Fire Prevention	92,782	89,298	89,288	96,804	7,506	8.4
923 Fire Fighting	2,617,102	2,589,245	2,692,204	2,784,878	195,633	7.6
924 Fire Stations	82,290	80,770	79,970	82,256	1,486	1.8
925 Fire Specialists	160,128	172,303	165,572	172,700	397	0.2
<b>Total Fire Department</b>	<b>3,096,152</b>	<b>3,078,125</b>	<b>3,180,993</b>	<b>3,295,604</b>	<b>217,479</b>	<b>7.1</b>
<u>Public Works Department:</u>						
930 Supervision	83,037	85,171	87,836	91,425	6,254	7.3
935 Engineering	130,973	139,819	141,158	143,873	4,054	2.9
942 State Highway Maintenance	44,544	56,933	63,596	56,015	(918)	-1.6
943 General Maintenance	305,077	313,035	308,153	281,981	(31,054)	-9.9
946 Central Service Center	82,820	92,182	99,373	99,638	7,456	8.1
947 301 Broadway Building	16,941	26,350	27,094	0	(26,350)	-100.0
948 Municipal Building	108,529	128,380	131,929	131,187	2,807	2.2

**SCHEDULE III (Continued)**

**GENERAL FUND**

**SUMMARY OF EXPENDITURES AND TRANSFERS  
BY DEPARTMENTS AND ACTIVITIES**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<u>Public Works Department Continued</u>						
949 Roane State Building	19,475	33,785	15,890	0	(33,785)	-100.0
950 102 Robertsville Road	13	21,340	20,815	25,087	3,747	17.6
953 Traffic Control and Lights	767,101	850,100	830,700	870,600	20,500	2.4
Total Public Works Department	<u>1,558,510</u>	<u>1,747,095</u>	<u>1,726,544</u>	<u>1,699,806</u>	<u>(47,289)</u>	<u>-2.7</u>
<u>Community Development</u>						
960 Supervision	98,096	99,853	99,750	106,815	6,962	7.0
962 Planning	93,404	98,496	100,522	110,622	12,126	12.3
966 Code Enforcement	242,785	274,932	267,999	287,486	12,554	4.6
Total Community Development	<u>434,285</u>	<u>473,281</u>	<u>468,271</u>	<u>504,923</u>	<u>31,642</u>	<u>6.7</u>
<u>Recreation and Parks Department:</u>						
970 Supervision	226,243	232,875	232,952	245,803	12,928	5.6
972 Indoor Aquatics	163,757	190,608	188,390	202,342	11,734	6.2
973 Outdoor Aquatics	152,172	181,484	169,735	182,568	1,084	0.6
974 Centers, Camps & Programs	538,587	597,427	572,997	630,935	33,508	5.6
975 Athletics	118,014	53,946	53,067	58,064	4,118	7.6
976 Parks	539,198	568,662	569,752	597,612	28,950	5.1
978 Senior Center	213,372	229,665	233,205	236,155	6,490	2.8
Total Recreation and Parks Department	<u>1,951,343</u>	<u>2,054,667</u>	<u>2,020,098</u>	<u>2,153,479</u>	<u>98,812</u>	<u>4.8</u>
979 Public Library	<u>994,559</u>	<u>980,273</u>	<u>974,437</u>	<u>1,013,102</u>	<u>32,829</u>	<u>3.3</u>
980 Community Services	<u>182,735</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
TOTAL MUNICIPAL EXPENDITURES	<u>13,434,582</u>	<u>13,787,866</u>	<u>13,772,943</u>	<u>14,311,671</u>	<u>523,805</u>	<u>3.8</u>
<u>Operating Transfers:</u>						
991 State Street Aid Fund	395,000	500,000	500,000	565,000	65,000	13.0
992 Capital Projects Fund	0	410,000	410,000	617,000	207,000	50.5
994 Golf Course Fund	0	0	0	200,000	200,000	100.0
996 Economic Diversification Fund	605,519	846,876	1,289,527	1,031,688	184,812	21.8
997 Debt Service	3,903,938	4,747,305	4,722,901	4,621,305	(126,000)	-2.7
998 Solid Waste	891,849	984,550	981,215	1,048,650	64,100	6.5
999 Oak Ridge Schools	8,830,065	9,553,768	9,553,768	9,949,638	395,870	4.1
TOTAL OPERATING TRANSFERS	<u>14,626,371</u>	<u>17,042,499</u>	<u>17,457,411</u>	<u>18,033,281</u>	<u>990,782</u>	<u>5.8</u>
TOTAL EXPENDITURES AND OPERATING TRANSFERS	<u>28,060,953</u>	<u>30,830,365</u>	<u>31,230,354</u>	<u>32,344,952</u>	<u>1,514,587</u>	<u>4.9</u>

**SCHEDULE IV  
GENERAL FUND**

**SUMMARY OF GROSS EXPENDITURES AND TRANSFERS BY OBJECT CODE CLASSIFICATION**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b><u>PERSONAL SERVICES:</u></b>						
5111 Salaries-Regular Employees	8,175,246	8,449,999	8,289,994	8,938,760	488,761	5.8
5120 Salaries-Temporary Employees	243,703	265,859	247,636	263,126	(2,733)	-1.0
5131 Regular Overtime Pay	670,575	619,504	775,249	634,044	14,540	2.3
5141 Social Security	674,702	701,200	697,600	743,934	42,734	6.1
5150 Retirement	491,974	609,156	614,985	650,560	41,404	6.8
5160 Health Insurance	849,419	878,980	878,980	885,705	6,725	0.8
5175 Workers' Compensation	151,797	151,764	151,764	151,764	0	0.0
Total Personal Services	11,257,416	11,676,462	11,656,208	12,267,893	591,431	5.1
<b><u>CONTRACTUAL SERVICES:</u></b>						
5201 Rents	90,203	116,206	116,206	123,722	7,516	6.5
5205 Printing & Duplicating Charges	10,903	15,695	15,695	15,695	0	0.0
5206 Mailing & Delivery	73,098	85,000	85,000	85,000	0	0.0
5207 Dues, Memberships and Subscript.	48,824	59,171	59,171	59,671	500	0.8
5210 Professional and Contractual Services	386,669	390,441	392,627	369,112	(21,329)	-5.5
5210 Custodial Contract	200,972	209,280	209,295	217,660	8,380	4.0
5210 Mowing Contract	290,986	294,020	296,872	246,279	(47,741)	-16.2
5210 Litter Contract	51,998	54,690	53,406	57,426	2,736	5.0
5210 Street Sweeping Contract	79,888	89,381	84,600	86,532	(2,849)	-3.2
5211 Advertising and Publicity	48,609	33,030	33,030	40,530	7,500	22.7
5212 Utility Services	749,893	803,028	810,323	837,810	34,782	4.3
5212 Street & Traffic Lights	739,962	818,500	797,600	839,000	20,500	2.5
5220 Travel, Schools and Conferences	150,717	204,587	204,587	206,887	2,300	1.1
5235 Repair & Maintenance	611,242	605,624	617,259	631,129	25,505	4.2
5236 Other Equipment Maintenance	123,487	186,182	186,182	202,697	16,515	8.9
5289 Vehicle/Equipment Use Charges	543,118	615,811	616,710	612,465	(3,346)	-0.5
Total Contractual Services	4,200,569	4,580,646	4,578,563	4,631,615	50,969	1.1
<b><u>COMMODITIES:</u></b>						
5310 Commodities/Tools/Supplies	430,636	324,983	329,904	372,355	47,372	14.6
5320 Books/Education Materials	27,918	37,754	37,754	38,954	1,200	3.2
5320 Library Materials	168,279	110,342	110,342	110,342	0	0.0
5325 Uniforms/Clothing	42,414	57,240	56,025	55,273	(1,967)	-3.4
Total Commodities	669,247	530,319	534,025	576,924	46,605	8.8
<b><u>OTHER CHARGES:</u></b>						
5410 Insurance	118,574	118,721	118,721	117,654	(1,067)	-0.9
5430 Grants/Subsidies/Contributions	210,226	48,260	48,260	32,260	(16,000)	-33.2
5499 Elections/Contingency/Other	246	16,950	16,950	16,950	0	0.0
Total Other Charges	329,046	183,931	183,931	166,864	(17,067)	-9.3
<b><u>CAPITAL EXPENDITURES:</u></b>						
	53,734	0	0	0	0	0.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>16,510,012</b>	<b>16,971,358</b>	<b>16,952,727</b>	<b>17,643,296</b>	<b>671,938</b>	<b>4.0</b>
<b><u>REDUCTION OF COSTS:</u></b>						
5610 Recovered from Users	(178,764)	(259,587)	(258,679)	(261,179)	(1,592)	0.6
5670 Recovered from Funds	(2,896,666)	(2,923,905)	(2,921,105)	(3,070,446)	(146,541)	5.0
Total Reduction of Costs	(3,075,430)	(3,183,492)	(3,179,784)	(3,331,625)	(148,133)	4.7
<b>TOTAL MUNICIPAL EXPENDITURES</b>	<b>13,434,582</b>	<b>13,787,866</b>	<b>13,772,943</b>	<b>14,311,671</b>	<b>523,805</b>	<b>3.8</b>
<b><u>OPERATING TRANSFERS:</u></b>						
5710 Operating Transfers	14,626,371	17,042,499	17,457,411	18,033,281	990,782	5.8
<b>TOTAL NET EXPENDITURES</b>	<b>28,060,953</b>	<b>30,830,365</b>	<b>31,230,354</b>	<b>32,344,952</b>	<b>1,514,587</b>	<b>4.9</b>

SCHEDULE V

FY 2002 GENERAL FUND BUDGET - TRANSFERS TO OTHER FUNDS,  
INTERDEPARTMENTAL CREDITS AND COSTS RECOVERED

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND
			WATER	WASTEWATER			
<b>GENERAL GOVERNMENT:</b>							
810 City Council	139,279	16%	7%	9,750	0	0	98,887
816 City Clerk	149,213	16%	7%	10,445	0	0	105,942
820 City Manager's Office	457,916	25%	12%	54,950	1%	4,579	228,959
832 City Court	97,877	0	0	0	0	0	97,877
843 Legal	221,476	16%	7%	15,503	0	0	157,248
TOTAL GENERAL GOVERNMENT	1,065,761	18%	9%	90,648	0%	4,579	688,913
<b>ADMINISTRATIVE SERVICES:</b>							
845 Computer Services	560,306	31%	20%	112,061	0	0	184,900
846 Personnel	307,291	15%	8%	24,583	4%	12,292	193,594
854 Stationary Stores	191,001	24%	17%	32,470	0	0	80,220
862 Finance	595,623	34%	16%	95,300	4%	23,825	202,511
864 Business Office	706,557	43%	27%	190,770	0	0	49,459
TOTAL ADMINISTRATIVE SERVICES	2,360,778	33%	19%	455,184	2%	36,117	710,684
<b>POLICE DEPARTMENT:</b>							
910 Supervision	153,902	0	0	0	0	0	153,902
911 Investigations	453,042	0	0	0	0	0	453,042
912 Staff Services	319,475	0	0	0	0	0	319,475
913 Patrol	2,659,913	0	0	0	0	18,500	2,641,413
915 Emergency Communications	364,826	12%	6%	21,890	0	0	291,860
916 Animal Control	257,058	0	0	0	0	25,000	232,058
917 School Resource Officer	153,410	0	0	0	0	0	153,410
TOTAL POLICE DEPARTMENT	4,361,626	1%	1%	21,890	0	43,500	4,245,160
<b>FIRE DEPARTMENT:</b>							
921 Supervision	158,966	0	0	0	0	0	158,966
922 Fire Prevention	96,804	0	0	0	0	0	96,804
923 Fire Fighting	2,784,878	0	0	0	0	0	2,784,878
924 Fire Stations	82,256	0	0	0	0	0	82,256
925 Fire Specialists	172,700	0	0	0	0	0	172,700
TOTAL FIRE DEPARTMENT	3,295,604	0	0	0	0	0	3,295,604

SCHEDULE V (Continued)

FY 2002 GENERAL FUND BUDGET - TRANSFERS TO OTHER FUNDS,  
INTERDEPARTMENTAL CREDITS AND COSTS RECOVERED

	GROSS BUDGET	ELECTRIC FUND	WATERWORKS FUND		STATE STREET AID FUND	COSTS RECOVERED	GENERAL FUND						
			WATER	WASTEWATER									
<b><u>PUBLIC WORKS DEPARTMENT:</u></b>													
930 Supervision	338,610	0	27%	91,425	31%	104,968	15%	50,792	0	27%	91,425		
935 Engineering	287,747	10%	28,775	10%	28,775	15%	43,162	15%	43,162	0	50%	143,873	
942 State Highway Maintenance	156,694	0	0	0	0	0	0	0	0	64%	100,679		
943 General Maintenance	281,981	0	0	0	0	0	0	0	0	100%	281,981		
946 Central Services Complex	415,164	42%	174,370	18%	74,730	10%	41,516	6%	24,910	0	24%	99,638	
948 Municipal Building	192,921	15%	28,937	9%	17,363	8%	15,434	0	0	0	68%	131,187	
950 172 Robertsville Road	25,087	0	0	0	0	0	0	0	0	0	100%	25,087	
953 Traffic Control & Lighting	870,600	0	0	0	0	0	0	0	0	100%	870,600		
TOTAL PUBLIC WORKS	2,568,804	9%	232,082	8%	212,293	8%	205,080	5%	118,864	4%	100,679	66%	1,699,806
<b><u>COMMUNITY DEVELOPMENT DEPARTMENT:</u></b>													
960 Supervision	184,164	13%	23,941	13%	23,941	16%	29,467	0	0	0	58%	106,815	
962 Planning	170,189	13%	22,125	11%	18,721	11%	18,721	0	0	0	65%	110,622	
966 Code Enforcement	362,789	0	0	9%	32,652	9%	32,651	0	0	3%	10,000	79%	287,486
TOTAL COMMUNITY DEVELOPMENT	717,142	6%	46,066	11%	75,314	11%	80,839	0	0	1%	10,000	70%	504,923
<b><u>RECREATION &amp; PARKS DEPARTMENT:</u></b>													
970 Supervision	245,803	0	0	0	0	0	0	0	0	0	100%	245,803	
972 Indoor Aquatics	223,342	0	0	0	0	0	0	0	0	9%	21,000	90%	202,342
973 Outdoor Aquatics	184,568	0	0	0	0	0	0	0	0	1%	2,000	99%	182,568
974 Centers, Camps & Programs	695,935	0	0	0	0	0	0	0	0	9%	65,000	89%	630,935
975 Athletics	58,064	0	0	0	0	0	0	0	0	0	0	100%	58,064
976 Parks	616,612	0	0	0	0	0	0	0	0	3%	19,000	97%	597,612
978 Senior Center	236,155	0	0	0	0	0	0	0	0	0	0	100%	236,155
TOTAL RECREATION & PARKS DEPARTMENT	2,260,479	0	0	0	0	0	0	0	0	4%	107,000	95%	2,153,479
<b><u>PUBLIC LIBRARY:</u></b>													
979 Public Library	1,013,102	0	0	0	0	0	0	0	0	0	0	100%	1,013,102
GRAND TOTAL	17,643,296	7%	1,289,961	5%	855,329	4%	765,596	1%	159,560	1%	261,179	81%	14,311,671

### Debt Service Fund

The Debt Service Fund is used for the accumulation of resources for the payment of principal and interest on general obligation long-term debt backed by the full faith and credit of the City. This includes the debt service on Schools projects. City Charter prohibits the Schools from issuing long-term debt. The City issues the debt for school capital projects and provides funding for the annual debt service payments on those issuances. Approximately 50% of the City's annual debt service payments are on debt issued by the City for School capital projects. Long-term debt for the City's Enterprise Funds is accounted for in those Funds rather than the Debt Service Fund.

Funding for the Debt Service Fund is derived from operating transfers from other Funds; primarily the General Fund budgeted at \$4,621,305 for fiscal 2002. \$260,000 will be transferred from the Capital Projects Fund from the proceeds of a 1992 Anderson County Bond Issuance. This will transfer will fully expend the remaining balance of the 1992 bond proceeds. \$86,367 will be transferred from the General Purpose School Fund for the debt service on a loan issued through the Tennessee Department of Economic and Community Development for the renovation of school buildings to provide energy efficiency. The Schools are to fund the debt service on this loan from utility cost savings that resulted from these renovations.

Debt Service Obligations for fiscal 2002 totaled \$5,467,672, which includes a \$500,000 contingency for fluctuations in variable rate debt or acceleration of planned future debt issuances. Debt Service obligations are budgeted to decreased by \$183,984, down 3.3 percent from the prior fiscal year. This reduction is based on a debt restructuring that was presented to City Council along with the proposed budget document. The restructuring is scheduled for completion by mid-June 2001. Portions of the outstanding General Obligation Bonds, Series 1992, Series 1995, Series 1996 and Series 2000 are to be refunded. The restructuring plan will overall extend the time frame for debt service payments by approximately six years and will tier the annual debt service payment so that new debt issuances can be layered in at specific points. This was accomplished by reducing the level of existing annual debt service payments by approximately \$520,000 in fiscal 2003, by another \$400,000 in fiscal 2013 and by another \$400,000 in fiscal 2019.

It is anticipated that debt service payments on any new debt issuances during fiscal 2002 will not commence until fiscal 2003. The construction of the budgeted new School Administration Building and Senior Center will require the issuance of approximately \$5.9 million in long-term debt.

**SCHEDULE VI  
DEBT SERVICE FUND  
BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b>REVENUES:</b>						
4610 Interest	43,213	185	2,250	2,000	1,815	981.1
<b>EXPENDITURES:</b>						
Debt Issuances for City Capital Projects:						
12150 TML 1988 Variable Rate Loan	93,889	0	0	0	0	0.0
12165 General Obligation Bond Refunding 1992	186,283	278,433	278,433	0	(278,433)	-100.0
12167 General Obligation Bond Refunding 1993	167,888	282,888	282,888	443,173	160,285	56.7
12168 General Obligation Bond Refunding 1994	176,875	57,635	57,634	0	(57,635)	-100.0
12151 TMBF 1994 Variable Rate Loan	73,340	90,532	74,790	76,233	(14,299)	-15.8
12141 Public Improvements, Series 1996	1,343,662	1,341,230	1,341,230	681,599	(659,631)	-49.2
12152 TN-Loan 1997 Variable Rate Loan	107,135	146,845	114,922	114,922	(31,923)	-21.7
12171 Public Improvements, Series 2000	0	327,203	326,954	47,227	(279,976)	-85.6
Total City Projects	2,149,072	2,524,766	2,476,851	1,363,154	(1,161,612)	-46.0
Debt Issuances for School Capital Projects:						
12155 TML 1988 Variable Rate Loan	187,807	0	0	0	0	0.0
12166 General Obligation Bond Refunding 1992	769,012	1,149,422	1,149,422	0	(1,149,422)	-100.0
12169 General Obligation Bond Refunding 1994	302,725	98,765	98,766	0	(98,765)	-100.0
12131 Renovation of High School & Jr. Highs, 1995	761,678	889,530	889,530	371,953	(517,577)	-58.2
12132 School Energy Loan, 1995	86,367	86,367	86,367	86,367	0	0.0
12142 Public Improvements, Series 1996	37,768	37,700	37,700	19,151	(18,549)	-49.2
12153 TN-Loan 1997 Variable Rate Loan	27,653	37,903	29,663	29,663	(8,240)	-21.7
12172 Public Improvements, Series 2000	0	327,203	326,953	47,226	(279,977)	-85.6
Total School Projects	2,173,010	2,626,890	2,618,401	554,360	(2,072,530)	-78.9
12998 Proposed Refunding	0	0	0	3,050,158	3,050,158	100.0
12999 Contingency	0	500,000	0	500,000	0	0.0
Total Expenditures	4,322,082	5,651,656	5,095,252	5,467,672	(183,984)	-3.3
Excess (Deficiency) of Revenues over Expenditures	(4,278,869)	(5,651,471)	(5,093,002)	(5,465,672)	185,799	-3.3
<b>OTHER FINANCING SOURCES</b>						
Operating Transfers In:						
City General Fund						
City Improvements	2,094,615	2,425,774	2,409,859	1,363,154	(1,062,620)	-43.8
School Improvements	1,809,323	2,321,531	2,313,042	207,993	(2,113,538)	-91.0
Refunding	0	0	0	3,050,158	3,050,158	100.0
Total City General Fund	3,903,938	4,747,305	4,722,901	4,621,305	(126,000)	-2.7
School General Fund	86,367	86,367	80,206	86,367	0	0.0
State Street Aid Fund	45,470	90,000	58,000	0	(90,000)	-100.0
Capital Projects Fund	275,000	210,000	216,161	260,000	50,000	23.8
Accrued Interest 2000 Issue	0	17,984	17,984	0	(17,984)	-100.0
Contingency	0	500,000	0	500,000	0	0.0
Total Other Financing Sources	4,310,775	5,651,656	5,095,252	5,467,672	(183,984)	-3.3
Excess (Deficiency) of Revenues and Other Sources over Expenditures	31,906	185	2,250	2,000	1,815	981.1
FUND BALANCE - 7/1	9,761	10,588	41,667	43,917	33,329	314.8
FUND BALANCE - 6/30	41,667	10,773	43,917	45,917	35,144	326.2

### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City currently maintains seven Special Revenue Funds described as follows:

### **General Purpose School Fund**

School operations are funded by transfers from the City's General Fund, set at \$9,949,638 for fiscal 2002, and from revenues from the State of Tennessee and Anderson and Roane Counties. An elected five member School Board has oversight responsibility for the Oak Ridge Schools. The School Board reviews the budget prepared by School staff and then submits a funding request to the City to finance School operations. The General Fund provides funding for approximately 25% of the Schools total budgeted expenditures. City Council approves the total legal expenditure appropriation for the General Purpose School Fund; however, City Council cannot alter any budget line item within the School's budget. The School Board reviews and may alter detail line items within the School's operating budget. The legal appropriation for the School Fund for fiscal 2002 is \$38,645,709, a 3.3 percent increase or \$1,222,099 over fiscal 2001. The School's prepare a separate budget document, which details the revenues and expenditures of the General Purpose School Fund.

**SCHEDULE VII  
GENERAL PURPOSE SCHOOL FUND  
BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b>REVENUES:</b>						
Local Funds:						
Local Taxes-Anderson/Roane Co.	8,972,710	8,861,577	8,861,577	9,403,855	542,278	6.1
Charges for Services	1,428,700	1,434,725	1,434,725	1,437,920	3,195	0.2
Other Local Revenues	448,951	250,425	349,425	399,058	148,633	59.4
State Funds:						
State Education Funds	13,939,244	13,821,922	13,772,108	14,014,680	192,758	1.4
Other State Revenues	29,053	33,300	33,300	30,000	(3,300)	-9.9
Federal Funds:						
Federal Funds Received Thru State	556,915	499,000	364,000	559,735	60,735	12.2
Direct Federal Funds	130,190	130,000	130,000	179,850	49,850	38.3
Federal Revenues	1,611,412	2,067,143	1,836,420	1,871,510	(195,633)	-9.5
Other Sources	51,711	20,000	20,000	20,000	0	0.0
<b>Total Revenues</b>	<b>27,168,886</b>	<b>27,118,092</b>	<b>26,801,555</b>	<b>27,916,608</b>	<b>798,516</b>	<b>2.9</b>
<b>EXPENDITURES:</b>						
Instruction:						
Regular Education Program	16,507,429	17,275,723	17,210,723	17,677,126	401,403	2.3
Special Education Program	2,798,830	2,995,292	2,936,999	3,211,933	216,641	7.2
Technology Career Program	736,092	762,933	762,933	732,262	(30,671)	-4.0
Other - Instruction Services	0	100,000	0	100,000	0	0.0
Support Services:						
Attendance Services	59,420	45,142	72,019	46,316	1,174	2.6
Health Services	90,429	106,129	105,000	129,627	23,498	22.1
Other Student Support	1,227,335	1,358,860	1,358,000	1,343,843	(15,017)	-1.1
Regular Instructional Support	1,197,430	1,252,530	1,252,000	1,380,546	128,016	10.2
Special Education Support	316,545	352,916	352,916	371,517	18,601	5.3
Technology - Career Support	133,075	134,312	134,312	137,662	3,350	2.5
Board of Education Support	391,918	537,654	537,654	572,060	34,406	6.4
Office of Superintendent	186,055	219,099	219,099	220,602	1,503	0.7
Office of Principal	1,942,513	2,065,243	2,065,243	2,186,397	121,154	5.9
Fiscal Services	444,046	444,684	444,684	472,377	27,693	6.2
Operation of Plant	2,524,380	2,689,827	2,770,194	2,820,137	130,310	4.8
Maintenance of Plant	880,511	982,431	984,806	1,007,434	25,003	2.5
Transportation	771,992	852,649	858,157	863,226	10,577	1.2
Central Services	466,900	639,747	639,747	775,070	135,323	21.2
Non-Instructional Services:						
Food Service	1,374,119	1,339,919	1,339,919	1,528,830	188,911	14.1
Community Services	374,097	376,684	376,684	386,834	10,150	2.7
Capital Outlay	81,363	277,000	277,000	302,400	25,400	9.2
Federal Projects	1,611,412	2,067,143	1,836,420	1,871,510	(195,633)	-9.5
Other	214,696	547,693	547,693	508,000	(39,693)	-7.2
<b>Total Expenditures</b>	<b>34,330,587</b>	<b>37,423,610</b>	<b>37,082,202</b>	<b>38,645,709</b>	<b>1,222,099</b>	<b>3.3</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(7,161,701)</b>	<b>(10,305,518)</b>	<b>(10,380,613)</b>	<b>(10,729,101)</b>	<b>(423,583)</b>	<b>4.1</b>
<b>Other Financing Sources (Uses)</b>						
Operating Transfers In	8,830,065	9,553,768	9,553,768	9,949,638	395,870	4.1
Operating Transfers Out	(86,367)	(94,250)	(94,250)	(86,367)	7,883	-8.4
<b>Total Other Financing Sources (Uses)</b>	<b>8,743,698</b>	<b>9,459,518</b>	<b>9,459,518</b>	<b>9,863,271</b>	<b>403,753</b>	<b>4.3</b>
<b>Excess (Deficiency) of Revenues and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>1,581,997</b>	<b>(846,000)</b>	<b>(921,095)</b>	<b>(865,830)</b>	<b>(19,830)</b>	<b>2.3</b>
<b>Reserves and Fund Balance 7/1</b>	<b>2,115,054</b>	<b>2,742,064</b>	<b>3,697,051</b>	<b>2,775,956</b>	<b>33,892</b>	<b>1.2</b>
<b>Reserves and Fund Balance 6/30</b>	<b>3,697,051</b>	<b>1,896,064</b>	<b>2,775,956</b>	<b>1,910,126</b>	<b>14,062</b>	<b>0.7</b>

**Drug Enforcement Program Fund**

In 1985, the Drug Enforcement Program Fund was established by the City to account for revenues from drug fines and from the sale of items confiscated during drug curtailment activities. Tennessee state law requires those revenues to be accounted for in a separate Fund and that disbursements from those revenues be legally restricted to drug enforcement, drug education, drug treatment and nonrecurring general law enforcement expenditures. Revenues and expenditures for this Fund will vary from year-to-year based on the level of available cash for drug enforcement activities. Revenues for the Drug Enforcement Program Fund are budgeted at \$72,500 and expenditures at \$92,250 for fiscal 2002.

**SCHEDULE VIII**  
**DRUG ENFORCEMENT PROGRAM FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b><u>REVENUES:</u></b>						
4035 Drug Fines	10,738	10,000	20,000	15,000	5,000	50.0
4036 Drugs Confiscated	17,844	40,000	15,000	40,000	0	0.0
4610 Interest on Investments	2,554	2,500	3,000	2,500	0	0.0
4790 Proceeds from Salvage Sale	<u>0</u>	<u>8,500</u>	<u>15,000</u>	<u>15,000</u>	<u>6,500</u>	<u>76.5</u>
Total Revenues	<u>31,136</u>	<u>61,000</u>	<u>53,000</u>	<u>72,500</u>	<u>11,500</u>	<u>18.9</u>
<b><u>EXPENDITURES:</u></b>						
14375 Drug Enforcement	<u>45,648</u>	<u>100,000</u>	<u>66,750</u>	<u>95,250</u>	<u>(4,750)</u>	<u>-4.8</u>
Excess (Deficiency) of Revenues over Expenditures	(14,512)	(39,000)	(13,750)	(22,750)	16,250	-41.7
<b><u>UNRESERVED FUND BALANCE - 7/1</u></b>	<u>58,799</u>	<u>46,169</u>	<u>44,287</u>	<u>30,537</u>	<u>(15,632)</u>	<u>-33.9</u>
<b><u>UNRESERVED FUND BALANCE - 6/30</u></b>	<u>44,287</u>	<u>7,169</u>	<u>30,537</u>	<u>7,787</u>	<u>618</u>	<u>8.6</u>

### **State Street Aid Fund**

The State Street Aid Fund provides for the maintenance of all City streets that are not designated State highways. Revenues in this Fund are received from the State of Tennessee's twenty-one-cent gasoline and motor fuel tax and may be used for street construction and maintenance related activities. The State restricts municipalities as to what type of expenditures are eligible for disbursement from these tax proceeds.

In fiscal 1995, the City began a major Pavement Management Program. Long-term goals of the program are to provide adequate maintenance to City streets in order to prevent or prolong the need for more expensive street reconstruction. Expenditures for this program should approximate between \$500,000 to \$600,000 annually. The revenue generated from fuel taxes is insufficient to fund the level of expenditures required to support this program. Initial funding was provided from the proceeds of a \$1,137,849 long-term debt issuance. Funding hereafter is to be provided by long-term debt proceeds and/or the transfer of property tax revenues from the General Fund. The fiscal 2002 budget includes the transfer of \$54,065 in long-term debt proceeds from the Capital Projects Fund and a \$565,000 transfer from the General Fund. Operating transfers from the General Fund are scheduled to increase by just over one-cent on the property tax rate, or approximately \$65,000, each subsequent fiscal year until adequate funding levels are achieved.

In fiscal 2002, Revenues and Other Financing Sources are projected at \$1,394,065. Expenditures, budgeted at \$1,424,065, a 2.3 percent increase over fiscal 2001. The \$32,045 budgeted increase in expenditures is related to street maintenance

Major projects for FY 2001 include:

- Street Maintenance (\$315,000) and related activities, including sidewalk maintenance (\$30,000), leaf pickup (\$115,000), storm drains and spoil dumps (\$115,000) and snow and ice removal (\$80,000) totaling \$655,000.
- Resurfacing of City streets at \$540,000.
- Other Costs budgeted at \$229,065 is the allocation of charges from the General Fund for engineering and other services rendered and rental for space occupied at the Central Services Complex.

**SCHEDULE IX**  
**STATE STREET AID FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b>REVENUES:</b>						
4610 Interest on Investments	16,684	10,000	8,100	3,000	(7,000)	-70.0
4810 Motor Fuel Tax	158,661	160,000	157,000	157,000	(3,000)	-1.9
4811 State Shared Gasoline Tax	<u>615,730</u>	<u>615,000</u>	<u>615,000</u>	<u>615,000</u>	<u>0</u>	<u>0.0</u>
Total Revenues	<u>791,075</u>	<u>785,000</u>	<u>780,100</u>	<u>775,000</u>	<u>(10,000)</u>	<u>-1.3</u>
<b>EXPENDITURES:</b>						
15100 Street Maintenance	277,710	310,000	297,500	315,000	5,000	1.6
15200 Sidewalk Maintenance	52,432	30,000	30,000	30,000	0	0.0
15300 Leaf Pickup	98,057	115,000	110,000	115,000	0	0.0
15400 Storm Drains	89,797	80,000	80,000	90,000	10,000	12.5
15500 Snow & Ice Removal	38,204	70,000	75,000	80,000	10,000	14.3
15600 Spoil Dumps	3,913	25,000	20,000	25,000	0	0.0
15700 Other Costs	215,324	222,020	224,860	229,065	7,045	3.2
15800 Street Resurfacing	<u>444,587</u>	<u>540,000</u>	<u>540,000</u>	<u>540,000</u>	<u>0</u>	<u>0.0</u>
Total Expenditures	<u>1,220,024</u>	<u>1,392,020</u>	<u>1,377,360</u>	<u>1,424,065</u>	<u>32,045</u>	<u>2.3</u>
Excess (Deficiency) of Revenues over Expenditures	(428,949)	(607,020)	(597,260)	(649,065)	(42,045)	6.9
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating Transfers In						
Capital Projects Fund	115,000	180,000	125,260	54,065	(125,935)	-70.0
General Fund	395,000	500,000	500,000	565,000	65,000	13.0
Operating Transfers Out	<u>(45,470)</u>	<u>(90,000)</u>	<u>(58,000)</u>	<u>0</u>	<u>90,000</u>	<u>-100.0</u>
Total Other Financing Sources (Uses)	<u>464,530</u>	<u>590,000</u>	<u>567,260</u>	<u>619,065</u>	<u>29,065</u>	<u>0.0</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures	35,581	(17,020)	(30,000)	(30,000)	(12,980)	76.3
<b>UNRESERVED FUND BALANCE - 7/1</b>	<u>94,267</u>	<u>82,447</u>	<u>129,848</u>	<u>99,848</u>	<u>17,401</u>	<u>21.1</u>
<b>UNRESERVED FUND BALANCE - 6/30</b>	<u>129,848</u>	<u>65,427</u>	<u>99,848</u>	<u>69,848</u>	<u>4,421</u>	<u>6.8</u>

### **Streets and Public Transportation Fund**

The primary source of revenue for this Fund is a special one-cent-per-gallon inspection fee levied on all petroleum products bought, sold or stored in the state and an operating assistance grant from the Tennessee Department of Transportation (TDOT). The inspection fee is distributed on a per-capita basis to assist municipalities with street construction, maintenance and repair and public transportation. The TDOT operating assistance grant reimburses the City for 40% of the expenditures for the taxicab coupon program and the public transit program, up to a total grant award that is adjusted annually.

The Taxi Coupon Program, administered in the Senior Center (Activity 978), provides for the purchase of coupons by the elderly for reduced taxi fares. The value of each taxi coupon increased from \$2 to \$3 on July 1, 2000. The participant's share of the coupon is 75 cents for the rider, 30 cents for the cab company and \$1.95 for the City. \$82,000 is budgeted for this program for FY 2002.

The Public Transit Program provides for the operation of two fourteen passenger modified minibuses and a fifteen passenger wheelchair lift equipped van. The program is demand responsive and provides service within the City's corporate limits on a 24-hour advance reservation basis. Service is provided six days a week, Monday through Saturday, from 8:00 a.m. until 5:30 p.m. for a fare of \$1.50 per one-way trip. The system is operated under contract with the East Tennessee Human Resources Agency (ETHRA), who is responsible for all facets of operation, including hiring and training of personnel, scheduling, dispatch functions, vehicle maintenance and financial report/record keeping. \$100,000 is budgeted for this program in FY 2002.

**SCHEDULE X**  
**STREET AND PUBLIC TRANSPORTATION FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b>REVENUES:</b>						
4610 Interest on Investments	13,617	13,000	15,000	13,000	0	0.0
4820 State Shared Gasoline Tax Inspection Fees	65,652	72,000	65,000	72,000	0	0.0
4830 Tennessee Department of Transportation	<u>47,284</u>	<u>72,800</u>	<u>56,000</u>	<u>72,800</u>	<u>0</u>	<u>0.0</u>
Total Revenues	<u>126,553</u>	<u>157,800</u>	<u>136,000</u>	<u>157,800</u>	<u>0</u>	<u>0.0</u>
<b>EXPENDITURES:</b>						
16100 Maintenance of Streets	2,483	6,000	5,000	6,000	0	0.0
16200 Taxi Coupon Program	43,854	82,000	55,000	82,000	0	0.0
16205 Public Transit Program	<u>74,382</u>	<u>100,000</u>	<u>85,000</u>	<u>100,000</u>	<u>0</u>	<u>0.0</u>
Total Expenditures	<u>120,719</u>	<u>188,000</u>	<u>145,000</u>	<u>188,000</u>	<u>0</u>	<u>0.0</u>
Excess (Deficiency) of Revenues over Expenditures	5,834	(30,200)	(9,000)	(30,200)	0	0.0
<b>UNRESERVED FUND BALANCE - 7/1</b>	<u>276,766</u>	<u>277,536</u>	<u>282,600</u>	<u>273,600</u>	<u>(3,936)</u>	<u>-1.4</u>
<b>UNRESERVED FUND BALANCE - 6/30</b>	<u>282,600</u>	<u>247,336</u>	<u>273,600</u>	<u>243,400</u>	<u>(3,936)</u>	<u>-1.6</u>

### **Economic Diversification (ED) Fund**

A primary objective of the City is to promote diversification of the local Oak Ridge economic base, create and protect jobs, and provide for the common wealth of current and future Oak Ridgers. To assist in the attainment of this objective, the Economic Diversification (ED) Fund was established in fiscal 2000 with revenues primarily provided from operating transfers from the General, Electric and Waterworks Funds.

Operating transfers are budgeted at \$1,430,704 in fiscal 2002, a \$175,091 increase over fiscal 2001 levels. In fiscal 2001, the City resumed responsibility for management of the Valley Court Incubator Building. The rents for this facility, budgeted at \$28,992, are being recorded as revenue in the ED Fund.

Expenditures for the ED Fund are budgeted at \$3,971,832 for fiscal 2002. This includes a \$1,000,000 contingency. Budgeting for a contingency allows the City the flexibility of obtaining state or federal grant funding without the requirement of reappropriating the budget for expenditures related to the grant award.

\$526,617 is budgeted for economic development services from the Oak Ridge Chamber of Commerce at \$215,415, Oak Ridge Convention and Visitors Bureau (CVB) at \$296,202 and Melton Hill Region Industrial Development Association (MHRIDA) at \$15,000. Fiscal 2002 funding for the CVB was established at the actual level of hotel/motel tax collections in fiscal 2000. This is a \$99,483 increase over the \$150,000 allotted to the CVB in fiscal 2001. Funding for the Chamber remains at the fiscal 2001 level. Funding for Tennessee Resource Valley for economic development services, previously at \$25,000, has been removed from the fiscal 2002 budget. \$135,000 has been allocated in the budget for additional expenditures to market the City. \$35,000 of this amount had previously been budgeted in the City Manager's budget (Activity 820) in the General Fund.

Approximately \$300,000 is slated for allocation each year for economic development capital/incentive efforts. Initiatives funded in fiscal 2001 included \$86,400 for infrastructure to accommodate a new Home Depot store and \$91,000 to the New Century Alliance toward a study of Oak Ridge's industrial marketing programs. Also budgeted in the ED Fund in fiscal 2002, is \$1,541,128 from the sale of City facilities in fiscal 2000 and 2001 to be applied toward economic development capital/incentive efforts. These capital investments or initiatives will be more clearly defined as opportunities arise and plans more defined.

\$150,000 is budgeted for the City's social service program administered under a contract with Aid to Distressed Families of Appalachian Counties (ADFAC). The City's social service program provides housing assistance (rent, mortgage and/or utility payments), medical assistance for prescription drugs (excluding controlled substances), transportation for doctor appointments or job interviews, counseling toward self-sufficiency and referrals to appropriate agencies for further assistance (such as food and clothing banks) to eligible citizens. \$3,000 in contributions to the Sexual Assault Crisis Center for services provided to Oak Ridgers was removed from funding in fiscal 2002. City Council authorized the addition of \$35,000 in funding for Healthy Start of Anderson County. This is an assistance, training and support program for young mothers.

SCHEDULE XI  
ECONOMIC DIVERSIFICATION FUND  
BUDGET SUMMARY

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b>REVENUES:</b>						
4305 Future Grants	0	1,000,000	0	1,000,000	0	0.0
4465 Incubator Building Rental	0	0	28,992	28,992	28,992	100.0
4730 Land Sale Proceeds	0	0	1,098,477	0	0	0.0
4610 Interest on Investments	4,489	3,092	18,000	40,000	36,908	1193.7
<b>Total Revenues</b>	<b>4,489</b>	<b>1,003,092</b>	<b>1,145,469</b>	<b>1,068,992</b>	<b>65,900</b>	<b>6.6</b>
<b>EXPENDITURES:</b>						
5111 Salaries & Fringe Benefits	155,900	208,959	209,178	227,159	18,200	8.7
5200 Contractual Services	74,610	49,420	39,170	49,840	420	0.8
5300 Commodities	4,718	7,000	12,000	7,000	0	0.0
5400 Other Charges	0	100	100	88	(12)	-12.0
5430 Social Services Programs	0	153,000	153,000	185,000	32,000	20.9
5430 Convention & Visitors Bureau	150,000	196,719	196,719	296,202	99,483	50.6
5430 Oak Ridge Chamber of Commerce	211,750	215,415	215,415	215,415	0	0.0
5430 Tennessee Resource Valley	25,000	25,000	25,000	0	(25,000)	-100.0
5430 MHRIDA	15,000	15,000	15,000	15,000	0	0.0
5480 City Center Plan	188,999	180,000	0	0	(180,000)	-100.0
5480 Investment/Initiative Grant Funded	0	1,000,000	0	1,000,000	0	0.0
5480 Investment/Initiative City Funded	0	283,000	92,600	300,000	17,000	6.0
5480 Investment/Initiative From Land Sale Proceeds	0	0	0	1,541,128	1,541,128	100.0
Marketing	158,500	0	30,000	135,000	135,000	100.0
Home Depot	0	0	86,400	0	0	0.0
New Century Alliance	100,000	0	91,000	0	0	0.0
<b>Total Expenditures</b>	<b>1,084,477</b>	<b>2,333,613</b>	<b>1,165,582</b>	<b>3,971,832</b>	<b>1,638,219</b>	<b>70.2</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(1,079,988)</b>	<b>(1,330,521)</b>	<b>(20,113)</b>	<b>(2,902,840)</b>	<b>(1,572,319)</b>	<b>118.2</b>
<b>OTHER FINANCING SOURCES:</b>						
Transfers From Other Funds						
Capital Projects Fund	92,603	85,000	0	0	(85,000)	-100.0
General Fund	605,519	846,876	846,876	1,031,688	184,812	21.8
General Fund - Land Sale Proceeds	0	0	442,651	0	0	0.0
Electric Fund	162,677	176,652	176,652	217,645	40,993	23.2
Waterworks Fund	135,564	147,085	147,085	181,371	34,286	23.3
<b>Total Other Financing Sources</b>	<b>996,363</b>	<b>1,255,613</b>	<b>1,613,264</b>	<b>1,430,704</b>	<b>175,091</b>	<b>13.9</b>
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures</b>	<b>(83,625)</b>	<b>(74,908)</b>	<b>1,593,151</b>	<b>(1,472,136)</b>	<b>(1,397,228)</b>	<b>1865.3</b>
<b>UNRESERVED FUND BALANCE - 7/1</b>	<b>0</b>	<b>74,908</b>	<b>12,771</b>	<b>1,605,922</b>	<b>1,531,014</b>	<b>2043.9</b>
Residual Equity Transfer	96,396	0	0	0	0	0.0
<b>UNRESERVED FUND BALANCE - 6/30</b>	<b>12,771</b>	<b>0</b>	<b>1,605,922</b>	<b>133,786</b>	<b>133,786</b>	<b>100.0</b>

## **Grant Fund**

The Grant Fund accounts for the receipt of various state and federal grant revenues including those that benefit low-income persons in the community. In fiscal 2002, \$5,891,749 is budgeted for expenditures in the Grant Fund.

With the passage of the Urban-Rural Recovery Act of 1983, Oak Ridge became eligible for an automatic annual community block grant entitlement (CDBG) through the US Department of Housing and Urban Development (HUD). The entitlement has been used for projects that benefit low and very low-income persons; eliminate or prevent slums; or eliminate conditions detrimental to the health, safety and public welfare. The fiscal 2002 CDBG award is \$299,000. The budgeted CDBG amount includes a \$149,200 carryover from awards in prior grant years. Also budgeted is \$24,528 from an Emergency Shelter Grant (ESG) through the Tennessee Department of Human Services to provide funds for emergency assistance to low and very-low income persons threatened with displacement. For fiscal 2002, the \$448,200 in CDBG grant proceeds is allocated as follows:

- \$83,700 to Aid to Distressed Families of Appalachian Counties (ADFAC) for Housing Rehabilitation and continuum care administration. This is the fourteenth year ADFAC has been funded by CDBG. ADFAC is also the subrecipient for \$23,360 in ESG grant proceeds.
- \$45,000 to Housing Development Corporation of the Clinch Valley (HDCCV) comprised of \$21,000 for transitional housing, \$14,000 for housing counseling services and \$10,000 to create a partnership with the Highland View Neighborhood Association to establish a "Take Stock" program.
- \$19,000 to Ridgeview Psychiatric Hospital for transitional housing programs for mentally ill adults.
- \$30,850 to the Oak Ridge Housing Authority (ORAH) to fund case management activities that move public housing and Section 8 residents from public assistance to self-sufficiency.
- \$36,500 to Oak Ridge Housing Training Corporation (ORHTC) for job training.
- \$7,000 to Rural Legal Services to administer programs charged with removing impediments to fair housing.
- \$61,150 to Tech 2020 for low to moderate-income business loan program.
- \$131,000 to the City of Oak Ridge for renovation and expansion of the Scarboro Community Center, including a new gymnasium. This funds architectural and engineering costs and a portion of the annual debt service on the approximately \$794,000 in long-term debt the City expects to issue to finance the expansion. The City is grandfathered as a CDBG entitlement recipient and HUD has approved \$75,000 in annual funding for the next 15 years of CDBG awards to finance the annual principal and interest payments on this debt.
- \$34,000 in administrative costs for a grants coordinator.

In fiscal 2002, \$10,021 from a prior year federal grant award from DOE is budgeted to complete remediation of Parcel 412. \$1,850,000 in expenditures is budgeted to mitigate natural hazards that exist in Oak Ridge. Mitigation is contingent on grant awards from TEMA and FEMA. \$40,000 is budgeted for miscellaneous grants the City may receive that are administered by the Police Department. Historically, these grants have been awarded by the federal Department of Justice and were accounted for in the General Fund. \$480,000 is budgeted for sidewalk construction from a TDOT grant awarded in late 2001. The City's 20% match for this grant will fund engineering costs for the sidewalks and will be funded through the Capital Projects Fund. The fiscal 2002 appropriation for the Grant Fund also contains a \$2,245,000 contingency so that the City can aggressively pursue other federal and state grants.

**SCHEDULE XII  
GRANT FUND  
BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b>REVENUES:</b>						
4610 Interest on Investments	4,828	0	0	0	0	0.0
4833 FEMA Grants	0	1,132,426	1,132,426	1,850,000	717,574	63.4
4835 TEMA Grants	0	339,261	339,261	0	(339,261)	-100.0
4886 Anderson County	0	169,630	169,630	0	(169,630)	-100.0
4839 DOE Grants	22,668	47,060	20,000	10,021	(37,039)	-78.7
4876 THDA Matching Funds	30,759	28,749	28,749	0	(28,749)	-100.0
4878 Emergency Shelter Grant	24,339	35,000	35,000	24,528	(10,472)	-29.9
4879 Community Development Block Grant (CDBG) Entitlement	156,232	298,000	298,000	448,200	150,200	50.4
4879 CDBG Loan	0	650,000	0	794,000	144,000	22.2
4880 TDOT Grant	0	480,000	0	480,000	0	0.0
4880 Future and Other Grants	0	2,371,850	40,000	2,285,000	(86,850)	-3.7
Total Revenues	<u>238,826</u>	<u>5,551,976</u>	<u>2,063,066</u>	<u>5,891,749</u>	<u>339,773</u>	<u>6.1</u>
<b>EXPENDITURES:</b>						
27000 Unprogrammed/Carried Forward	0	0	42,000	0	0	0.0
27200 City Facility Improvements	3,500	702,000	10,000	925,000	223,000	31.8
27300 Pedestrian Improvements	0	480,000	0	480,000	0	0.0
27400 Miscellaneous/Other Projects	31,108	30,449	30,449	34,000	3,551	11.7
27500 Housing Issues/Shelter	176,721	279,300	279,300	307,728	28,428	10.2
27600 Economic Development Grants	22,668	47,060	20,000	10,021	(37,039)	-78.7
27900 Other and Future Grants	858	4,183,167	1,851,317	4,135,000	(48,167)	-1.2
Total Expenditures	<u>234,855</u>	<u>5,721,976</u>	<u>2,233,066</u>	<u>5,891,749</u>	<u>169,773</u>	<u>3.0</u>
Excess (Deficiency) of Revenues over Expenditures	3,971	(170,000)	(170,000)	0	170,000	100.0
<b>OTHER FINANCING SOURCES:</b>						
Transfer From Capital Projects Fund	858	170,000	170,000	0	(170,000)	-100.0
Excess (Deficiency) Of Revenues and Other Financing Sources Over (Under) Expenditures	4,829	0	0	0	0	0.0
<u>UNRESERVED FUND BALANCE - 7/1</u>	<u>91,673</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>0</u>	<u>0.0</u>
Residual Equity Transfer Out	(96,396)	0	0	0	0	0.0
<u>UNRESERVED FUND BALANCE - 6/30</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>0</u>	<u>0.0</u>

### **Solid Waste Fund**

This Fund provides for the collection and disposal of residential refuse. This service had historically been funded through General Fund revenues. In 1992, state legislation required that the City establish a separate Fund to account for solid waste management expenditures. General Fund revenues continue to provide a portion of funding for solid waste expenditures via an operating transfer from the General Fund.

During fiscal 1999 budget deliberation, City Council authorized a \$5 monthly fee be charged to residential households for solid waste collection. This fee is estimated to provide \$689,000 in funding for the Solid Waste Fund in fiscal 2002. The City does not provide refuse collection to commercial entities located within Oak Ridge.

Expenditures for the Solid Waste Fund are budgeted at \$1,737,650 for fiscal 2002, a \$71,500 increase from the preceding fiscal year due to inflation. The collection and disposal of residential refuse, including the operation of a convenience center, is under contract with a private vendor through June 30, 2008. The multiyear contract has an annual price escalator equivalent to 90% of the Consumer Price Index. Other services accounted for in the Solid Waste Fund include the annual spring cleanup and fall brush collection programs and the mulching contract.

**SCHEDULE XIII**  
**SOLID WASTE FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b>REVENUES:</b>						
4400 Charges for Services	<u>678,115</u>	<u>681,600</u>	<u>681,000</u>	<u>689,000</u>	<u>7,400</u>	<u>1.1</u>
<b>EXPENDITURES:</b>						
5200 Contractual Services	<u>1,569,964</u>	<u>1,666,150</u>	<u>1,662,615</u>	<u>1,737,650</u>	<u>71,500</u>	<u>4.3</u>
<b>OTHER FINANCING SOURCES:</b>						
Operating Transfers In General Fund	<u>891,849</u>	<u>984,550</u>	<u>981,615</u>	<u>1,048,650</u>	<u>64,100</u>	<u>6.5</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures	0	0	0	0	0	0.0
<b>UNRESERVED FUND BALANCE - 7/1</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
<b>UNRESERVED FUND BALANCE - 6/30</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>

### **Capital Projects Fund**

This Capital Projects Fund is used to account for financial resources segregated for the acquisition, construction or renovation of major capital facilities other than those financed by Enterprise Funds. Capital improvements totaling \$13,286,184 is budgeted for fiscal 2002, primarily funded from the proceeds of \$10,000,000 in general obligation bonds issued in January 2000 and a proposed \$5,900,000 issuance in late fiscal 2002 for construction of a new Senior Center and School Administration Building. The \$10 million in bond proceeds is to be used equally for the financing of City and School capital projects. In fiscal 2001, \$7,301,009 is budgeted for School capital projects, \$3,985,175 for City capital improvements and \$2,000,000 as a contingency for cost overruns or acceleration of planned future projects.

Major School capital improvements budgeted for fiscal 2002 include improvements to comply with the American Disabilities Act (ADA) and replacement of windows at various school buildings, roof replacements, structural improvements at the High School, cooling tower replacements, upgrades to the auditoriums at the High School and two Middle Schools and systemwide technology and telephone upgrades. \$4,190,200 is also allocated for initial design costs, site selection and construction for a new School Administration facility. The issuance of long-term debt will be required to finance construction of the building.

Major City capital improvements budgeted for fiscal 2002 include storm water drainage improvements, City share of the State roadway expansion into the City's southwest quadrant, completion of the Emory Valley Road greenway, intersection and roadway improvements on Rutgers Avenue, master plan for recreation improvements, sidewalk improvements and numerous building and recreation facility improvements. \$1,900,000 is budgeted for construction of a new Senior Center facility. Construction of a new Senior Center will require the issuance of long-term debt to finance construction.

A more in-depth presentation of planned City and School capital projects is located in the Capital Improvements Program 2002-2007 document published in the fall of 2000.

For the past several years, the City has been funding capital maintenance projects through the issuance of long-term debt. The funding of these type items through the issuance of long-term debt is eroding the City's debt capacity, in addition to the required borrowings for major renovations or construction projects. In fiscal 2001, a program was recommend to City Council to finance capital projects costing between \$10,000 and \$300,000 from operating transfers from the General Fund to the Capital Projects Fund rather than through the issuance of long-term debt. The initial operating transfer in 2001 was for \$410,000 with the intent of gradually increasing the transfer amount each fiscal year until the required annual funding level of approximately \$1.2 to \$1.5 million is achieved. The fiscal 2002 transfer amount is budgeted at \$617,000.

In November of 1997, the City received \$940,500 from the State from a sales tax audit adjustment. Due to the legal contentment of this adjustment, the receipt was recorded a contingent liability in the event the funds were required to be reimbursed to the state. The matter is still pending in court. In fiscal 2002, the one-time sales tax receipt is budgeted as revenue in the Capital Projects Fund to provide funding for future capital maintenance projects. However, until the courts final ruling is obtained, the possibility remains that the State would require the City to return the tax proceeds.

\$260,000 from the remaining proceeds of a 1992 Anderson County bond issuance will be transferred to the Debt Service Fund to pay principal and interest on debt previously issued for School projects. This will be the final draw of these proceeds. \$54,065 is budgeted for transfer to the State Street Aid Fund to finance street resurfacing projects.

**SCHEDULE XIV  
CAPITAL PROJECTS FUND  
BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b>REVENUES:</b>						
4610 Interest on Investments	306,076	175,000	580,000	175,000	0	0.0
4370 One-Time Sales Tax Proceeds	0	0	0	940,500	940,500	100.0
4356.2 TEMA (Prior Year)	0	0	1,433	0	0	0.0
4830 TDOT Melton Lake Drive	0	0	42,763	0	0	0.0
4790 DOJ Police Vests	0	0	9,505	0	0	0.0
4830 Greenways Grants	100,535	804,240	428,000	376,240	(428,000)	-53.2
<b>TOTAL REVENUES</b>	<b>406,611</b>	<b>979,240</b>	<b>1,061,701</b>	<b>1,491,740</b>	<b>512,500</b>	<b>52.3</b>

**EXPENDITURES:**

School Expenditures:

29201 Willow Brook Walls	4,136	0	0	0	0	0.0
29209 ADA Improvements	381,685	500,000	316,305	183,695	(316,305)	-63.3
29210 Linden Elementary Renovation/Chiller	518,729	283,637	1,551	0	(283,637)	-100.0
29211 Site Improvements						
Bleachers	8,970	0	0	0	0	0.0
Soccer Field	101,931	0	0	0	0	0.0
School Lot Pavings	250,108	0	0	0	0	0.0
Blankenship Field Fence	0	10,000	0	10,000	0	0.0
Ben Martin Track Fence	0	20,000	14,000	6,000	(14,000)	-70.0
ORHS Auditorium-Lighting & Sound	0	90,000	0	90,000	0	0.0
ORHS, JMS, RMS-Auditorium Curtains	0	30,000	19,886	10,114	(19,886)	-66.3
ORHS Auditorium Seating	0	280,000	0	280,000	0	0.0
ORHS & RMS Window Replacements	0	700,000	0	700,000	0	0.0
Systemwide Administrative Technology	0	250,000	0	250,000	0	0.0
Systemwide Telephone System	0	0	0	500,000	500,000	100.0
ORHS Demolition of Boiler #2 & #3	0	0	0	95,000	95,000	100.0
ORHS & RMS Cooling Tower Replacements	0	0	0	130,000	130,000	100.0
ORHS "A" Building Structural Settlement	0	0	0	500,000	500,000	100.0
29212 Asbestos Abatement	0	0	4,425	0	0	0.0
29213 Roof Replacements	597,840	190,000	187,000	356,000	166,000	87.4
29214 School Administration Bldg. Replacement	0	300,000	9,800	4,190,200	3,890,200	1296.7
<b>Total School Expenditures</b>	<b>1,863,399</b>	<b>2,653,637</b>	<b>552,967</b>	<b>7,301,009</b>	<b>4,647,372</b>	<b>175.1</b>

City Expenditures:

29100 Debt Issuance Costs	122,800	0	0	0	0	0.0
29300 Miscellaneous City Projects						
Bullet Proof Vests	0	15,000	35,498	0	(15,000)	-100.0
Irrigation Pump	0	250,000	250,000	0	(250,000)	100.0
29307 Municipal Building Improvements:						
Police Area & General Renovation	28,635	0	30,000	0	0	0.0
HVAC Replacement	73,316	0	0	85,000	85,000	100.0
Asbestos & HVAC Removal	6,431	0	0	0	0	0.0

**SCHEDULE XIV (Continued)**  
**CAPITAL PROJECTS FUND**  
**BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
City Expenditures (Continued):						
29312 Outdoor Pool Improvements	0	75,000	0	75,000	0	0.0
29313 Fire Station Improvements:						
Structural Repairs #2	1,277	0	0	0	0	0.0
HVAC Repairs	0	100,000	0	100,000	0	0.0
29314 Civic Center and Library Improvements:						
Civic Center Plumbing	(843)	0	938	0	0	0.0
Civic Center/Library Roof	51,138	200,000	265,000	0	(200,000)	-100.0
Insurance Proceeds Cleaning Damage	(3,717)	0	0	0	0	0.0
Civic Center/Library Ceiling Tiles	0	0	0	130,000	130,000	100.0
29319 Library MARC System	0	0	2,196	0	0	0.0
29320 301 Broadway Building HVAC	0	45,000	0	0	(45,000)	-100.0
29322 Storm Water Drainage						
Mitchell Road/Emory Valley/Misc	105,166	1,021,000	615,989	105,000	(916,000)	-89.7
EPA Storm Water Mandate	0	125,000	0	200,000	75,000	60.0
29325 Briarcliff/Laboratory Road Extension	7,657	70,000	10,000	0	(70,000)	-100.0
29329 Animal Shelter Police Dogs Addition	10,667	87,000	87,000	0	(87,000)	-100.0
29340 Ambulance Building - Wiring	0	16,000	16,000	0	(16,000)	-100.0
29330 Southwest Quadrant	68,814	398,000	67,667	316,885	(81,115)	-20.4
29331 Rutgers Avenue Improvements	1,523	0	0	51,000	51,000	100.0
29332 Intersection Improvements	0	0	0	145,000	145,000	100.0
29333 Sidewalk Maintenance	0	30,000	0	100,000	70,000	233.3
29334 Intersection Improvements - Melton Lake Dr	2,688	0	12,515	0	0	0.0
29324 Senior Center Construction Design	5,000	150,000	103,000	1,900,000	1,750,000	1166.7
29321 Parcel 457 Baseball Fields Construction	331	0	0	0	0	0.0
29306 Tennis Courts	5,741	0	0	40,000	40,000	100.0
29317 Playground ADA Improvements	4,326	20,000	1,990	38,010	18,010	90.1
29400 Recreation Master Plan	0	0	0	100,000	100,000	100.0
Greenways:						
29404 Phase II	388,392	244,000	270,000	0	(244,000)	-100.0
29492 Phase III	54,046	450,000	457,092	0	(450,000)	-100.0
29493 Emory Valley Road Greenway	50,900	546,740	37,460	509,280	(37,460)	-6.9
29405 Oak Ridge Marina						
Roof	12,400	0	0	0	0	0.0
Rowing Improvements	0	140,000	140,000	0	(140,000)	-100.0
29401 Scarboro Park	0	0	0	50,000	50,000	100.0
29408 A K Bissell Park - Handicap Bell Access	0	25,000	25,000	0	(25,000)	-100.0
29411 Carl Yearwood Park - Skate Boarding	7,565	0	0	0	0	0.0
29418 Solway Park - Pier & Other Improvements	0	25,000	25,000	0	(25,000)	-100.0
29430 Indoor Pool Lighting	0	0	0	40,000	40,000	100.0
Total City Expenditures	<u>1,004,253</u>	<u>4,032,740</u>	<u>2,452,345</u>	<u>3,985,175</u>	<u>(47,565)</u>	<u>-1.2</u>
29999 Contingency	<u>0</u>	<u>925,000</u>	<u>0</u>	<u>2,000,000</u>	<u>1,075,000</u>	<u>116.2</u>
<b>TOTAL EXPENDITURES</b>	<u><b>2,867,652</b></u>	<u><b>7,611,377</b></u>	<u><b>3,005,312</b></u>	<u><b>13,286,184</b></u>	<u><b>5,674,807</b></u>	<u><b>74.6</b></u>

**SCHEDULE XIV (Continued)**  
**CAPITAL PROJECTS FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL</u> 2000	<u>BUDGET</u> 2001	<u>PROJECTED</u> 2001	<u>BUDGET</u> 2002	<u>BUDGET</u> 02 vs 01	<u>%</u> <u>CHANGE</u>
Excess (Deficiency) of Revenues Over Expenditures	(2,461,041)	(6,632,137)	(1,943,611)	(11,794,444)	(5,162,307)	-77.8
<b><u>OTHER FINANCING SOURCES (USES):</u></b>						
Other Financing Sources and Transfers In:						
Long-Term Debt Proceeds	10,717,562	0	0	5,900,000	5,900,000	-100.0
Contingency Funding	0	1,000,000	0	2,000,000	1,000,000	100.0
General Fund	0	410,000	410,000	617,000	207,000	100.0
School General Fund Transfer In	7,883	7,883	7,883	0	(7,883)	-100.0
Transfers out:						
Debt Service Fund	(275,000)	(210,000)	(216,161)	(260,000)	(50,000)	-23.8
Economic Diversification Fund	(92,603)	(85,000)	0	0	85,000	-100.0
State Street Aid Fund	(115,000)	0	(125,260)	(54,065)	(54,065)	100.0
Grant Fund	(858)	(170,000)	(170,000)	0	170,000	-100.0
Total Other Financing Sources (Uses)	<u>10,241,984</u>	<u>952,883</u>	<u>(93,538)</u>	<u>8,202,935</u>	<u>7,250,052</u>	<u>760.9</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses	7,780,943	(5,679,254)	(2,037,149)	(3,591,509)	2,087,745	-36.8
<b><u>FUND BALANCE - 7/1</u></b>	<u>165,799</u>	<u>8,798,709</u>	<u>7,946,742</u>	<u>5,909,593</u>	<u>(2,889,116)</u>	<u>-32.8</u>
<b><u>FUND BALANCE - 6/30</u></b>	<u>7,946,742</u>	<u>3,119,455</u>	<u>5,909,593</u>	<u>2,318,084</u>	<u>(801,371)</u>	<u>-25.7</u>

## **Electric Fund**

The City is a TVA electric power distributor. Major activities include purchasing power from TVA and providing service to all residential and industrial customers within the city limits, excluding the DOE Reservation. The Electric Fund provides for the operation and maintenance of the electrical distribution system, the street lighting system and the traffic signal system. Also included in revenues, is an annual investment charge paid by the General Fund for the maintenance and amortization of traffic control equipment and the street lighting system.

Actual electric sales revenues can vary greatly from year-to-year due solely to weather conditions. Therefore, the amount projected for electric sales revenues and purchased power are only estimates based on current weather trends. Historically, purchased power costs are about 76% to 79% of electric sales revenues. Fiscal 2002 electric sales revenues are projected at \$34,274,500, a \$785,000 increase from 2001 projections. A 5% electric rate increase was effective May 1, 2000.

Purchased power from TVA, projected at \$26,136,370 for fiscal 2002, accounts for 78.8 percent of the total operating expenses. Operating expenses, excluding purchased power, tax equivalents and depreciation are projected at \$4,283,145, up \$315,821 or 8.0%. Projected increases are related to maintenance of overhead and underground lines and street and traffic lights. Also included in these expenses is a \$54,325 increase for BNFL lines and an additional \$100,000 in tree trimming costs due to the pine beetle infestation.

Budgeted increases in depreciation of \$43,000 and tax equivalent payments of \$75,000 are based on recent and planned capital improvements to the electric system. Capital improvements were the major driver of the recent 5% electric rate increase and for projected future rate increases in the Electric system. TVA generally reviews the City's electric rates on a biennial basis. The City must obtain authorization from TVA prior to adjusting electric rates charged to users by the City.

Page VIII-7 of this document contains a listing of the \$7,088,000 in electric system capital projects planned for fiscal 2002. The City has an authorized draw loan through the TN-LOANS program to finance electric system capital improvements. Loan draws are made as expenditures occur. There is approximately \$4.7 million in funds remaining available for draw. Interest expense is incurred on the amount drawn. Interest expense is budgeted to increase \$257,000 based on anticipated fiscal 2002 loan draws.

Operating Transfers Out total \$217,645, a \$40,993 increase over the prior fiscal year. This transfer is to fund economic development activities accounted for in the Economic Diversification Fund.

**SCHEDULE XV  
ELECTRIC FUND**

**PROJECTED STATEMENT OF REVENUE AND EXPENSES**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b>OPERATING REVENUES:</b>						
Electric Sales Revenues:						
4011 Residential	10,323,809	12,600,000	11,918,100	12,037,300	(562,700)	-4.5
4013 Small Lighting & Power	2,575,037	2,625,000	2,707,600	2,734,700	109,700	4.2
4014 Large Lighting & Power	16,186,501	17,330,000	17,926,100	18,505,900	1,175,900	6.8
4017 Street & Outdoor Lighting	897,580	934,500	955,000	996,600	62,100	6.6
<b>Total Electric Sales Revenues</b>	<u>29,982,927</u>	<u>33,489,500</u>	<u>33,506,800</u>	<u>34,274,500</u>	<u>785,000</u>	<u>2.3</u>
Other Operating Revenues:						
4041 Customer Forfeited discounts	177,628	170,000	180,000	180,000	10,000	5.9
4042 Rent from Electric Property	224,854	170,000	180,000	180,000	10,000	5.9
4043 Misc. Electric Revenues	145,436	130,000	130,000	130,000	0	0.0
<b>Total Other Operating Revenues</b>	<u>547,918</u>	<u>470,000</u>	<u>490,000</u>	<u>490,000</u>	<u>20,000</u>	<u>4.3</u>
<b>Total Operating Revenues</b>	<u>30,530,845</u>	<u>33,959,500</u>	<u>33,996,800</u>	<u>34,764,500</u>	<u>805,000</u>	<u>2.4</u>
<b>OPERATING EXPENSES:</b>						
5460 Depreciation and Amortization	1,251,007	1,360,000	1,360,000	1,403,000	43,000	3.2
5491 Tax Equivalent	1,124,710	1,290,000	1,206,778	1,365,000	75,000	5.8
5465 Purchased Power from TVA	24,190,547	25,380,000	25,611,200	26,136,370	756,370	3.0
5000 Operating Expenses	3,570,317	3,967,324	4,179,005	4,283,145	315,821	8.0
<b>Total Operating Expenses</b>	<u>30,136,581</u>	<u>31,997,324</u>	<u>32,356,983</u>	<u>33,187,515</u>	<u>1,190,191</u>	<u>3.7</u>
<b>Operating Income</b>	394,264	1,962,176	1,639,817	1,576,985	(385,191)	-19.6
<b>NONOPERATING REVENUES (EXPENSES)</b>						
4810 Interest Revenue	123,328	40,000	125,000	40,000	0	0.0
5439 Interest Expense	(951,395)	(1,043,000)	(1,110,000)	(1,300,000)	(257,000)	-24.6
<b>Total Nonoperating Revenues (Expenses)</b>	<u>(828,067)</u>	<u>(1,003,000)</u>	<u>(985,000)</u>	<u>(1,260,000)</u>	<u>(257,000)</u>	<u>-25.6</u>
<b>Net Income Before Operating Transfers Out</b>	(433,803)	959,176	654,817	316,985	(642,191)	-67.0
<b>OPERATING TRANSFERS</b>						
Operating Transfers Out	(162,677)	(176,652)	(176,652)	(217,645)	(40,993)	-23.2
<b>Net Income</b>	(596,480)	782,524	478,165	99,340	(683,184)	-87.3
<b>RETAINED EARNINGS - 7/1</b>	<u>16,291,601</u>	<u>16,306,905</u>	<u>15,695,121</u>	<u>16,173,286</u>	<u>(133,619)</u>	<u>-0.8</u>
<b>RETAINED EARNINGS - 6/30</b>	<u>15,695,121</u>	<u>17,089,429</u>	<u>16,173,286</u>	<u>16,272,626</u>	<u>(816,803)</u>	<u>-4.8</u>

## **Waterworks Fund**

The Waterworks Fund provides water treatment and distribution and wastewater collection and treatment within Oak Ridge. Fund activities include the sale of water and maintenance of reservoirs, distribution mains, booster stations, water and wastewater treatment plants and wastewater package plant.

Prior to May 1, 2000, the City purchased treated water from the US Department of Energy (DOE) for sale to residential and commercial entities within Oak Ridge, excluding the DOE plants. On May 1, 2000, the City acquired the water treatment plant from DOE and assumed responsibility for water plant operations. In fiscal 2000, the City hired 10 employees to operate the water treatment plant. The City has entered into a 10-year contract for the sale of water to DOE's X-10 and Y-12 facilities in exchange for the plant.

Revenues are projected to increase overall by \$372,951 up 3.1%, primarily related to the sale of treated water. Expenses are projected to increase \$1,292,583 or 11.07%. Expenses for water treatment and distribution are projected to increase \$329,753 or 5.1%, primarily related to the operation of the water treatment plant. Expenses for wastewater treatment and distribution are projected to increase \$962,830 or 18.0%. The major driver of the wastewater rate increase is the ongoing major capital improvements program to expand and upgrade the wastewater treatment plant and rehabilitation of the collection system. In fiscal 1999, the City obtained \$17 million in financing for these improvements. Budgeted increases directly related to these capital improvements include debt service up \$291,250, depreciation up \$270,000 and tax equivalents up \$167,800. Fiscal 2002 supply purchases are budgeted to increase \$110,000 for chemicals required in the new treatment process installed as part of the wastewater plant improvements.

A listing of water capital improvements planned for fiscal 2002 totaling \$6,733,000 is located on VI-32 of this document and wastewater capital projects totaling \$5,117,500 on page VI-35.

Biennially, the City reviews its rate structure for water and wastewater services. On May 1, 2000, wastewater rates for residential customers increased approximately 17% and rates charged to commercial customers approximately 23%. Water rates remained unchanged due to the acquisition of the water plant and the resulting anticipated cost reduction to obtain treated water. The next rate review is scheduled for spring of 2002.

Operating Transfers Out totaled \$181,371, a \$34,286 increase over the prior fiscal year. This transfer is to fund economic development activities accounted for in the Economic Diversification Fund.

**SCHEDULE XVI**  
**WATERWORKS FUND**  
**PROJECTED STATEMENT OF REVENUE AND EXPENSES**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b>OPERATING REVENUES:</b>						
4021 Residential Water Sales and Wastewater Fees	4,263,714	4,789,900	4,554,000	4,760,000	(29,900)	-0.6
4022 Commercial Water Sales and Wastewater Fees	3,663,456	4,120,100	4,060,900	4,196,200	76,100	1.8
4024 DOE Treated Water Sales	300,277	1,704,300	1,894,200	1,998,075	293,775	17.2
4025 COR Treated Water Sales	157,297	960,600	932,300	996,500	35,900	3.7
4026 DOE Raw Water Sales	43,264	268,000	231,000	242,925	(25,075)	-9.4
4023 Public Fire Protection	40,992	42,500	42,500	42,850	350	0.8
4041 Forfeited Discounts	98,062	62,648	84,449	84,449	21,801	34.8
Total Operating Revenues	<u>8,567,062</u>	<u>11,948,048</u>	<u>11,799,349</u>	<u>12,320,999</u>	<u>372,951</u>	<u>3.1</u>
<b>OPERATING EXPENSES:</b>						
5460 Depreciation	1,571,984	2,225,000	2,415,000	2,563,000	338,000	15.2
5492 Tax Equivalent	712,264	1,000,045	1,059,683	1,197,000	196,955	19.7
5466 Purchased Water from DOE	924,244	960,600	932,300	978,200	17,600	1.8
5000 Operating Expenses	4,739,530	6,641,601	6,524,064	7,141,482	499,881	7.5
Total Operating Expenses	<u>7,948,022</u>	<u>10,827,246</u>	<u>10,931,047</u>	<u>11,879,682</u>	<u>1,052,436</u>	<u>9.7</u>
Operating Income (Loss)	619,040	1,120,802	868,302	441,317	(679,485)	-60.6
<b>NONOPERATING REVENUES (EXPENSES)</b>						
4810 Interest Revenue	79,180	48,000	16,000	48,000	0	0.0
5439 Interest Expense	(550,255)	(969,853)	(1,015,000)	(1,210,000)	(240,147)	24.8
Total Nonoperating Revenues (Expenses)	<u>(471,075)</u>	<u>(921,853)</u>	<u>(999,000)</u>	<u>(1,162,000)</u>	<u>(240,147)</u>	<u>26.1</u>
Net Income (Loss) Before Operating Transfers	147,965	198,949	(130,698)	(720,683)	(919,632)	-462.2
<b>OPERATING TRANSFERS</b>						
Operating Transfers Out	(135,564)	(147,085)	(147,085)	(181,371)	(34,286)	23.3
Net Income (Loss)	12,401	51,864	(277,783)	(902,054)	(953,918)	1839.3
Depreciation on Fixed Assets Acquired by EPA and DOE Grants	544,171	440,004	1,065,004	1,065,004	625,000	-142.0
Increase (Decrease) in Retained Earnings	556,572	491,868	787,221	162,950	(328,918)	-66.9
<b>RETAINED EARNINGS - 7/1</b>	<u>6,588,542</u>	<u>6,550,751</u>	<u>7,145,114</u>	<u>7,932,335</u>	<u>1,381,584</u>	<u>21.1</u>
<b>RETAINED EARNINGS - 6/30</b>	<u>7,145,114</u>	<u>7,042,619</u>	<u>7,932,335</u>	<u>8,095,285</u>	<u>1,052,666</u>	<u>14.9</u>

### **Emergency Communications District Fund**

In 1987, Oak Ridge voters approved a referendum to establish an enhanced 911 emergency communications system. By dialing 911, this system will automatically inform the emergency communications dispatcher of the calling party's name, telephone number, street address and any landmark information. In order to fund the system, Oak Ridge telephone users pay a monthly user fee as a part of their phone bill, \$.44 and \$1.33 monthly per residential and business phone line respectively.

Revenues for FY 2002 are projected at \$185,000, a 2.6 percent decrease over the previous year. The decrease is related to a lower number of telephone lines in Oak Ridge, particularly business lines. Newer business telephone systems allow for more extensions on fewer telephone lines. Due to decreased revenues, staff will be reviewing the need for a rate increase in the near future to fund services covered by this Fund.

Projected 2002 expenses of \$242,915 include rental payments of \$100,015 to the General Fund for the 800 MHz trunking radio communications system used by police and fire personnel. This reimburses the General Fund for debt service payments on the long-term debt issued to purchase the 800 MHz system. The remaining \$142,900 in projected expenses are for operational costs of the 911 system.

**SCHEDULE XVII  
EMERGENCY COMMUNICATIONS DISTRICT FUND  
BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
4400 Charges for Services	189,035	190,000	183,000	185,000	(5,000)	-2.6
<b><u>OPERATING EXPENSES:</u></b>						
5200 Contractual Services	205,971	212,915	211,650	217,915	5,000	2.3
5300 Commodities	4,455	5,000	5,000	5,000	0	0.0
5400 Other Charges	20,609	22,000	19,774	20,000	(2,000)	-9.1
Total Operating Expenses	<u>231,035</u>	<u>239,915</u>	<u>236,424</u>	<u>242,915</u>	<u>3,000</u>	<u>1.3</u>
Operating Income (Loss)	(42,000)	(49,915)	(53,424)	(57,915)	(8,000)	16.0
<b><u>NONOPERATING REVENUES:</u></b>						
4610 Interest Income	11,604	10,000	12,000	11,000	1,000	10.0
Net Income (Loss)	(30,396)	(39,915)	(41,424)	(46,915)	(7,000)	17.5
<b><u>RETAINED EARNINGS - 7/1</u></b>	<u>401,019</u>	<u>364,940</u>	<u>370,623</u>	<u>329,199</u>	<u>(35,741)</u>	<u>-9.8</u>
<b><u>RETAINED EARNINGS - 6/30</u></b>	<u>370,623</u>	<u>325,025</u>	<u>329,199</u>	<u>282,284</u>	<u>(42,741)</u>	<u>-13.2</u>

## **Golf Course Fund**

In fiscal 1995, the City established the Golf Course Fund to account for the construction and operation of a Municipal Golf Course. The City issued \$7,275,000 in Golf Course Revenue and Tax Bonds to finance the construction and equipping of an 18-hole Golf Course, named the Tennessee Centennial Golf Course. The course is located on a 700 acre tract know as "Parcel A" which was purchased by the City from the Department of Energy. Over the past several years, the City has been developing a master plan for "Parcel A" which meets long-term community goals and will be attractive for private development. The course and range occupies approximately 192 acres with the remaining 500 acres suitable for residential development including single-family homes, town homes and apartments. To date, two private developers have purchased 225 of the 500 acres for construction of residential dwelling units. There is approximately 278 acres remaining acres available for sale and future development.

The Tennessee Centennial Golf Course became operational in late-June 1997. Billy Casper Golf Management is currently under contract for operation and management of the course. Operations of the golf course, as well as proceeds from land sales on Parcel A for residential development, are accounted for in the Golf Course Fund. Fiscal 2002 revenues are budgeted at \$1,692,541 and expenses budgeted at \$1,936,501, resulting in a projected \$243,960 net loss for the Golf Course Fund. This includes a projected \$300,000 in land sale proceeds in fiscal 2002. A net income for the Fund is contingent on a higher level of land sales than is currently occurring. The local economy has been flat for several years due to downsizing of the federal sector within Oak Ridge and land sales have been below original projections.

In fiscal 2002, the General Fund will transfer \$200,000 toward payment of the debt service, with the remainder budgeted to be paid from land sale proceeds. If land sale proceeds are insufficient to fund the remainder of the debt service payment, the General Fund will be required to transfer additional amounts to ensure bond payments are made in a timely manner. Ultimately if the Golf Course Fund cannot sustain a positive cash flow, then the City's taxing authority will have to be utilized to fund the full annual debt service payment on the Bonds. Staff is currently reviewing options to accelerate land sales and alleviate the Golf Course Fund's dependency on General Fund revenues. The Bonds issued to construct the course are backed by the full faith and credit of the City as well as the proceeds for operation of the Course and "Parcel A" land sales.

Projected operating expenses for the Golf Course Fund declined \$35,059, 2.2% for fiscal 2002. Costs for leasing of golf carts declined \$15,652 due to the completion of some lease terms. Costs for water declined \$45,000 based on the installation of a pump that will bring untreated water from Melton Lake to service the Golf Course fairways/greens rather than using City treated water. The water pumped from the river will also service the soccer fields planned for construction on Haw Ridge Park across from "Parcel A" and will be funded through the Capital Projects Fund.

**SCHEDULE XVIII**  
**GOLF COURSE FUND**  
**BUDGET SUMMARY**

	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002	BUDGET 02 vs 01	% CHANGE
<b><u>OPERATING REVENUES:</u></b>						
Green Fees	605,657	676,365	640,338	716,815	40,450	6.0
Cart Fees	337,371	355,043	320,459	327,569	(27,474)	-7.7
Pro Shop Sales	110,480	156,000	138,145	153,038	(2,962)	-1.9
Food & Beverage	148,139	147,975	144,015	148,619	644	0.4
Misc/Other	20,945	21,000	23,266	22,500	1,500	7.1
Rent	24,000	24,000	24,000	24,000	0	0.0
<b>Total Operating Revenues</b>	<b><u>1,246,592</u></b>	<b><u>1,380,383</u></b>	<b><u>1,290,223</u></b>	<b><u>1,392,541</u></b>	<b><u>12,158</u></b>	<b><u>0.9</u></b>
<b><u>OPERATING EXPENSES:</u></b>						
Cost of Goods Sold	151,771	170,925	165,069	166,822	(4,103)	-2.4
Golf Operations	232,447	234,596	226,450	256,355	21,759	9.3
Water Costs	79,233	85,000	75,000	40,000	(45,000)	-52.9
Maintenance	432,182	431,698	414,670	423,537	(8,161)	-1.9
Food & Beverage	72,980	59,009	66,742	70,129	11,120	18.8
Marketing	34,076	36,190	34,536	33,725	(2,465)	-6.8
General & Administration	184,526	189,290	186,815	203,733	14,443	7.6
Equipment Leases	83,751	34,852	47,217	19,200	(15,652)	-44.9
Depreciation and Amortization	347,528	355,000	348,000	348,000	(7,000)	-2.0
Miscellaneous Expenses	41,191	18,000	18,000	18,000	0	0.0
<b>Total Operating Expenses</b>	<b><u>1,659,685</u></b>	<b><u>1,614,560</u></b>	<b><u>1,582,499</u></b>	<b><u>1,579,501</u></b>	<b><u>(35,059)</u></b>	<b><u>-2.2</u></b>
<b>Operating Income (Loss)</b>	<b>(413,093)</b>	<b>(234,177)</b>	<b>(292,276)</b>	<b>(186,960)</b>	<b>47,217</b>	<b>-20.2</b>
<b><u>NONOPERATING REVENUES (EXPENSES):</u></b>						
Gain on Sale of Assets	11,943	26,600	0	300,000	273,400	1027.8
Operating Transfers In	0	0	0	200,000	200,000	100.0
Interest Income	2,306	0	0	0	0	0.0
Interest Expense	(344,349)	(357,000)	(354,000)	(357,000)	0	0.0
<b>Total Nonoperating Revenues (Expenses)</b>	<b><u>(330,100)</u></b>	<b><u>(330,400)</u></b>	<b><u>(354,000)</u></b>	<b><u>143,000</u></b>	<b><u>473,400</u></b>	<b><u>-143.3</u></b>
<b>Net Income (Loss)</b>	<b>(743,193)</b>	<b>(564,577)</b>	<b>(646,276)</b>	<b>(43,960)</b>	<b>520,617</b>	<b>-92.2</b>
<b>RETAINED EARNINGS DEFICIT - 7/1</b>	<b><u>(1,040,418)</u></b>	<b><u>(1,791,456)</u></b>	<b><u>(1,783,611)</u></b>	<b><u>(2,429,887)</u></b>	<b><u>(638,431)</u></b>	<b><u>35.6</u></b>
<b>RETAINED EARNINGS DEFICIT - 6/30</b>	<b><u>(1,783,611)</u></b>	<b><u>(2,356,033)</u></b>	<b><u>(2,429,887)</u></b>	<b><u>(2,473,847)</u></b>	<b><u>(117,814)</u></b>	<b><u>5.0</u></b>

### **Internal Service Funds**

Internal Service Funds are used to account for services provided by one department to other departments of the City on a cost-reimbursement basis. Rates for revenues are set by City staff in order for projected revenues to be equal to projected expenses. These Funds are presented merely to show an accumulation of the total cost of providing these services to the City. The budgets of these Funds are not legally appropriated. These Funds are not presented in Schedule I of this section as this would be a duplication of expenditures/expenses. The City currently maintains two Internal Service Funds outlined below:

### **Equipment Replacement Rental Fund (ERRF)**

This Fund is used to accumulate resources for the future replacement of equipment utilized by Governmental Funds and by the work pool and to account for the maintenance of that equipment. This is accomplished in the form of an equipment use charge to the corresponding activity/Fund which utilizes the equipment. For example, the ERRF charges the General Fund Fire Department, Activity 923, for maintenance and rental (for future replacement) of fire fighting equipment (fire trucks, etc.). This is recorded in the General Fund as an equipment use charge. Equipment use charges include both the actual cost of providing maintenance of the equipment (fuel, material and labor) and depreciation charges on the equipment. The accumulation of the proceeds from the depreciation charges is used to fund the future replacement of assets serviced by the Fund (i.e. fire trucks, etc.). The cost of providing this service is recorded as an expenditure in both the applicable Fund (General Fund in this example) and in the ERRF for the actual maintenance cost and depreciation expense. Proceeds from equipment use charges to other Funds are recorded as revenues in the ERRF. Maintenance and depreciation expenses are budgeted at \$2,090,460 for fiscal 2002.

\$2,326,575 in long-term debt was issued in fiscal 1999 to purchase three fire pumpers and one ladder truck and year 2000 compliant mainframe computers and software. Debt service on this debt issuance will be funded by the ERRF. Interest payments are budgeted at \$105,000 for fiscal 2002. Revenues and existing cash levels of the ERRF should be sufficient to fund the annual debt service requirements for the purchase of this equipment; therefore, no impact for this debt is anticipated on the property tax rate.

Equipment accounted for in this Fund is eligible for replacement review once it is fully depreciated. Each year the equipment shop staff in conjunction with the department reviews the physical state of the equipment to determine if it should be replaced or retained. Equipment replacement is based on the mechanical state of the equipment rather than depreciation status. Page IV-31 contains \$1,580,000 in equipment that will be eligible for replacement in fiscal 2002.

**SCHEDULE XIX**  
**EQUIPMENT REPLACEMENT RENTAL FUND**  
**BUDGET SUMMARY**

	<u>ACTUAL</u> 2000	<u>BUDGET</u> 2001	<u>PROJECTED</u> 2001	<u>BUDGET</u> 2002	<u>BUDGET</u> 02 vs 01	<u>%</u> <u>CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
4466 Charges for Service	1,541,680	1,777,340	1,783,616	1,896,150	118,810	6.7
<b><u>OPERATING EXPENSES:</u></b>						
5235 Routine Repair & Maintenance	1,191,317	1,332,340	1,321,115	1,434,460	102,120	7.7
5460 Depreciation	629,533	633,680	625,000	656,000	22,320	3.5
Total Operating Expenses	1,820,850	1,966,020	1,946,115	2,090,460	124,440	6.3
Operating Income (Loss)	(279,170)	(188,680)	(162,499)	(194,310)	(5,630)	3.0
<b><u>NONOPERATING REVENUES/(EXPENSES):</u></b>						
4610 Net interest Income	75,330	40,000	60,000	50,000	10,000	25.0
4720 Gain/(Loss) on Sale of Assets	0	15,000	48,000	15,000	0	0.0
4314 Law Enforcement Grant	15,863	0	0	0	0	0.0
5439 Interest Expense	(87,177)	(111,000)	(95,000)	(105,000)	6,000	-5.4
Total Nonoperating Revenues (Expenses)	4,016	(56,000)	13,000	(40,000)	16,000	-28.6
Net Income (Loss)	(275,154)	(244,680)	(149,499)	(234,310)	10,370	-4.2
<b><u>RETAINED EARNINGS - 7/1</u></b>	<u>2,461,769</u>	<u>2,237,913</u>	<u>2,186,615</u>	<u>2,037,116</u>	<u>(200,797)</u>	<u>-9.0</u>
<b><u>RETAINED EARNINGS - 6/30</u></b>	<u>2,186,615</u>	<u>1,993,233</u>	<u>2,037,116</u>	<u>1,802,806</u>	<u>(190,427)</u>	<u>-9.6</u>

### **Insurance Fund**

This Fund is used to ensure that adequate funds are available to pay for insurance coverage for City employees and property. The City currently purchases insurance with relatively high deductibles or stop loss levels for worker's compensation, liability and property damage. The City is self-insured for the employee dental reimbursement program and unemployment compensation. On August 1, 1996, the City converted to a Group Hospitalization plan under which employee medical claims were funded entirely through insurance premiums. Contributions by employees and retirees fund a portion of costs for medical insurance premiums.

Fiscal 2002 revenues, primarily consisting of charges for services to other City Funds, are projected to decrease by \$12,179 or 0.6%. Operating expenses are projected to increase by \$156,623 or 7.4%, primarily for employee medical insurance premiums. The Insurance Fund has sufficient cash reserves to sustain the projected net loss of \$133,780.

**SCHEDULE XX  
INSURANCE FUND  
BUDGET SUMMARY**

	<u>ACTUAL 2000</u>	<u>BUDGET 2001</u>	<u>PROJECTED 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 02 vs 01</u>	<u>% CHANGE</u>
<b><u>OPERATING REVENUES:</u></b>						
4400 Charges for Service	<u>1,944,636</u>	<u>2,107,949</u>	<u>2,079,740</u>	<u>2,095,770</u>	<u>(12,179)</u>	<u>-0.6</u>
<b><u>OPERATING EXPENSES:</u></b>						
5160 Medical Insurance	1,388,606	1,642,037	1,538,655	1,755,880	113,843	6.9
5175 Workers Compensation	184,274	251,870	211,700	252,995	1,125	0.4
5200 Contractual Services	0	1,500	1,500	1,500	0	0.0
5400 Other Insurance	<u>165,951</u>	<u>227,520</u>	<u>260,905</u>	<u>269,175</u>	<u>41,655</u>	<u>18.3</u>
Total Operating Expenses	<u>1,738,831</u>	<u>2,122,927</u>	<u>2,012,760</u>	<u>2,279,550</u>	<u>156,623</u>	<u>7.4</u>
Operating Income (Loss)	205,805	(14,978)	66,980	(183,780)	(168,802)	0.0
<b><u>NONOPERATING REVENUES:</u></b>						
4610 Interest Income	<u>40,416</u>	<u>30,000</u>	<u>50,000</u>	<u>50,000</u>	<u>20,000</u>	<u>0.7</u>
Net Income (Loss)	246,221	15,022	116,980	(133,780)	(148,802)	-990.6
<b><u>RETAINED EARNINGS - 7/1</u></b>	<u>187,753</u>	<u>450,433</u>	<u>433,974</u>	<u>550,954</u>	<u>100,521</u>	<u>22.3</u>
<b><u>RETAINED EARNINGS - 6/30</u></b>	<u>433,974</u>	<u>465,455</u>	<u>550,954</u>	<u>417,174</u>	<u>(48,281)</u>	<u>-10.4</u>

## **Multiyear Model and Long-Term Debt**

### **Multiyear Model**

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

The multiyear model was designed to be used as a long range planning tool for establishing a proposed property tax rate during the annual budget review process. The multi-year model is only concerned with the revenues, expenditures and operating transfers of the General Fund since only these items impact the property tax rate. The multi-year model on page III-73 contains projected revenues, expenditures and operating transfers through fiscal 2007. The model contains debt service requirements for the General Fund on existing long-term debt issuances, as well as projected debt service on the capital included in the City's 2002-2007 Capital Improvements Program Document.

#### Model Assumptions:

- ◆ Expenditures for municipal operations and transfers to the Oak Ridge Schools for operations are projected to increase 5% annually, except for fiscal 2003 where the School operational funding requirements are projected to increase by 7%. The higher percentage increase for the Schools in 2003 is based on input from School management about requirements in that fiscal year. With the impact of federal downsizing on the community, the City and Schools are making a concerted effort to restrict expenditure growth.
- ◆ Revenues are anticipated to grow at the historical growth rate of each specific revenue. Assessment growth is projected to increase by 2% in fiscal 2003, 2.25% in fiscal 2004, 1.75% in fiscal 2005, 1.50% in fiscal 2006 and 1.25% in fiscal 2007. Assessment growth is projected higher in the short term based on current construction projects in the community. Assessment growth has been below 2% since 1998. Sales tax collections, which are the General Fund's other major revenue source, are projected to grow at 1.5% through fiscal 2007. Actual sales tax receipts received by the City have varied from year-to-year based on operational levels by federal contractors and large one-time audit adjustments. Overall, sales tax collections have been fairly flat since 1994.
- ◆ The unreserved fund balance of the General Fund combined with that of the General Purpose School Funds should stabilize at approximately \$5 million.

#### Changes in Operating Transfers:

- ◆ Transfers to the Solid Waster Fund are projected to grow by 3.5% annually. The primary operations funded by this transfer are provided under a 10-year contract with a private business. Annual contractual increases are set at 90% of the current rate of inflation as indicated by the Consumer Price-Index.

CITY OF OAK RIDGE MULTIYEAR MODEL (IN THOUSANDS)

	1999 ACTUAL	2000 ACTUAL	2001 PROJ.	2002 PROJ.	2003 PROJ.	2004 PROJ.	2005 PROJ.	2006 PROJ.	2007 PROJ.
<b>REVENUES:</b>									
General Property Taxes	10525	11669	13006	13633	16321	18369	19836	21189	22517
Other Property Taxes	1048	1632	2043	2313	2475	2648	2833	3031	3243
Business Taxes	1560	1534	1591	1600	1648	1697	1748	1800	1854
Licenses & Permits	142	251	214	252	255	258	261	264	267
DOE In-Lieu of Taxes	789	903	990	1021	1213	1333	1410	1483	1541
Local Sales Tax	6559	6168	6271	6405	6501	6599	6698	6798	6900
Intergovernmental	2134	2088	2041	2113	2198	2286	2377	2472	2571
Hall Income Tax	552	606	605	605	629	654	680	707	735
Charges for Services	71	69	71	76	78	80	82	84	87
Use of Property	376	295	237	239	241	243	245	247	249
Radio & Service Center Rents	1003	1003	1011	1011	1011	1011	1011	1011	1011
Fines & Penalties	410	301	333	400	412	424	437	450	464
Other Revenues	837	1442	1065	970	591	570	537	525	526
<b>TOTAL REVENUES</b>	<b>26006</b>	<b>27961</b>	<b>29478</b>	<b>30638</b>	<b>33573</b>	<b>36172</b>	<b>38155</b>	<b>40061</b>	<b>41965</b>
Municipal Expenditures Base	12799	13434	13772	14312	15028	15779	16568	17396	18266
New Fire Station Operational Costs						1350	1418	1489	1563
<b>TOTAL MUNICIPAL EXPENDITURES</b>	<b>12799</b>	<b>13434</b>	<b>13772</b>	<b>14312</b>	<b>15028</b>	<b>17129</b>	<b>17986</b>	<b>18885</b>	<b>19829</b>
<b>OPERATING TRANSFERS:</b>									
Gen. Purpose School Fund	8605	8830	9554	9950	10647	11179	11738	12325	12941
Solid Waste Fund	905	892	981	1049	1086	1124	1163	1204	1246
State Street Aid Fund (Street Resurfacing)	310	395	500	565	650	663	676	690	704
Economic Diversification Fund		605	847	1032	1032	1053	1085	1118	1152
Golf Course Fund				200	200	200	200	200	200
City Capital/Debt (Future) Fire Stations					90	90	90	90	90
City Capital/Debt (Future) Muni Bldg/Sr Ctr/Soccer					160	160	160	160	160
Schools Capital/Debt (Future School Admin. Bldg)					180	180	180	180	180
Schools Capital/Debt (Future Preschool)					110	110	110	110	110
Capital Projects Fund (Capital Maintenance)			410	617	735	858	983	1108	1234
County Bond Proceeds	-350	-275	-210	-260					
Debt Service City (Existing)	1593	2095	2410	2440	2112	2100	2100	2100	2100
Debt Service School (Existing)	2000	2084	2523	2440	2112	2100	2100	2100	2100
<b>TOTAL OPERATING TRANSFERS</b>	<b>13063</b>	<b>14626</b>	<b>17015</b>	<b>18033</b>	<b>19114</b>	<b>19817</b>	<b>20585</b>	<b>21385</b>	<b>22217</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>25862</b>	<b>28060</b>	<b>30787</b>	<b>32345</b>	<b>34142</b>	<b>36946</b>	<b>38571</b>	<b>40270</b>	<b>42046</b>
<b>REVENUES LESS EXPENDITURES &amp; TRANSFERS</b>	<b>144</b>	<b>-99</b>	<b>-1309</b>	<b>-1707</b>	<b>-568</b>	<b>-775</b>	<b>-416</b>	<b>-209</b>	<b>-82</b>
<b>UNRESERVED CITY FUND BAL. (BOY):</b>	<b>10225</b>	<b>9494</b>	<b>8959</b>	<b>6643</b>	<b>4936</b>	<b>4587</b>	<b>4033</b>	<b>3837</b>	<b>3847</b>
Advance to Golf Course		-294	-500		220	220	220	220	
One-Time Sales Tax/Other Adjustments	-875	-143	-507						
<b>UNRESTRICTED CITY FUND BAL. (EOY):</b>	<b>9494</b>	<b>8959</b>	<b>6643</b>	<b>4936</b>	<b>4587</b>	<b>4033</b>	<b>3837</b>	<b>3847</b>	<b>3766</b>
<b>RESTRICTED SCHOOL FUND BAL. (EOY):</b>	<b>1144</b>	<b>1155</b>	<b>1167</b>	<b>1178</b>	<b>1190</b>	<b>1202</b>	<b>1214</b>	<b>1226</b>	<b>1238</b>
<b>TOTAL FUND BALANCE (EOY):</b>	<b>10638</b>	<b>10114</b>	<b>7810</b>	<b>6114</b>	<b>5777</b>	<b>5234</b>	<b>5050</b>	<b>5073</b>	<b>5004</b>
Fund Balance As % Expenditures & Transfers	41.13%	36.04%	25.37%	18.90%	16.92%	14.17%	13.09%	12.60%	11.90%
<b>PROPERTY TAX RATE:</b>	<b>209</b>	<b>231</b>	<b>257</b>	<b>265</b>	<b>315</b>	<b>346</b>	<b>366</b>	<b>385</b>	<b>400</b>
% OPERATIONS PROPERTY TAX INCREASE			0.00%	2.72%	8.11%	3.33%	3.18%	3.55%	3.64%
% INCREASE PROPERTY TAX RATE	3.47%	10.53%	11.26%	3.11%	18.87%	9.84%	5.78%	5.19%	3.90%
<b>ASSESSMENT (0,000,000's)</b>	<b>50.17</b>	<b>50.70</b>	<b>50.47</b>	<b>51.45</b>	<b>52.47</b>	<b>53.65</b>	<b>54.59</b>	<b>55.41</b>	<b>56.11</b>
<b>Tax Rate Drivers:</b>									
Operations Tax Rate Increase (Annual)				7.0	21.5	10.5	11.0	13.0	14.0
Fund Balance Draw				(7.5)	7.0	6.5	6.0	3.0	1.0
Golf Course				3.5	4.0				(4.0)
Economic Development				3.0					
Existing Debt				(2.0)	(7.0)				
Senior Enrichment Center					1.5				
Municipal Bldg./Soccer Complex/Fire Stations					3.0				
School Administration & Preschool					5.5				
New Fire Stations Operations					12.5	12.0	1.0	1.0	2.0
Capital Maint./Improvement (Annual)				4.0	2.0	2.0	2.0	2.0	2.0
<b>Total Tax rate Increase (Annual)</b>				<b>8.0</b>	<b>50.0</b>	<b>31.0</b>	<b>20.0</b>	<b>19.0</b>	<b>15.0</b>
<b>Total Tax Rate Increase (Accum.)</b>				<b>8.0</b>	<b>58.0</b>	<b>89.0</b>	<b>109.0</b>	<b>128.0</b>	<b>143.0</b>
<b>Ann. Assmnt. Growth</b>	<b>1.86%</b>	<b>1.06%</b>	<b>-0.46%</b>	<b>1.94%</b>	<b>2.00%</b>	<b>2.25%</b>	<b>1.75%</b>	<b>1.50%</b>	<b>1.25%</b>
<b>Ann. Sales Tax Growth</b>	<b>6.96%</b>	<b>-5.96%</b>	<b>1.67%</b>	<b>2.14%</b>	<b>1.50%</b>	<b>1.51%</b>	<b>1.50%</b>	<b>1.49%</b>	<b>1.50%</b>
<b>Average Household Annual Tax Increase</b>	<b>18</b>	<b>55</b>	<b>65</b>	<b>20</b>	<b>125</b>	<b>78</b>	<b>50</b>	<b>48</b>	<b>38</b>

- ◆ A gradual increase in funding by approximately one cent on the property tax rate was planned each year to support the City's major street resurfacing program accounted for in the State Street Aid Fund until the annual funding level reached \$650,000 in fiscal 2003. Annual growth is projected at 2% thereafter. Revenues in the State Street Aid Fund have been flat and are insufficient to cover the costs of the expanded street resurfacing program.
- ◆ In fiscal 2000, City Council approved establishment of the Economic Diversification (ED) Fund to enhance economic development endeavors. Funding will primarily be provided from operating transfers from the General, Electric and Waterworks Funds. This transfer amount is projected to grow between 2%-3% annually.
- ◆ The operating transfer to the Golf Course Fund to fund debt service is projected to remain at \$200,000 annually.
- ◆ In fiscal years 1995 to 2002 the proceeds from the Anderson County Bond Issuance were utilized to fund School debt service.
- ◆ The Debt Service City and School transfer lines only include debt service for existing debt issuances. The model includes funding for future debt issuances to finance capital projects as outlined in the 2002-2007 Capital Improvements Program (CIP) Document. This is shown in the model as future debt for City and School capital by major project. In fiscal 2003, the construction of two new fire stations is included in the CIP. Operational costs for these new stations are projected at \$1,350,000 annually and are included in the fiscal 2004 municipal expenditure projections.
- ◆ In fiscal 2001, the City started a reserve to fund capital maintenance projects costing between \$10,000 and \$300,000 from operating transfers from the General Fund to the Capital Projects Fund. The transfer amount is projected to increase by about 2-cents on the property tax rate each year until funding approximates between \$1.2 and \$1.5 million annually.

Based on these parameters in the multi-year model on page III-73, the projected property tax rate will increase by 50 cents in fiscal 2003 to \$3.15, increase 31 cents in fiscal 2004 to \$3.46, and so forth until fiscal 2007 when the property tax rate is projected to be \$4.00. The multi-year model presented here is to demonstrate how the City relates the impact of debt and other related increases in expenditure levels to the property tax rate. For each cent on the tax rate, General Fund revenues will increase approximately \$55,000. Therefore, the property tax rate must be increased by one-cent for each \$55,000 increase in expenditures. This amount will vary slightly from year to year based on assessment growth.

Approximations of the tax rate impact for the major drivers of the changes in the property tax rate for each year are presented near the bottom of the model. In fiscal 2002, City and School operational funding increases equated to an additional 7-cents on the property tax rate. Increases in operating transfers to the Golf Course, Economic Diversification and Capital Projects Funds equated to an additional 3.5-cents, 3-cents and 4-cents on the tax rate, respectively. The City increased its reliance on existing fund balance during fiscal 2002 equating to 7.5-cent reduction in the property tax rate and the reductions related to the debt restructuring equated to 2-cents.

The property tax rate is projected to increase by \$1.35 from fiscal 2002 to 2007. The City has utilized fund balance draws since 1986 to balance the budget (i.e. revenues equal expenditures). In fiscal 2002, an additional 30 cents on the property tax rate would have been required to eliminate the fund

balance draw. The usage of a fund balance draw to balance the budget is to cease by the year 2007 when the target fund balance of \$5 million is substained. This along with funding requirements for future capital are the primary drivers for the projected increases in the property tax rate over the next few fiscal years.

The multi-year model is used for projection purposes and for management decisions concerning long range projects. Obviously, the future property tax rates presented in these models will not necessarily be the rate that will be in effect during that fiscal year. The multi-year model is updated each year as a part of the budget process and is utilized by City staff to set the proposed property tax rate presented to City Council. The Major Budgetary Recommendations Report (MBR) which is presented to City Council along with the proposed budget each year contains more in-depth information concerning the multi-year models.

### **Long-Term Debt**

The City Charter, Article IV, Section 12, requires "The total amount of bonds or other evidence of indebtedness secured by the full faith and credit of the City that shall be outstanding at any one time shall not exceed 10 percent of the total appraised valuation of all real estate lying within the City limits". This restriction would exclude debt backed solely by the operations of a Proprietary Fund. Excluded from the Charter restrictions is outstanding debt for Electric Fund bond issuances and the City's Waterworks Fund bonds with the Tennessee Local Development Authority (TLDA). These debt issuances are backed solely by the revenues generated from the operations of the respective systems.

The Charter provision (Legal Debt Margin) is based on "General Obligation Debt", which is defined as long-term debt backed by the "full faith and credit of the City". The Legal Debt margin is based on General Obligation Debt and therefore includes some long-term debt that is anticipated to be repaid from revenues generated by the City's Proprietary Funds. The full faith and credit of the City back some of the City's Proprietary Fund debt in the event that proprietary revenues are insufficient to fund the debt service requirements. The Legal Debt Margin at June 30, 2000, or remaining amount of "full faith and credit" debt that the City could issue was \$87,028,760 as shown on page X-28 of this document.

A summary of the projected balance of all outstanding City debt as of June 30, 2001 is on page III-76. Final debt amounts are still pending due to the major debt restructuring that occurred in late fiscal 2001. The restructuring refunded significant portions of the City's General Obligation Bonds and Electric Fund Bonds.

### **Proprietary Fund Long-Term Debt**

The principal balance of Proprietary Fund long-term debt is projected at \$49,461,114 at June 30, 2001. Of this amount, \$19,674,603 is serviced by the Electric Fund, \$20,735,621 by the Waterworks Fund, \$7,050,000 by the Golf Course Fund and \$2,000,890 from Equipment Replacement Rental Funds. The revenues generated by these Funds will be utilized for the annual debt service payments on this debt. The debt service payments by the City's utility funds impact user fees for electric, water and sewer service. A rate study is prepared biennially to establish the user charges for these services. Projected future utility rate increases are primarily the result of debt service requirements on debt issued to finance capital improvements in those systems.

The following is a projected summary of debt transactions of the City for the year ended June 30, 2001:

	<u>Balance 7/01/00</u>	<u>Additions</u>	<u>Retirements/ Reductions</u>	<u>Balance 6/30/01</u>
<b>General Long-Term Debt</b>				
<b>Account Group:</b>				
General Obligation Bonds	\$ 48,890,000	\$ 22,480,000	\$ 41,855,000	\$ 29,515,000
Capital Outlay Notes	235,199	-	74,607	160,592
TN Municipal Bond Fund Loan	1,189,558	-	22,262	1,167,296
TN-LOANS	<u>3,213,000</u>	<u>18,570,000</u>	<u>-</u>	<u>21,783,000</u>
Total General Long-Term Debt Account Group	<u>53,527,757</u>	<u>41,050,000</u>	<u>41,951,869</u>	<u>52,625,888</u>
<b>Proprietary Funds:</b>				
<b>Electric Fund:</b>				
Revenue Bonds	11,060,000	-	5,040,000	6,020,000
Revenue Bonds With TVA	4,000,000	2,000,000	6,000,000	-
TN LOANS	2,905,000	10,849,603	100,000	13,654,603
<b>Waterworks Fund:</b>				
TN Local Development Authority Notes	142,230	-	11,860	130,370
TN Municipal Bond Fund Loan	5,863,942	-	109,738	5,754,204
TN-LOANS	2,432,000	-	-	2,432,000
State Revolving Fund Program Loan	7,152,603	5,266,444	-	12,419,047
<b>Golf Course Fund:</b>				
General Obligation Bonds	7,130,000	-	80,000	7,050,000
<b>City Equipment Replacement</b>				
<b>Rental Fund:</b>				
TN Municipal Bond Fund Loan	<u>1,934,027</u>	<u>184,581</u>	<u>117,718</u>	<u>2,000,890</u>
Total Proprietary Funds	<u>42,619,802</u>	<u>18,300,628</u>	<u>11,459,316</u>	<u>49,461,114</u>
Total Changes in Long-Term Debt	<u>\$ 96,147,559</u>	<u>\$ 59,350,628</u>	<u>\$ 53,411,185</u>	<u>\$ 102,087,002</u>

Electric rates increased 5% effective May 1, 2000. Included in the \$15,000,000 loan through the TN-LOANS programs authorized in late fiscal 2001, was the refunding of the Electric Fund's bonds sold at private sale to TVA and the Series 1993 fixed rate Revenue Bonds. TN-LOANS is a draw program where funds are drawn as construction occurs. To date, there is approximately \$4.7 million of the loan proceeds remaining available for future draws. The interest rate on the TN-LOANS program loan varies on a weekly basis.

The City is nearing the end of a major rehabilitation of the City's Wastewater system, including treatment plant expansion and upgrades. The City has received approval of a \$16,970,000 loan through the Tennessee State Revolving Loan Fund to provide financing for these projects. Loan proceeds are drawn as work occurs. At June 30, 2001, \$12,419,047 of loan proceeds had been drawn. Wastewater rates are anticipated to increase 8% to 10% biannually related to capital improvements. Wastewater rates increased approximately 17% for residential and 23% for commercial customers on May 1, 2000. The next rate adjustment is scheduled for May of 2002.

On August 1, 1998, the City issued \$7,275,000 in Golf Course Revenue and Tax Bonds related to construction of a golf course. Debt service is to be provided from the revenues of the Golf Course Fund which includes operations of the course and sale of land surrounding the course for residential development. The General Fund is budgeted to fund \$200,000 of the nearly \$500,000 annual debt service payment on this debt through an operating transfer to the Golf Course Fund. Current revenues of the Golf Course Fund are insufficient to fund the annual debt service payment.

Debt carried in Internal Service Funds was issued to fund equipment purchases. Funding for debt service will be provided from existing cash reserves in the Equipment Replacement Rental Fund and charges for services to other City Funds for rental of equipment.

#### General Long-Term Debt (GLTD)

General Long-Term Debt (GLTD) is long-term debt expected to be repaid from a Governmental Fund. From 1968 to 1988, the City did not issue any substantial amounts of GLTD. Due to an aging infrastructure and an expanding City, funding was required by 1988 to finance major capital improvements. The City's GLTD is backed by the full faith and credit of the City and is issued for major capital projects that are not serviced by a Proprietary Fund. By City Charter, the Oak Ridge Schools cannot issue long-term debt. The City issues and funds the debt service on long-term debt issuances for school capital projects. Expenditures for capital projects from GLTD proceeds are accounted for in the Capital Projects Fund. Debt service requirements for GLTD are accounted for in the Debt Service Fund. Funding for the Debt Service Fund is obtained primarily from the General Fund, thereby impacting the property tax rate. The outstanding principal balance of the City's GLTD is projected at \$52,625,888 at June 30, 2001.

The table on page III-79 contains the projected annual debt service requirements to amortize all GLTD bonds, notes and loans outstanding at June 30, 2001, including interest payments. During the recent debt restructuring, the City refunded about \$18,570,000 in fixed rate GLTD with variable rate GLTD. The restructuring plan will overall extend the time frame for debt service payments on refunded debt by approximately six years and will tier the annual debt service payment so that new debt issuances can be layered in at specific points. This was accomplished by reducing the level of existing annual debt service payments by approximately \$520,000 in fiscal 2003, by another \$400,000 in fiscal 2013 and by another \$400,000 in fiscal 2019. The projected impact of this

restructuring equates to a 16-cent reduction in the tax rate for existing debt. The tiering of the annual debt service payments in conjunction with the issuance of future debt with balloon principal payments is projected to equate to a 10-cent reduction in the property tax rate in comparison with debt issued with level annual debt service payments.

The projected annual requirements to amortize all outstanding General Long-Term Debt at June 30, 2001, including interest payments are as follows:

<u>Year Ending June 30,</u>	<u>Projected Annual Debt Service</u>
2002	\$ 4,806,944
2003	4,210,708
2004	4,139,406
2005	4,179,533
2006	4,183,578
2007	4,183,427
2008	4,184,512
2009	4,183,840
2010	4,186,353
2011	4,177,740
2012	4,178,109
2013	3,777,257
2014	3,777,220
2015	3,744,420
2016	3,738,761
2017	3,753,542
2018	3,752,642
2019	3,356,005
2020	3,346,181
2021	3,346,315
2022	1,270,749
2023	<u>102,614</u>
 Total	 \$ <u><u>80,579,855</u></u>

SCHEDULE XXI  
SUMMARY OF CAPITAL IMPROVEMENT PROGRAMS  
FISCAL YEAR 2002

PROJECT DESCRIPTION	LONG-TERM GO DEBT	ELECTRIC FUND	WATERWORKS FUND	STATE STREET AID FUND	STATE/FEDERAL/PRIVATE	TOTAL CAPITAL PROJECTS
SOUTHWEST QUADRANT	\$ 316,885					\$ 316,885
CIVIC CENTER CEILING TILE REPLACEMENT	75,000					75,000
MUNICIPAL BUILDING HVAC REPLACEMENT	85,000					85,000
OAK RIDGE LIBRARY CEILING TILE REPLACEMENT	55,000					55,000
FIRE STATIONS HVAC REPAIRS	100,000					100,000
CARST REMEDIATION					1,850,000	1,850,000
GREENWAY IMPLEMENTATION	133,040				376,240	509,280
SENIOR CENTER	1,900,000					1,900,000
SOCCER COMPLEX		40,000			325,000	365,000
SCARBORO PARK PLAYGROUND EQUIP. AND TENNIS COURTS	50,000					50,000
SCARBORO CENTER RENOVATION					925,000	925,000
OUTDOOR SWIMMING POOL	75,000					75,000
RECREATION MASTER PLAN	100,000					100,000
TENNIS COURT REFINISHING	40,000					40,000
INDOOR SWIMMING POOL - REPLACE LIGHTING	40,000					40,000
ADA COMPLIANT PLAYGROUNDS	38,010					38,010
RUTGERS AVENUE AT MANHATTAN AVENUE	51,000	55,000	25,000		204,000	335,000
EDGEWOOD ROAD (SR 170) AT MELTON LAKE DRIVE		40,000			500,000	540,000
INTERSECTION IMPROVEMENTS	145,000	40,000				185,000
SOUTH ILLINOIS AVENUE (SR 62) IMPROVEMENTS		550,000			4,200,000	4,750,000
STATE ROUTE 95/58 ROAD IMPROVEMENTS		100,000				100,000
STATE ROUTE 95/58 WATER LINE RELOCATION			1,500,000			1,500,000
STATE ROUTE 95/58 SEWER LINE RELOCATION			250,000			250,000
SIDEWALK IMPROVEMENTS	100,000			30,000	480,000	610,000
STREET RESURFACING & CITY-OWNED PARKING LOTS				540,000	420,000	960,000
WEST END DEVELOPMENT - SEWER			2,000,000			2,000,000
WATERWORKS SYSTEM SCADA			630,000			630,000
WEST END DEVELOPMENT - WATER			1,900,000			1,900,000
WATER TREATMENT PLANT IMPROVEMENTS			1,575,000			1,575,000
STORM WATER MANAGEMENT ACTIVITIES	105,000					105,000
EPA NPDES STORMWATER PROGRAM	200,000					200,000
<b>SUBTOTAL CAPITAL IMPROVEMENT PROGRAMS</b>	<b>\$ 3,608,936</b>	<b>\$ 826,000</b>	<b>\$ 7,880,000</b>	<b>\$ 670,000</b>	<b>\$ 9,280,240</b>	<b>\$ 22,164,176</b>

SCHEDULE XXI (continued)  
SUMMARY OF CAPITAL IMPROVEMENT PROGRAMS  
FISCAL YEAR 2002

PROJECT DESCRIPTION	LONG-TERM GO DEBT	ELECTRIC FUND	WATERWORKS FUND	STATE STREET AID FUND	STATE/FEDERAL/PRIVATE	TOTAL CAPITAL PROJECTS
WEST END ELECTRICAL EXPANSION (ROANE SUBSTATION)		1,800,000			1,500,000	3,300,000
SYSTEM EXPANSION TO PRIVATE PARCELS		150,000	200,000			350,000
STREET LIGHT IMPROVEMENT PROGRAM		100,000				100,000
SCADA (SUPERVISORY CONTROL AND DATA ACQUISITION)		200,000				200,000
FACILITIES EXPANSION FOR NEW LOADS AND SERVICES		300,000				300,000
ELECTRIC DISTRIBUTION SYSTEM IMPROVEMENTS		600,000				600,000
DISTRIBUTION SUBSTATION IMPROVEMENTS/TRANSFORMERS		1,700,000				1,700,000
WATER DISTRIBUTION SYSTEM REHABILITATION			850,000			850,000
WATER BOOSTER STATION UPGRADE			200,000			200,000
CLINCH RIVER INDUSTRIAL PLANT (CRIP) MAINTENANCE			57,000			57,000
WASTEWATER LIFT STATION REPLACEMENT/UPGRADE			400,000			400,000
WEST WASTEWATER TREATMENT PLANT IMPROVEMENTS			125,000			125,000
SEWER LINE REHABILITATION PROGRAM			1,850,000			1,850,000
TRAFFIC SIGNAL, PUBLIC & PRIVATE LT MAINT./IMPROVEMENTS		125,000				125,000
TRANSMISSION SYSTEM IMPROVEMENTS		100,000				100,000
ROUTINE EXPANSION, MAINTENANCE AND MINOR ADDITIONS		950,000				950,000
METER WORK - SEAL CHANGEOUT AND INSPECTION		40,000				40,000
REPLACE PRESCHOOL / ADMINISTRATION BUILDING	4,190,200					4,190,200
SYSTEMWIDE TELEPHONE SYSTEM	500,000					500,000
ORHS DEMOLITION OF BOILERS #2 AND #3	95,000					95,000
ORHS & RMS COOLING TOWER	130,000					130,000
ORHS "A" BLDG STRUCTURAL SETTLEMENT	500,000					500,000
BLANKENSHIP FIELD FENCING	10,000					10,000
BEN MARTIN TRACK FENCING	6,000					6,000
ORHS AUDITORIUM LIGHTING AND SOUND	90,000					90,000
AUDITORIUM CURTAINS FOR ORHS, JMS, RMS	10,114					10,114
ORHS AUDITORIUM SEATING	280,000					280,000
WINDOW REPLACEMENT AT ORHS AND RMS	700,000					700,000
SYSTEMWIDE ADMINISTRATIVE TECHNOLOGY	250,000					250,000
ADA IMPROVEMENTS	183,695					183,695
ROOF REPLACEMENT WILLOWBROOK AND WOODLAND	356,000					356,000
<b>TOTAL CAPITAL IMPROVEMENT PROGRAMS</b>	<b>\$ 10,909,944</b>	<b>\$ 6,890,000</b>	<b>\$ 11,562,000</b>	<b>\$ 570,000</b>	<b>\$ 10,780,240</b>	<b>\$ 40,712,184</b>

**SCHEDULE XXII  
CAPITAL IMPROVEMENTS PROGRAM  
FISCAL YEAR 2002**

**I. COMMERCIAL/RESIDENTIAL DEVELOPMENT**

**1. Southwest Quadrant (Tuskegee Drive Extension and Improvement)**

This primarily state/federally funded project concerns the upgrading Tuskegee Drive to a five lane roadway with 88.5 feet of right-of-way from Tempura Drive westerly approximately 4,500 feet, constructing initially as a two lane roadway, installing an eight-inch sanitary sewer main and a twelve-inch water main from Hampton Road westerly to serve new development.

Due to the shortage of residential land in Oak Ridge available for moderately priced housing, interest in development of residential land in the Southwest Quadrant will increase in the upcoming years. The proposed improvements along Tuskegee drive and the sewer and water extensions to the Southwest Quadrant will provide an opportunity for the City to facilitate development of privately-held lands beyond the Hickory Ridge subdivision for approximately 150-200 houses. Long-range roadway improvements will provide an alternate means of east/west traffic movements, which will improve the level-of-service along portions of the Oak Ridge Turnpike. In addition, the extension of water line is part of a long-range plant to provide a second main to service the far west end of Oak Ridge. An Advance Planning Report (APR) for the entire route of Tuskegee Drive to Oak Ridge Turnpike has been approved for federal funds. An Environmental Assessment for Phase I has been completed. The Tennessee Department of Transportation awarded construction contracts for Phase I in the spring of 2000 and is scheduled for completion by summer 2001. The fiscal 2002 budgeted contains the City's portion of the funding to complete Phase I.

Phase II will include extending the improvements along Tuskegee Drive to Oak Ridge Turnpike or possibly west toward Country Club Estates and State Route 95, depending on growth and traffic volume. A sidewalk/greenway is proposed for construction along the north side of the street. Phase II is development and traffic driven and contingent upon available federal funds.

**Funding Source and Purpose**

Long-Term Debt	<u>\$316,885</u>
Roadway Improvements	<u>\$316,885</u>

**Operational Impact:** Upon completion of this project, utility crews will have additional lines and facilities to maintain. It does not appear that additional personnel will be required to perform this work. Street crews will be minimally impacted with additional street striping and sign maintenance activities. The streets will require resurfacing in approximately 15 years.

I. COMMERCIAL/RESIDENTIAL DEVELOPMENT (Continued)

2. **West End Development & Expansion**

City staff has been developing an approach to service the utility needs of the undeveloped west end of the City. In June of 1999, eight "Partners for Progress" consisting of the City of Oak Ridge, Roane County, Anderson County, Department of Energy (DOE), Tennessee Valley Authority (TVA), State of Tennessee, Boeing-Oak Ridge, and The Community Reuse Organization of East Tennessee (CROET), entered into a Memorandum of Understanding (MOU). The MOU is a pledge for the partners to work together to find sources of funding for the installation of infrastructure, projected to cost \$15.2 million, to five large parcels of vacant land in the Oak Ridge portion of Roane County. With the installation of infrastructure, it is anticipated that the land will be much more attractive to industries with the entire region benefiting from the investment. These utility expansions will be development driven. Potential sites include the Horizon Center (formerly ED-1), ED-3, Heritage Center (formerly K-25), Boeing site and TVA's old breeder site. CROET is currently developing an industrial park, the Horizon Center, on 1,000 acres of leased federal land. Boeing recently sold their land to a private residential/commercial developer.

One of the key elements in the west end development is the provision of reliable electric power. Budgeted in fiscal 2002, is the construction of substation 900 to be located on Blair Road immediately adjacent to the TVA Roane Substation. The engineering and design for the substation is nearly complete and the land acquisition process is currently underway. \$1.5 million of the estimated total \$4 million cost to construct the substation will be funded by an EDA grant.

Other west-end development projects will be development driven and some cost sharing arrangements with the properties being served should be possible. The Partners for Progress will review phasing and cost sharing.

Funding Source

Electric Fund	\$1,800,000
EDA Grant	1,500,000
Waterworks Fund	<u>3,900,000</u>
TOTAL	\$ 7,200,000

Electric Substation & Expansion	\$ 3,300,000
Water Expansion	1,900,000
Sewer Expansion	<u>2,000,000</u>
TOTAL	\$ 7,200,000

Operational Impact: The expansion of services into the Roane County portion of Oak Ridge will result in additional lines and facilities to maintain. Additional personnel are not anticipated at this time.

**TOTAL COMMERCIAL/RESIDENTIAL DEVELOPMENT** **\$ 7,516,885**

## II. MUNICIPAL FACILITIES

### 1. **Renovations/Additions to Municipal Facilities**

This project provides for improvements to existing City-owned facilities. Some of the improvements include: Replacement of the ceiling tiles in the Civic Center Recreation Building and the Library; repair/replace HVAC units at Fire Stations 1 & 2; replace 7 HVAC gas-pack units at the Municipal Building that are 17 years old.

#### Funding Source and Purpose

Long-Term Debt		<u>\$315,000</u>
Fire Stations 1 & 2 HVAC	\$100,000	
Civic Center Ceiling Tile Replacement	75,000	
Library Ceiling Tile Replacement	55,000	
Municipal Building HVAC Replacement	<u>85,000</u>	
TOTAL	\$315,000	

Operational Impact: Maintenance projects will have minimal Impact on operations. HVAC improvements will decrease the amount of maintenance required.

### 2. **Carst Remediation**

The city is in the process of applying for Hazard Mitigation Grant funds from the Federal and Tennessee Emergency Management Agencies for remediation due to land shifts (sinkholes). In fiscal 2001, the City remediated the Mona Lane area of Oak Ridge with similar grant funding from these agencies. The remediation process includes the City purchasing and demolishing structures and returning the land to its natural state. The land cannot be reused without a public hearing. Uses are limited to open areas and staff anticipates areas remediated would be rezoned "greenbelt". Future mitigation efforts are contingent on grant funding. A local grant match would likely be required.

#### Funding Source

Federal and State Grants	<u>\$1,850,000</u>
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Operational Impact: To Maintain the greenbelt would be minimal unless further or more widespread ground degradation occurs.

**TOTAL MUNICIPAL FACILITIES** **\$ 2,165,000**

### III. RECREATION AND PARKS

#### 1. **Greenway Implementation**

A Greenway is a system of walking trails connecting the City's greenbelts. The advantage is to bring parkland nearer to all Oak Ridge citizens. The City-wide system recommended by the Greenway Task Force has been endorsed by City Council and has now moved into the implementation stage. The Melton Lake Greenway, which is being constructed in three phases, is the construction of a 4-mile 8-foot wide asphalt walking/biking trail along Melton Lake Drive. Phases I and II are complete and Phase III is scheduled for completion in the summer of 2001. Construction of the Emory Valley Greenway is budgeted in fiscal 2002, which is a 2-mile trail along Emory Valley Road from Melton Lake Drive to the second Briarcliff intersection. These greenways are being funded through a combination of City and grant money from the Tennessee Department of Transportation (TDOT).

#### Funding Source

Long-Term Debt	\$ 133,040
Tennessee Department of Transportation Grants	<u>376,240</u>
TOTAL	\$ 509,280

Operational Impact: Maintenance cost is estimated at \$220 per mile per year.

#### 2. **Construction and Improvement of Various Park and Recreation Facilities**

Existing long-term debt proceeds will be utilized for various recreational facility improvements. Maintenance projects include upgrading the chlorine system and replacing the existing flat roof with a pitched roof at the outdoor pool, lighting replacement at the indoor pool and tennis court refinishing. This is the initiation of a four-year cycle of repainting the tennis courts. The City is continuing to conduct ADA complaint upgrades and enhancements to City owned playgrounds.

\$1.9 million is budgeted to construct a new Senior Center. The architectural and engineering design of the Center was commission in fiscal 2001. Construction of the facility will require the issuance of long-term debt. Currently, the Senior Center is located in a leased facility. \$925,000 is budgeted in the Grants Fund to renovate the Scarboro Center and to construct an addition to the facility that includes a gymnasium. Funding for this project will be provided from CDBG funds. \$131,000 comes from prior CDBG grant awards with the remainder funded from an approximately \$794,000 long-term debt issuance by the City. HUD has committed to funding the debt service payments on this debt by allocating \$75,000 annually for the next 15 years of CDBG awards. The City is grandfathered to receive future CDBG annual awards. The City plans to use \$50,000 in existing bond proceeds to replace play equipment and renovate the tennis court at Scarboro Park in fiscal 2002.

The soccer community is providing funding and manpower (Army Reserve training) for construction of soccer fields at Haw Ridge Park. In 2002, the City will be providing lighting and later on restrooms, concession stand, parking and fencing for these fields.

### III. RECREATION AND PARKS (Continued)

#### 2. Construction and Improvement of Various Park and Recreation Facilities (Continued)

The City has budgeted \$100,000 for the preparation of a Master Plan for recreation facilities. This would include long-range development of Haw Ridge, the Marina, the athletic fields and tennis courts along with the park areas. Numerous development proposals have been discussed over the past five years, and this plan will give staff a clear idea about funding, staffing and maintenance requirements.

##### Funding Source and Purpose

Long-Term Debt	\$2,243,010
Electric Fund	40,000
CDBG	925,000
Private Partnership	<u>325,000</u>
TOTAL	\$3,533,010

ADA Compliant Playgrounds (Renovation)	\$ 38,010
Master Plan for Recreation Facilities	100,000
Overhead Lighting at Indoor Pool	40,000
Scarboro Center Renovation & Expansion	925,000
Scarboro Park Playground Equipment and Renovate Tennis Courts	50,000
Refinish Tennis Courts	40,000
Roof Replacement and Chlorination Upgrades at Outdoor Pool	75,000
Senior Center Construction	1,900,000
Soccer Complex at Haw Ridge Park Utilities	40,000
Field Construction	<u>325,000</u>
TOTAL	\$3,533,010

Operational Impact: Once constructed, there will be electric, water and wastewater operational charges for lighting and restrooms at the new soccer complex. The Senior Center relocated to a leased facility in fiscal 2000 due to structural problems at the City-owned site. Increased operational costs will depend on the size of the new facility, etc. and may not exceed the \$56,400 in rent incurred at the current site.

**TOTAL RECREATION AND PARKS**

**\$4,042,290**

#### IV. TRANSPORTATION

##### 1. Traffic Signal and Street Lighting Improvements

This project provides for the identification and construction of new traffic/street lighting systems as well as the upgrading of existing systems and improvement of signalization and lighting within the City. These are ongoing projects and \$40,000 is budgeted annually for routine traffic signalization improvements and \$100,000 for street lighting improvements. Fiscal 2002 additional improvements include painting or replacing poles in poor condition and correcting specified problem areas. Traffic improvements include selective construction of left-turn lanes and acceleration and deceleration lanes at major intersections and commercial access points. The intersections at Rutgers Avenue, Melton Lake Drive and California Avenue along with Rutgers Avenue at Northwestern Avenue are under consideration. Individual problems are addressed on an ongoing basis and major projects are being developed.

###### Funding Source

Electric Fund	\$ 140,000
General Obligation Bonds	<u>145,000</u>
TOTAL	\$ 285,000

Traffic Signal Upgrades and Improvements	\$ 40,000
Construction of Turn Lanes	145,000
Street lighting Upgrades and Improvements	<u>100,000</u>
TOTAL	\$285,000

Operational Impact: The Electric Fund pays for and installs the capital equipment and performs ongoing maintenance to the traffic/street lighting systems. The General Fund annually pays the Electric Fund a 13% investment charge on the net book value of the traffic signal and street lighting assets for the installation and maintenance of the equipment. As the asset value increases due to replacement, upgrades or expansion of areas lighted, the investment charge will also increase. Electrical charges funded by the General Fund to operate the systems would increase for expansion beyond current service levels.

##### 2. Street Resurfacing including City-Owned Parking Lots

This project allows the City to annually resurface or rejuvenate 9 to 16 miles of the City's approximately 200 miles of streets. Both corrective and preventative maintenance of streets is included. This program is being expanded to include resurfacing and striping of City-owned parking lots that are in poor condition.

###### Funding Source

State/Federal STP Grant	\$ 420,000
State Street Aid Fund (General Fund Transfer)	<u>540,000</u>
TOTAL	\$ 960,000

Street Resurfacing	\$ 940,000
City-owned Parking Lot Resurfacing	<u>20,000</u>
TOTAL	\$ 960,000

**IV. TRANSPORTATION (Continued)**

**2. Street Resurfacing including City-Owned Parking Lots (Continued)**

Operational Impact: The City began its enhanced pavement maintenance program in fiscal 1995 at a cost of between \$500,000 to \$600,000 annually. Initial funding for the program was to be provided through the issuance of long-term debt augmented by an annually increasing transfer from the General Fund. General Fund transfers should provide full annual funding for this program by fiscal 2002 at a cost of approximately 10 cents on the property tax rate. By resurfacing or rejuvenating streets on a need basis, this project reduces the overall cost and amount of maintenance required for City streets. This project is performed under contract with minimal impact on operations.

**3. Sidewalk Improvements**

This project focuses on the rehabilitation of existing sidewalks throughout the City. Approximately 100 miles of concrete and asphalt sidewalk are located throughout Oak Ridge. Many of the existing sidewalks are 20 to 30 years old and this program will serve to keep them in acceptable condition to assure pedestrian safety. The new sidewalks will continue the completion of a pedestrian network in downtown Oak Ridge. The City has been awarded a \$480,000 grant from the Tennessee Department of Transportation (TEA-21 Grant) to construct and improve sidewalks in the City's Central Business District and to link the recently constructed greenways listed under III-1 of this schedule. The City must match funds for 20% of the grant for a total of \$600,000.

Funding Source

Long-Term Debt	\$ 100,000
State Street Aid Fund	30,000
Tennessee Department of Transportation Grant	<u>480,000</u>
TOTAL	\$610,000

Operational Impact: Sidewalk renovation does not initially impact operating expenses. Direct operating costs are generally insignificant and can be handled with existing municipal forces.

**4. Rutgers Avenue at Manhattan Avenue**

This project is for the realigning of Manhattan Avenue to connect to Rutgers Avenue opposite Perimeter Road. A side street access will be provided to the TNBank property. The improvements will be compatible with the widening of Rutgers Avenue and the new traffic signal constructed at the Rutgers Avenue and Perimeter Road intersection under the Wal-Mart expansion. Tennessee Department of Transportation will design and construct the improvements with City allocated Federal TEA21 Surface Transportation Program funding in fall 2001.

Funding Source

Federal	\$ 204,000
Long Term Debt	51,000
Electric Fund	55,000
Waterworks Fund	<u>25,000</u>
TOTAL	\$ 335,000

**IV. TRANSPORTATION (Continued)**

**4. Rutgers Avenue at Manhattan Avenue (Continued)**

Engineering/Design	\$ 40,000
Roadway Construction	215,000
Sanitary Sewer Relocation	25,000
Electric Relocation	<u>55,000</u>
TOTAL	\$335,000

Operational Impact: The addition of an intersection with traffic signals will increase electric maintenance costs but no additional personnel will be required.

**5. South Illinois Avenue (State Route 62) Improvement**

The Tennessee Department of Transportation has completed Phase I of the reconstruction of South Illinois Avenue from South Tulane Avenue to Union Valley Road. Phase II will extend the improvements from Union Valley Road to the Solway Bridge, approximately 1.8 miles. A four-lane divided highway is planned from the Boeing interchange to Solway Bridge. An interchange is proposed at State Route 62 and Bethel Valley Road. Design engineering and right-of-way acquisition is near completion for Phase II construction, which is anticipated to take approximately two years.

**Funding Source**

State of Tennessee (for road construction)	\$4,200,000
Electric Fund	<u>550,000</u>
TOTAL	\$4,750,000

Roadway Construction	\$4,200,000
Street Lighting Improvements	450,000
Electric Relocation	<u>100,000</u>
TOTAL	\$4,750,000

Operational Impact: Since this is a state route, there will be no significant impact on City operating expenses.

**6. Edgemoor Road (State Route 170) at Melton Lake Drive**

This project is for construction of intersection improvements at Edgemoor Road, State Route 170, and Melton Lake Drive. The Tennessee Department of Transportation is currently reviewing options for this intersection that should include a right-turn acceleration lane from Melton Lake Drive onto Edgemoor Road. Based on costs estimated for implementations, environmental concerns and considerations for maintenance of traffic during construction, the State's preferred alternate is the creation of a four-way intersection by having the left-turn movement onto Melton Lake Drive merge right to re-enter the intersection. This alternate has not been approved by TDOT but it is the design preferred by the Planning Commission. TDOT reviewed three options for Federal Safety funding and this is the only one that qualifies.

**IV. TRANSPORTATION (Continued)**

**6. Edgemoor Road (State Route 170) at Melton Lake Drive (Continued)**

Funding Source

State/Federal Funding (Tennessee Department of Transportation)	\$ 500,000
Electric Fund – Pole Relocation	<u>40,000</u>
TOTAL	\$ 540,000

Construction	\$ 500,000
Pole Relocation	<u>40,000</u>
TOTAL	\$ 540,000

Operational Impact: Project is 100% state/federal funded with no impact on City operating expenses.

**7. State Route 95/58 Road Improvements**

The scope of this project includes widening State Route 95/58 in Roane County from I-40 Gallaher Road interchange to State Route 62 (South Illinois Avenue). Phase I proposed improvements include widening the existing two-lane roadway to a five-lane section from I-40 to the Clinch River and a four-lane divided roadway from SR 95/58 interchange to Westover Drive. Two additional phases of the program are proposed for future fiscal years.

Funding Source

Electric Fund	\$ 100,000
Waterworks Fund	<u>1,750,000</u>
TOTAL	\$1,850,000

Electric Relocation	\$ 100,000
Water Line Relocation	1,500,000
Sewer Line Relocation	<u>250,000</u>
TOTAL	\$1,850,000

Operational Impact: Minimal impact on City operational expenses. Total funding for all phases of the project, estimated at \$33.7 million, will be provided from state/federal sources.

**TOTAL TRANSPORTATION**

**\$ 9,330,000**

V. UTILITIES

1. **Electrical Distribution System Improvements (Maintenance)**

This project provides for the upgrade of existing system components, including conductors, underground service vaults, and the addition of specific protection devices. Limited pro-active underground cable replacement will be done. Obvious deficiencies are being addressed and equipment updated. Projects under current consideration include capacitor controls, Circuit 38 build out and backbone strengthening to allow ties. Priorities will be determined and spending adjusted according.

Funding Source

Electric Fund	<u>\$600,000</u>
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Operational Impact: This project includes on-going maintenance upgrades to the electric distribution system, which will reduce overall maintenance expenses.

2. **Electrical Routine Expansion, Maintenance, Replacement and Minor Capital Additions**

This provides for the cost of routine capital that is completed by the Electric Department. These projects are an ongoing effort by the Electric Department to insure good quality electric power. Most of the routine work done by the Electric Department is considered capital. This item has been included to capture the cost of these activities. Significant changes in this item are likely over the next few years as costs are properly allocated and balanced from year to year.

Funding Source

Electric Fund	<u>\$950,000</u>
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Overhead Distribution	\$ 250,000
Underground Transformers	250,000
Transformers	300,000
Miscellaneous	<u>150,000</u>
TOTAL	\$ 950,000

Operational Impact: This is an ongoing project for replacement of aging equipment and will reduce overall maintenance expenses.

3. **SCADA – Supervisory Control and Data Acquisition**

The main functions of a SCADA system are data acquisition, status and control.

The SCADA system in the Electric Department will be used to monitor the performance of three primary substations, and five distribution substations. SCADA has the ability to remotely control a specific device and to confirm that it performs as directed. It also collects data on the various quantities and status of equipment in the system. This will allow the City to better monitor, understand and control its electrical system, and in turn, provide better electrical service due to improved power quality, improved system reliability and reduced outage time.

V. UTILITIES (Continued)

3. **SCADA – Supervisory Control and Data Acquisition (Continued)**

The SCADA system in Waterworks will monitor water levels in tanks and reservoirs, and make pump operational status available. It will also provide the ability to turn pumps on or off from a central location. The SCADA system will allow for closer monitoring of the water system demands, reducing the chances of a tank or reservoir becoming empty due to an unsuspected pumping malfunction and improving the response time to such events. This will coincide with the main Wastewater Treatment Plant upgrade and the City's takeover of operation at the Water Treatment Plant.

Funding Source

Electric Fund	\$ 200,000
Waterworks Fund	<u>630,000</u>
TOTAL	\$ 830,000

Program Cost - Electric	\$ 200,000
Engineering	30,000
SCADA purchase and installation	<u>600,000</u>
TOTAL	\$ 830,000

Operational Impact: There will be ongoing costs for replacement of remote units. The usage of a centralized mapping system and time reporting will create an overall more effective and efficient system.

4. **Distribution Substation Improvements/Transformers**

This project provides for the engineering services for the addition of capacity to Substations 400 and 500. Expansion of these Substations is required to meet the needs of the system for growth and reliability. All were listed in the Black and Vetch Report. Load growth and the ability to switch loads will determine which station will be done first. At this time, the Department is designing an expansion of the substations using a more cost-effective approach to upgrading the capacity of existing equipment. Purchase of transformers is in the early stages of specification.

Funding Source

Electric Fund	<u>\$1,700,000</u>
Expand Substation 400	\$ 800,000
Replace 69 kV Breaker at Substation 500	40,000
Upgrade Regulators and Substation 500	60,000
Equipment Replacement	<u>800,000</u>
TOTAL	\$1,700,000

Operational Impact: No impact on operations.

V. UTILITIES (Continued)

5. **Facilities Expansion for New Load**

This project provides for major expansions of the electrical system to provide service to new residential, commercial or industrial sites or for major upgrades to existing sites. This includes line extensions, construction within subdivisions and other such activities. The costs can range considerably between projects. For instance, residential underground subdivisions cost about \$1,200 per acre for electric infrastructure, 90% of which is borne by the ratepayers. Commercial installations are heavily supported by the customer/developer.

Funding Source

Electric Fund	<u>\$300,000</u>
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Operational Impact: Expanded service areas will require additional maintenance by City electrical crews. Outside contractors are utilized for distribution expansion and other operational projects to supplement electric crews on an as needed basis.

6. **Transmission System Improvements (Maintenance)**

This program will fund construction and reconductoring of 69kV lines. It has been combined with pole replacement for a more comprehensive project. Funding shown represents the combination of these programs. Specific improvements based on the Black and Vetch study are needed to the transmission system, including replacing specific insulators, connectors and switches. The funding in fiscal 2002 will be used to replace insulators and make minor improvements throughout the system.

Funding Source

Electric Fund	<u>\$100,000</u>
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Operational Impact: This project represents an effort to allow more room for growth and to be ready for emergency needs through the use of a one fault contingency philosophy.

7. **System Expansion to Private Parcels**

This program provides funding for infrastructure extensions (electric, water and wastewater) to private parcels in new residential and commercial areas. Extensions are being made based on development of the City and the addition of load.

Funding Source

Electric Fund	\$ 150,000
Waterworks Fund	<u>200,000</u>
TOTAL	\$ 350,000

System Expansion Electric	\$ 150,000
System Expansion Water and Wastewater	<u>200,000</u>
TOTAL	\$ 350,000

V. **UTILITIES (Continued)**

7. **System Expansion to Private Parcels (Continued)**

Operational Impact: To facilitate system expansion, two staff persons are assigned full time to electric system design work. Outside contractors are utilized for distribution expansion and other operational projects to supplement electric crews on an as needed basis. Water and wastewater system expansions are performed primarily by outside contractors. System expansion will require additional maintenance.

8. **Traffic Signal, Public and Private Light Maintenance and Improvements**

This item covers routine capital maintenance, installation and replacement of existing traffic signals, street and private lighting.

Funding Source

Electric Fund		<u>\$ 125,000</u>
Traffic Signal Capital	\$ 70,000	
Public and Private Lighting	<u>55,000</u>	
TOTAL	\$ 125,000	

9. **Meter Work – Seal Change-out and Inspection**

This program provides funds to change the seals and update existing old electric meters throughout the system. Every residential meter in the system will be pulled, checked for safety and the seal replaced.

Funding Source

Electric Fund	<u>\$ 40,000</u>
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10. **Water Booster Station Upgrades**

This program provides for the continuation of upgrades to the main water booster stations including the pipes, valves, electrical system and the installation of new generators to replace the old gas driven motors. A water booster station evaluation was completed in 1995. The study recommended a general upgrade of all major components of the water booster stations. A systematic upgrade of the stations began in 1997 and will continue as stated. The general upgrade of all water booster stations is complete expect Wisconsin and it should be completed by the end of fiscal 2002. Additional maintenance capital will be used to replace or upgrade items such as pumps, motors or pipes.

Funding Source

Waterworks Fund	<u>\$200,000</u>
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Operational Impact: Continuation of upgrades to the City's main water booster pump stations including buildings, pumps, motors, and the hydraulic capability of the pumping stations. This will reduce maintenance costs and improve the operation of the pumping stations.

V. UTILITIES (Continued)

11. **Water Distribution System Rehabilitation**

This program provides funding for capital maintenance activities within the water distribution system. Activities include inspection and repainting of the five elevated water tanks, replacement of large diameter water valves and piping, replacement of obsolete fire hydrants, and replacement and downsizing of water meters. Inspection and repainting of the elevated tanks was begun in FY 2000 and is to be completed in FY 2003.

Funding Source

Waterworks Fund		<u>\$ 850,000</u>
Water System Rehabilitation	\$ 690,000	
Water Tank Painting & Inspection	10,000	
Fire Hydrant Replacement	90,000	
Water Meter Replacement (21200)	<u>60,000</u>	
TOTAL	\$ 850,000	

Operational Impact: This project will concentrate on replacement of aged system components focusing initially on large diameter valves (14" through 30") and valve vaults and finally on water main replacement. This will decrease the number of water breaks and lower maintenance costs. Older fire hydrants are being replaced instead of being repaired because the parts are no longer being manufactured.

12. **Water Treatment Plant Improvements**

On May 1, 2000, the City acquired ownership of a 50+-year-old water treatment plant from the Department of Energy (DOE). This program provides for ongoing capital improvements to the plant to ensure the plant's physical and mechanical structure allows it to continuously provide to the customer drinking water that meets or exceeds guidelines established by State and Federal regulations. This funding allows for timely replacement of various plant equipment including electronic monitoring and control components, electric motors, pumps, main electrical service and other plant components. An engineering study of the plant identified a \$4,000,000 improvement program that will take place over the next few years.

Funding Source

Waterworks Fund		<u>\$ 1,575,000</u>
Steel Tank Inspection and Repainting	\$ 250,000	
Turbidimeter and Particle Counter	75,000	
Feasibility Study	<u>1,250,000</u>	
TOTAL	\$1,575,000	

Operational Impact: The Lamar Dunn engineering study indicated that the plant's physical condition, which is still operational at the present time, will require various improvements in order to replace outdated equipment with new, modern and more reliable equipment which will allow for cost efficient operation of the facility.

V. UTILITIES (Continued)

**13. Wastewater Lift Station Replacement /Upgrade Program**

This program funds the systematic replacement of several deteriorated sewer lift stations and the upgrading of some other lift stations. Replacement of seven lift stations is complete (Oak Hills, West Outer Drive, Warehouse Road, Fairbanks Road, Peach Orchard, Marina and Eastburn Lane). Upgrades planned for fiscal 2002 are East Plant and Emory Valley while Radisson Cove is scheduled for replacement.

Funding Source

Waterworks Fund \$ 400,000

Operational Impact: Systematic replacement of wastewater lift stations will reduce maintenance expenses. Funding will be provided from a 20-year loan from the Tennessee State Revolving Loan Program.

**14. Sewer Line Rehabilitation**

This program provides funding to rehabilitate deteriorated lines on an ongoing basis.

Funding Source

Waterworks Fund \$1,850,000

Operational Impact: This program is part of an annual repair and replacement program to upgrade the City's sewer collection system and correct Infiltration and Inflow problems. Funding will be provided from a 20-year loan from the Tennessee State Revolving Loan Program.

**15. West Wastewater Treatment Plant Expansion and Improvements**

This program provides for the ongoing capital maintenance at the west end Wastewater Treatment Facility. This is part of the City's wastewater collection and treatment systems. It is expected that the Wastewater Plant Liquid and Solids Phase will be in operation in 2001.

Funding Source

Waterworks Fund \$ 125,000

Operational Impact: Additional maintenance will be required on the new equipment. Funding will be provided from a \$20 million 20-year loan from the Tennessee State Revolving Loan Program.

**VI. UTILITIES (Continued)**

**16. Clinch River Industrial Park Package Plant (CRIP)**

The Clinch River Industrial Park Package Plant is approximately 30 years old with essentially all its original equipment. The coating (paint) system needs renovation and grating over the plant must be replaced. An equalization basin is to be constructed to allow the plant to be loaded at a more even pace; thus, enhancing the plant performance. The plant's grinding device is totally inoperable and will be replaced. The Master Plan projects a pumping station to replace this plant in the future. The structural portion of the future pumping station can be constructed at this time to be used as an equalization basin and later as the pumping station. Other work planned is to replace components whose useful life has been exceeded.

Funding Source

Waterworks Fund	<u>\$ 57,000</u>
Engineering	\$ 7,000
CRIP Upgrade	<u>50,000</u>
TOTAL	\$ 57,000

**17. Storm Water Management Activities and EPA NPDES Storm Water Program**

This program provides design funds for engineering assistance and construction services to develop specific strategies for short and long-term storm water management within the City. Fiscal 2001 is the first year of a two-year project to fund compliance with new EPA storm water regulations currently under development. Included is funding to create a comprehensive storm water infrastructure inventory and mapping system. \$105,000 in annual capital funding will be required to upgrade and maintain storm water infrastructure. The funding for the EPA NPDES Storm Water programs is to begin compliance with the new EPA Storm Water regulations. Upon completion of a management plan, additional funding will be allocated in future years. A management plan must be developed by March 2003 with full implementation by 2008.

Funding Source and Purpose

Long-Term Debt – Storm Water Management	\$ 105,000
Long-Term Debt – EPA NPDES Program	<u>200,000</u>
TOTAL	\$ 305,000
Storm Water Management	\$ 105,000
EPA Storm Water Maintenance	<u>200,000</u>
TOTAL	\$ 305,000

Operational Impact: Minimal impact on operations at this time.

<b>TOTAL UTILITIES</b>	<b><u>\$ 10,357,000</u></b>
<b>TOTAL CITY OF OAK RIDGE</b>	<b><u>\$ 33,411,175</u></b>

## VI. SCHOOLS

### 1. **ADA Compliance for all Oak Ridge Schools**

This project provides for the purchase of required hardware, fixtures, equipment, materials, and installation services necessary to make "reasonable accommodations" to all eight (8) buildings so that they are accessible and usable by disabled persons in order to comply with the 1990 Americans With Disabilities Act (ADA). This would essentially replace all hardware on doors, insure that all buildings, hallways, entranceways, and other passage ways are accessible, and restrooms and other support areas are altered or retrofitted for accessibility.

#### Funding Source

Long-Term Debt	<u>\$ 183,695</u>
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Operational Impact: No operational impact on school staff. A facilities survey has been completed and proposed ADA work has been reviewed and prioritized by administration.

### 2. **Roof Replacement**

These Schools have numerous roof replacements budgeted over the next four fiscal years. A review of the maintenance work orders indicate a very high incidence of reported leaks causing property damage, inconvenience, safety hazards and drains on maintenance manpower. The replacement is planned for Willowbrook Elementary and Woodland Elementary in fiscal 2002.

#### Funding Source

Long-Term Debt	<u>\$ 356,000</u>
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Operational Impact: Minimal operational impact on School Staff. New polyurethane foam roofs will eliminate the leaks and all associated costs, thereby reducing the large maintenance costs for regular repair of leaks.

### 3. **Replace Preschool/Administration Building**

The School Administration Building is housed in the old Pine Valley School constructed during the WWII era. The facility requires ongoing maintenance and has exceeded its useful life. Funding for fiscal 2002 provides for the start of construction and the associated costs to construct the new 60,000 square foot facility. The issuance of long-term debt will be required to construct the facility.

#### Funding Source

Long-Term Debt	<u>\$4,190,200</u>
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Operational Impact: Overall maintenance costs should be reduced. \$500,000 in annual debt service costs will be incurred on borrowed funds to construct the facility.

**VI. SCHOOLS (Continued)**

**4. Site Development and Building Improvements To Various Schools (Maintenance Project)**

This project provides for improvements to existing School facilities.

Funding Source and Purpose

Long-Term Debt		<u>\$ 1,821,114</u>
Auditorium Seating at ORHS	\$ 280,000	
"A" Building Structural Settlement	500,000	
Ben Martin Track Fencing	6,000	
Blankenship Field Fencing	10,114	
ORHS, JMS, RMS Auditorium Curtain Replacement	10,114	
ORHS Demolition of Boilers #2 and #3	95,000	
ORHS & RMS Cooling Tower	130,000	
ORHS & RMS Window Replacements	700,000	
ORHS Auditorium Lighting and Sound	<u>90,000</u>	
TOTAL	\$1,821,114	

Operational Impact: Minimal operational impact on School Staff.

**5. Systemwide Administrative Technology**

This project would provide hardware and software upgrades for Student Reporting, Financial Functions and Human Resources. These tools would improve efficiency by eliminating manual duplication and processing systems that are not compatible with one another. Other components of this cost include training, installation and data conversion.

Funding Source

Long-Term Debt	<u>250,000</u>
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Operational Impact: Would improve efficiency and productivity of School Staff.

**6. Systemwide Telephone System**

The current telephone system is outdated, requires continuous repair, and lacks basic features for administrative efficiency.

Funding Source

Long-Term Debt	<u>500,000</u>
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Operational Impact: Would improve efficiency and productivity of School Staff.

**TOTAL SCHOOLS** **7,301,009**

**GRAND TOTAL - CAPITAL IMPROVEMENTS** **40,712,184**

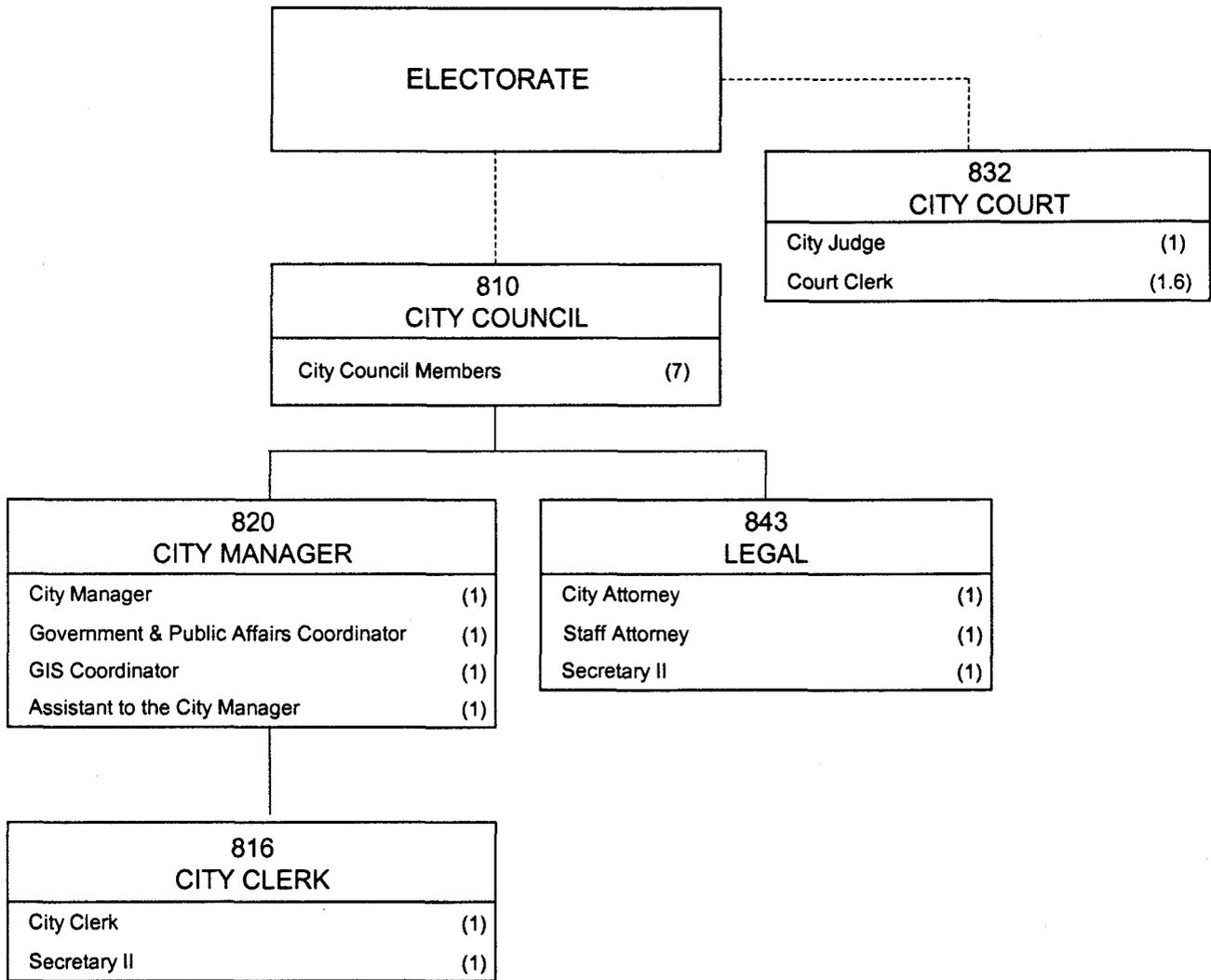


oak  
ridge



General  
Government

# GENERAL GOVERNMENT



## GENERAL GOVERNMENT

The General Government function includes the following activities: City Council, City Clerk, City Manager's Office, City Court and Legal.

Incorporated in 1960, the City of Oak Ridge operates under a charter providing for a modified City Manager-Council form of government, which combines the political leadership of elected officials in the form of a City Council with the managerial experience and expertise of a City Manager. City Council consists of seven members elected at large, with the Mayor and Mayor ProTem elected by fellow council members for two-year terms. City Council members set policy and enact legislation, review and adopt the City budget, and appoint the City Manager and City Attorney.

The City Clerk is responsible for recording legislative actions of City Council, assisting the City Manager in implementing ordinances and resolutions approved by City Council, and performing related functions.

The City Manager is responsible for the supervision of all City departments and serves as Council's chief advisor, providing Council with any information and recommendations they may request. He is also responsible for implementing Council approved policies. In the fiscal 2002 budget, the position of Geographic Information System (GIS) Coordinator was fully funded. The newly created position was to be hired in mid-fiscal year 2001. The purchase of GIS equipment will be financed through the Equipment Replacement Rental Fund. A GIS system will create a centralized City mapping system and eliminate the current duplicate mapping efforts by various City departments.

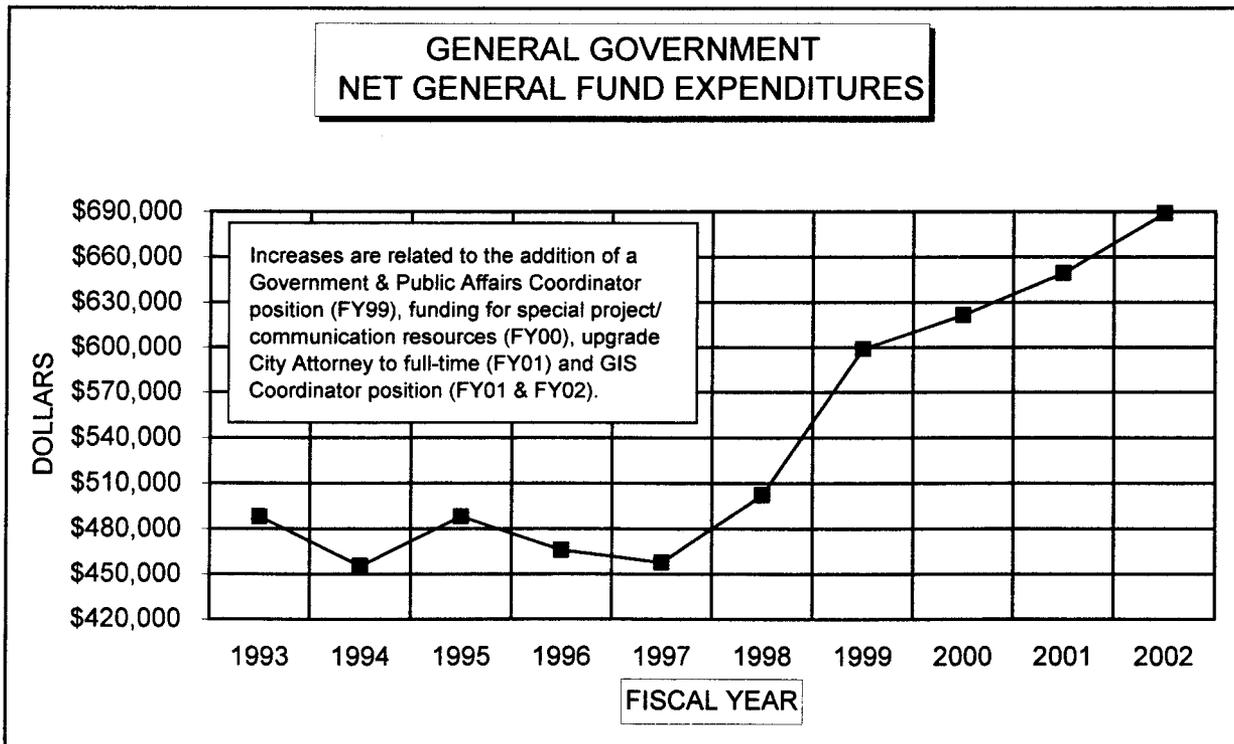
The City Court has jurisdiction within the City over cases involving violations of City ordinance. The Court is presided over by a City Judge elected for a four-year term. During fiscal 2000, the Court collected \$242,632 in revenues.

The Legal Department is responsible for providing legal assistance and guidance to the City Council and City Manager and keeping all department directors fully advised on any legal matters. The Department also represents the City in civil litigations and serves as the staff representative to the City's Beer Board. The City Attorney is appointed by City Council. The City Attorney position was increased from part-time to full-time during fiscal 2001. The legal staff also contains a staff attorney and a secretary position.

GENERAL GOVERNMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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GENERAL FUND

810 City Council	78,305	106,162	106,162	98,887	(7,275)	-6.9
816 City Clerk	98,043	95,029	95,026	105,942	10,913	11.5
820 City Manager	244,492	223,147	220,735	228,959	5,812	2.6
832 City Court	94,606	94,498	88,616	97,877	3,379	3.6
843 Legal	106,191	165,019	138,874	157,248	(7,771)	-4.7
<b>Total General Government</b>	<b>621,637</b>	<b>683,855</b>	<b>649,413</b>	<b>688,913</b>	<b>5,058</b>	<b>0.7</b>



## CITY OF OAK RIDGE

<b>FUND</b> General	<b>DEPARTMENT</b> General Government	<b>ACTIVITY</b> City Council	<b>NUMBER</b> 810
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### ACTIVITY DESCRIPTION

The City of Oak Ridge is governed by a seven-member City Council, which is the legislative and policy-making body of the City. Council members are elected at large for four-year, staggered terms in elections held in June of every odd-numbered year. Following the election, the council elects one of its members to serve as Mayor for a term of two years and also chooses a member to serve as Mayor Pro-Tem in the temporary absence or disability of the Mayor.

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

City Council conducts its business in public sessions held in the Courtroom of the Municipal Building typically on the first and third Mondays of each month.

### PROGRAM COMMENTS

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

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

### SIGNIFICANT EXPENDITURE CHANGES

Budgeted expenditures for Contractual Services increased \$5,665, or 6.0 percent over prior year levels. Professional and Contractual Services increased by \$3,805 to \$23,805 to conduct the annual independent financial audit. The budget for Vehicle Equipment Use Charges increased \$1,860 for rental on the vehicle utilized by City Council members. A new vehicle was purchased in May 2000 replacing a fully depreciated vehicle on which rent was no longer being charged.

\$3,000 is budgeted for Grants in fiscal 2002 for Sister-City activities with Naka-machi, Japan, and Obninsk, Russia. Funding for grants declined \$16,000 from the prior year. \$5,000 in funding for KORRnet was the only existing funding that was eliminated. The remaining funding was for grant contingencies.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
810 City Council

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	9,500	9,600	9,600	9,600	0	.0
5141. Social Security	727	734	734	734	0	.0
<b>Total Personal Services</b>	<b>10,227</b>	<b>10,334</b>	<b>10,334</b>	<b>10,334</b>	<b>0</b>	<b>.0</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	288	5,000	5,000	5,000	0	.0
5206. Mailing & Delivery	0	110	110	110	0	.0
5207. Dues, Memberships & Sub.	19,386	19,550	19,550	19,550	0	.0
5210. Prof. & Contractual Ser.	17,616	20,000	20,000	23,805	3,805	19.0
5212. Utility Services	1,999	2,100	2,100	2,100	0	.0
5220. Travel, Schools, & Conf.	22,650	45,500	45,500	45,500	0	.0
5235. Repair & Maintenance	305	920	920	920	0	.0
5236.13 Other Equipment Maint.	345	345	345	345	0	.0
5289. Vehicle/Equip Use Charge	2,090	940	940	2,800	1,860	197.9
<b>Total Contractual Services</b>	<b>64,679</b>	<b>94,465</b>	<b>94,465</b>	<b>100,130</b>	<b>5,665</b>	<b>6.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,429	2,960	2,960	3,050	90	3.0
5320. Books/Education Material	89	400	400	400	0	.0
<b>Total Commodities</b>	<b>2,518</b>	<b>3,360</b>	<b>3,360</b>	<b>3,450</b>	<b>90</b>	<b>2.7</b>
<b>Other Charges</b>						
5410. Insurance	6,365	6,365	6,365	6,365	0	.0
5430. Grants/Subsidies/Contr.	26,500	19,000	19,000	3,000	16,000-	84.2-
5499. Contingency	0	16,000	16,000	16,000	0	.0
<b>Total Other Charges</b>	<b>32,865</b>	<b>41,365</b>	<b>41,365</b>	<b>25,365</b>	<b>16,000-</b>	<b>38.7-</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>110,289</b>	<b>149,524</b>	<b>149,524</b>	<b>139,279</b>	<b>10,245-</b>	<b>6.9-</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	31,984-	43,362-	43,362-	40,392-	2,970	6.8-
<b>TOTAL NET EXPENDITURES</b>	<b>78,305</b>	<b>106,162</b>	<b>106,162</b>	<b>98,887</b>	<b>7,275-</b>	<b>6.9-</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> General Government	<b>ACTIVITY</b> City Clerk	<b>NUMBER</b> 816
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Agenda Production-Number of Sessions	37	35	35	35
Minutes Recorded	25	23	23	23
Ordinances Adopted	29	20	22	24
Resolutions Adopted	229	200	196	208
Proclamations Adopted	34	30	40	35
Administrative Action Referrals	509	475	450	475
Publications/Legal Notices	44	40	30	38
Official Notices Mailed to Individuals	81	90	115	95

**SIGNIFICANT EXPENDITURE CHANGES**

Budgeted expenditures for Professional & Contractual Services increased by \$10,000 to cover the cost of converting the City Code from Municipal Code Corporation as codifier to an MTAS-codified municipal code. This will include not only a complete re-write of the City Code but bringing it in line with current state and federal law.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
816 City Clerk

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	81,943	83,058	83,054	86,691	3,633	4.4
5131. Regular Overtime Pay	838	1,474	1,474	1,330	144-	9.8-
5141. Social Security	6,196	6,390	6,390	6,668	278	4.4
5150. Retirement	4,684	5,748	5,748	5,995	247	4.3
5160. Medical Insurance	8,296	8,001	8,001	8,021	20	.2
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>102,221</b>	<b>104,935</b>	<b>104,931</b>	<b>108,969</b>	<b>4,034</b>	<b>3.8</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	0	200	200	200	0	.0
5207. Dues, Memberships & Sub.	233	204	204	204	0	.0
5210. Prof. & Contractual Ser.	0	2,400	2,400	12,400	10,000	416.7
5211. Advertising & Publicity	30,925	20,000	20,000	20,000	0	.0
5212. Utility Services	1,659	770	770	1,600	830	107.8
5220. Travel, Schools, & Conf.	214	360	360	360	0	.0
5236.13 Other Equipment Maint.	1,971	2,390	2,390	2,845	455	19.0
<b>Total Contractual Services</b>	<b>35,002</b>	<b>26,324</b>	<b>26,324</b>	<b>37,609</b>	<b>11,285</b>	<b>42.9</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	570	1,729	1,729	1,780	51	2.9
5320. Books/Education Material	0	205	205	205	0	.0
<b>Total Commodities</b>	<b>570</b>	<b>1,934</b>	<b>1,934</b>	<b>1,985</b>	<b>51</b>	<b>2.6</b>
<b>Other Charges</b>						
5410. Insurance	50	50	50	50	0	.0
5420. Litigation/Judicial Costs	246	600	600	600	0	.0
<b>Total Other Charges</b>	<b>296</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>138,089</b>	<b>133,843</b>	<b>133,839</b>	<b>149,213</b>	<b>15,370</b>	<b>11.5</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	40,046-	38,814-	38,813-	43,271-	4,457-	11.5
<b>TOTAL NET EXPENDITURES</b>	<b>98,043</b>	<b>95,029</b>	<b>95,026</b>	<b>105,942</b>	<b>10,913</b>	<b>11.5</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	General Government	City Manager's Office	820

**ACTIVITY DESCRIPTION**

The City Charter establishes the City Manager as the chief executive officer of the City. The City Manager is appointed by and serves at the pleasure of City Council. He is responsible for planning, organizing, directing, controlling, and evaluating the operations of the municipal government in order to implement Council policies in an effective, and economic manner.

In carrying out these responsibilities, the Manager interprets and implements Council-determined policy; oversees the enforcement of all laws and ordinances; appoints and removes department heads and employees on the basis of merit; exercises control and supervision over all departments; prepares and recommends annual operating and capital improvement budgets; screens and prepares agenda materials; recommends legislation that appears necessary and desirable; advises Council of the financial conditions and future needs of the City; informs the public through reports to Council regarding the operation of City government; represents the City in its relations with the public, the press, and other governmental and private agencies; and performs such other duties as may be described by the City Charter or required by ordinance or resolution of Council.

It is the goal of this activity to provide coordination and administrative direction to City departments in order to provide continuous improvement in the delivery of municipal services to the residents of Oak Ridge, and to inform and advise Council on City affairs, requirements, and problems, both existing and anticipated.

**PROGRAM COMMENTS**

On an annual basis, the City Manager submits a set of goals and objectives for the fiscal year for City Council approval. These goals and objectives serve as objective measures of performance for this activity.

**SIGNIFICANT EXPENDITURE CHANGES**

The primary increase in Personal Services is funding for the GIS Coordinator position, which increased from one-half year to a complete year with full benefits in fiscal 2002. The position was budgeted to be hired in mid-fiscal 2001, but hiring has been delayed until fiscal 2002 to allow coordination of GIS programs with the state and county levels.

Contractual Services declined \$36,942 primarily for the transfer of \$35,000 in funding for marketing programs to the Economic Diversification Fund were funding for the City's other marketing and incentive endeavors are recorded. Funding for Equipment Use Charges declined \$3,150 to reflect lower maintenance costs on the newer vehicle utilized by the City Manager.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
820 City Manager's Office

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	226,444	215,320	210,639	254,770	39,450	18.3
5131. Regular Overtime Pay	4,928	3,500	3,500	3,160	340-	9.7-
5141. Social Security	12,746	15,870	16,058	18,595	2,725	17.2
5150. Retirement	9,835	14,880	14,561	17,562	2,682	18.0
5160. Medical Insurance	12,545	12,509	12,509	16,498	3,989	31.9
5175. Workers Compensation	396	396	396	396	0	.0
<b>Total Personal Services</b>	<b>266,894</b>	<b>262,475</b>	<b>257,663</b>	<b>310,981</b>	<b>48,506</b>	<b>18.5</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	685	0	0	0	0	.0
5206. Mailing & Delivery	0	50	50	50	0	.0
5207. Dues, Memberships & Sub.	1,291	1,385	1,385	1,385	0	.0
5210. Prof. & Contractual Ser.	179,579	135,000	135,000	100,000	35,000-	25.9-
5211. Advertising & Publicity	300	0	0	0	0	.0
5212. Utility Services	4,919	3,300	3,300	4,600	1,300	39.4
5220. Travel, Schools, & Conf.	10,567	21,500	21,500	21,500	0	.0
5235. Repair & Maintenance	548	210	200	210	0	.0
5236.13 Other Equipment Maint.	782	782	782	690	92-	11.8-
5289. Vehicle/Equip Use Charge	7,583	8,350	8,350	5,200	3,150-	37.7-
<b>Total Contractual Services</b>	<b>206,254</b>	<b>170,577</b>	<b>170,567</b>	<b>133,635</b>	<b>36,942-</b>	<b>21.7-</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,816	2,040	2,040	2,100	60	2.9
5320. Books/Education Material	320	500	500	500	0	.0
<b>Total Commodities</b>	<b>4,136</b>	<b>2,540</b>	<b>2,540</b>	<b>2,600</b>	<b>60</b>	<b>2.4</b>
<b>Other Charges</b>						
5410. Insurance	6,440	6,440	6,440	6,440	0	.0
5430. Grants/Subsidies/Contr.	5,260	4,260	4,260	4,260	0	.0
<b>Total Other Charges</b>	<b>11,700</b>	<b>10,700</b>	<b>10,700</b>	<b>10,700</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>488,984</b>	<b>446,292</b>	<b>441,470</b>	<b>457,916</b>	<b>11,624</b>	<b>2.6</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	244,492-	223,145-	220,735-	228,957-	5,812-	2.6
<b>TOTAL NET EXPENDITURES</b>	<b>244,492</b>	<b>223,147</b>	<b>220,735</b>	<b>228,959</b>	<b>5,812</b>	<b>2.6</b>

<b>CITY OF OAK RIDGE</b>			
<b>FUND</b> General	<b>DEPARTMENT</b> General Government	<b>ACTIVITY</b> City Court	<b>NUMBER</b> 832

**ACTIVITY DESCRIPTION**

The City Court, presided over by a judge elected for a four-year term, has jurisdiction within the City over cases involving violations of City ordinances. The City Judge can assess fines of up to \$500 and can sentence convicted defendants to terms of up to ninety days in the County jail for violations of City ordinances. The City Judge is empowered, in his capacity as a Judicial Magistrate, to sign and issue State criminal arrest warrants and search warrants. This provides an additional judicial service to the Oak Ridge Police Department and the citizens of the City of Oak Ridge as well as facilitating the operations of the General Sessions Court. A major goal of the Oak Ridge City Court is to contribute to an orderly society by providing adjudication in compliance with the Constitutional guarantees of promptness and impartiality.

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

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Number of Court Cases:				
City violations	2,827	3,675	2,935	3,675
Fines and Costs Collected	242,632	342,000	273,400	342,000

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$925 for copier rental (\$360), phone charges (\$300) and small equipment maintenance (\$265).

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
832 City Court

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	53,948	54,035	54,042	55,909	1,874	3.5
5120. Salaries-Temp. Employees	11,402	12,207	7,113	12,742	535	4.4
5131. Regular Overtime Pay	2,885	3,393	3,393	3,065	328-	9.7-
5141. Social Security	4,889	5,187	4,391	5,362	175	3.4
5150. Retirement	3,224	3,905	3,906	4,032	127	3.3
5160. Medical Insurance	7,881	7,838	7,838	7,849	11	.1
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>84,493</b>	<b>86,829</b>	<b>80,947</b>	<b>89,223</b>	<b>2,394</b>	<b>2.8</b>
<b>Contractual Services</b>						
5201. Rents	918	0	0	360	360	.0
5207. Dues, Memberships & Sub.	0	165	165	165	0	.0
5210. Prof. & Contractual Ser.	3,810	1,500	1,500	1,500	0	.0
5212. Utility Services	2,218	1,800	1,800	2,100	300	16.7
5220. Travel, Schools, & Conf.	350	674	674	674	0	.0
5236.13 Other Equipment Maint.	1,415	1,415	1,415	1,680	265	18.7
<b>Total Contractual Services</b>	<b>8,711</b>	<b>5,554</b>	<b>5,554</b>	<b>6,479</b>	<b>925</b>	<b>16.7</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,166	1,965	1,965	2,025	60	3.1
5320. Books/Education Material	186	100	100	100	0	.0
<b>Total Commodities</b>	<b>1,352</b>	<b>2,065</b>	<b>2,065</b>	<b>2,125</b>	<b>60</b>	<b>2.9</b>
<b>Other Charges</b>						
5410. Insurance	50	50	50	50	0	.0
<b>Total Other Charges</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>94,606</b>	<b>94,498</b>	<b>88,616</b>	<b>97,877</b>	<b>3,379</b>	<b>3.6</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>94,606</b>	<b>94,498</b>	<b>88,616</b>	<b>97,877</b>	<b>3,379</b>	<b>3.6</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Legal	Legal	843

**ACTIVITY DESCRIPTION**

The Legal Department provides legal services and guidance to the City. The City Attorney is responsible for representing and defending the City in all litigation in which the City is a party, attending all City Council meetings, advising City Council and advising City boards and commissions. Legal Staff are responsible for providing legal counsel to the City Manager, all departments, city staff and the Oak Ridge Beer Permit Board. Other responsibilities include researching/drafting ordinances and resolutions; preparing, reviewing, and administering contracts, deeds, bonds, leases, and other official documents; prosecuting violations of City ordinances, and tracking legislation, both state and federal, to be up to date on issues affecting local governments.

**PERFORMANCE OBJECTIVES**

1. To prepare an administrative policy on contracts to guide City departments through the contractual process.
2. Collect or recommend other methods of disposition for outstanding City fines and costs.
3. Continue review and revision of the City Code in order to be in compliance with State law, with particular focus on revising Chapter 4, Articles I and II, pertaining to alcoholic beverages (excludes beer).
4. To hold a seminar for City employees on how to draft ordinances and resolutions.

**SIGNIFICANT EXPENDITURE CHANGES**

Staffing levels of the Legal Department were under review during the fiscal 2001 budget process with funding increased in the fiscal 2001 budget to include a new Corporation Counsel position in addition to the existing part-time City Attorney and full-time Staff Attorney positions. During fiscal 2001, City Council opted to increase the part-time City Attorney to full-time rather than hire a Corporation Counsel. Budgeted funding for Personal Services declined \$16,570 due to these staffing revisions.

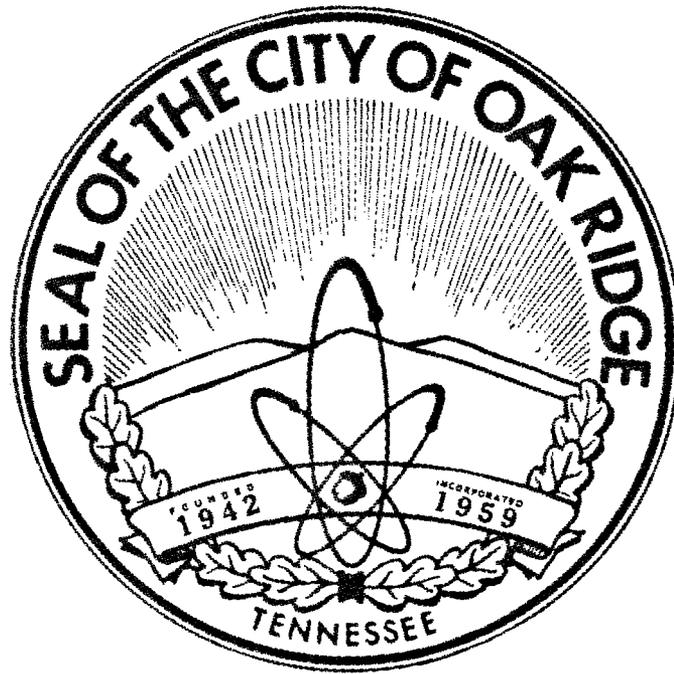
Contractual Services increased \$4,008 to fund travel, phones and memberships for the City Attorney. Previously, the City Attorney position was part-time and the City did not provide office space for this position. Funding for Commodities was increased \$1,618 to reflect actual expenditure patterns for supplies and books utilized by Legal staff.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
843 Legal

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	84,729	162,400	130,353	151,265	11,135-	6.9-
5120. Salaries-Temp. Employees	9,459	0	0	0	0	.0
5131. Regular Overtime Pay	99	0	0	0	0	.0
5141. Social Security	6,972	12,224	9,626	11,376	848-	6.9-
5150. Retirement	4,771	11,043	8,865	10,286	757-	6.9-
5160. Medical Insurance	12,070	15,981	15,981	12,151	3,830-	24.0-
5175. Workers Compensation	528	528	528	528	0	.0
<b>Total Personal Services</b>	<b>118,628</b>	<b>202,176</b>	<b>165,353</b>	<b>185,606</b>	<b>16,570-</b>	<b>8.2-</b>
<b>Contractual Services</b>						
5206. Mailing & Delivery	0	50	50	50	0	.0
5207. Dues, Memberships & Sub.	730	2,000	2,000	2,500	500	25.0
5210. Prof. & Contractual Ser.	12,817	12,230	12,230	12,230	0	.0
5211. Advertising & Publicity	162	50	50	50	0	.0
5212. Utility Services	2,729	1,350	1,350	2,600	1,250	92.6
5220. Travel, Schools, & Conf.	5,019	6,000	6,000	8,300	2,300	38.3
5236.13 Other Equipment Maint.	732	732	732	690	42-	5.7-
<b>Total Contractual Services</b>	<b>22,189</b>	<b>22,412</b>	<b>22,412</b>	<b>26,420</b>	<b>4,008</b>	<b>17.9</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,001	582	582	1,000	418	71.8
5320. Books/Education Material	7,656	6,800	6,800	8,000	1,200	17.6
<b>Total Commodities</b>	<b>8,657</b>	<b>7,382</b>	<b>7,382</b>	<b>9,000</b>	<b>1,618</b>	<b>21.9</b>
<b>Other Charges</b>						
5410. Insurance	90	100	100	100	0	.0
5420. Litigation/Judicial Costs	0	350	350	350	0	.0
<b>Total Other Charges</b>	<b>90</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>149,564</b>	<b>232,420</b>	<b>195,597</b>	<b>221,476</b>	<b>10,944-</b>	<b>4.7-</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	43,373-	67,401-	56,723-	64,228-	3,173	4.7-
<b>TOTAL NET EXPENDITURES</b>	<b>106,191</b>	<b>165,019</b>	<b>138,874</b>	<b>157,248</b>	<b>7,771-</b>	<b>4.7-</b>





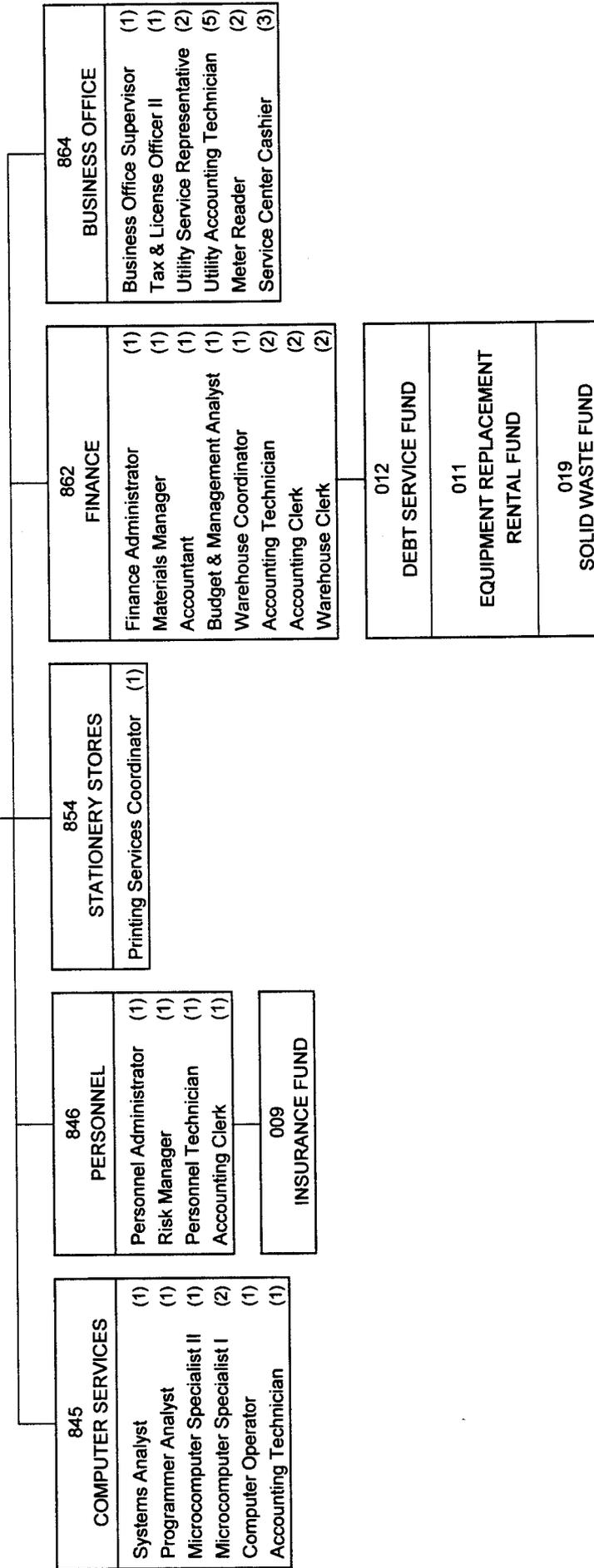
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**Administrative Services**

# ADMINISTRATIVE SERVICES

Assistant City Manager -  
Administrative Services (1)  
(845 Computer Services)



## ADMINISTRATIVE SERVICES

The Administrative Services division consists of 38 employees organized into the following activities: Computer Services, Personnel, Stationary Stores, Finance and Utilities Business Office.

The Computer Services staff, comprised of 6 technical employees, provide computer support to other City departments, including mainframe as well as personal computer support and training for various micro-computer software utilized by the City departments. The City utilizes an IBM AS/400 mainframe computer with workstations located in the Municipal Building, Library and Civic Center, and remote workstations at the Central Services Center and at the three fire stations. Staff is also responsible for maintaining and upgrading approximately 265 personal computers located throughout the City. The Assistant City Manager of Administrative Services and an Accounting Technician are also accounted for in this activity.

The Personnel staff, comprised of 4 employees, is responsible for managing the personnel and training functions, risk management and the Insurance Fund. Personnel also provides staff support to the City's Personnel Advisory Board. In fiscal 2002, the City's work force will be comprised of 416 full-time and part-time employees, which is the equivalent of 356.86 staff years. Personnel staff is also responsible for administering the Insurance Fund. The City's various insurance programs are secured by a combination of commercial insurance and self-funding. A citywide compensation plan review is scheduled for fiscal 2002 with employee job classification reviews to be performed by an independent contractor.

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

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

A primary function of Finance is the development and publishing of the City's audit and comprehensive annual financial report (CAFR) and annual operating budget. The City has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the past 39 years and the Distinguished Budget Presentation Award for the past 16 years. Finance also performs a utility rate study every two years for the City's Electric and Waterworks Funds.

For budget presentation purposes, the Solid Waste and Capital Projects Funds are included in this section. Specific capital projects are assigned to the responsible department. Finance is responsible for issuing debt to fund capital projects, investing proceeds from debt issuances, adherence to bond covenants and accounting for capital assets and expenditures. For fiscal 2002, debt service payments accounted for in the Debt Service Fund are projected to total \$4,967,672 for both City and School improvements. The City's General Obligation Bonds are rated "Aa3" by Moody's Investor's Service and "A+" by Standard and Poor's Corporation. Oak Ridge is one of only a few cities in the State with a double "A" or higher security rating.

The Utilities Business Office, comprised of 14 employees, is responsible for the billing, collection and customer service for the City's utility services and property taxes. The City has approximately 14,685 utility accounts and 12,894 parcels of property. The Business Office is responsible for the recording and depositing of all cash received by the City. Collections for utilities and property taxes totaled over \$50 million in fiscal 2000.

ADMINISTRATIVE SERVICES DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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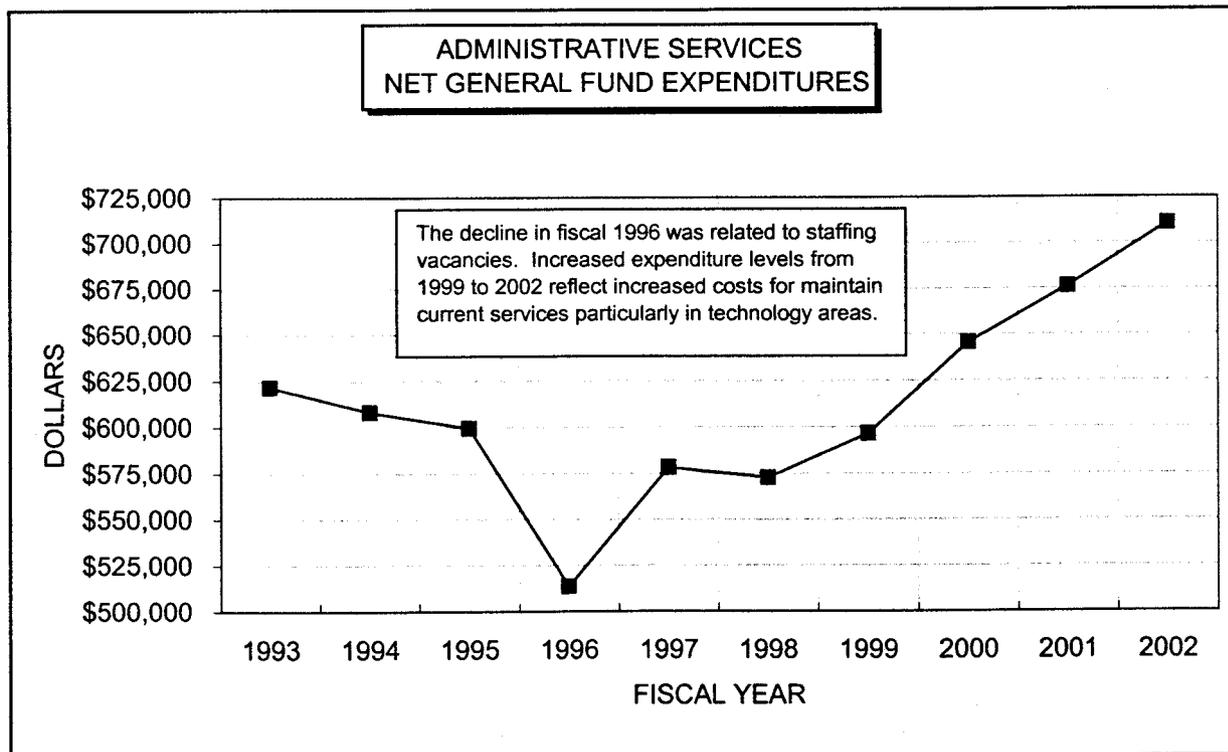
GENERAL FUND

845 Computer Services	156,213	172,727	168,986	184,900	12,173	7.0
846 Personnel	186,463	194,163	194,254	193,594	(569)	-0.3
854 Stationery Stores	71,858	74,691	74,698	80,220	5,529	7.4
862 Finance	183,396	198,511	191,665	202,511	4,000	2.0
864 Business Office	47,502	46,690	46,612	49,459	2,769	5.9
<b>Total General Fund</b>	<b>645,432</b>	<b>686,782</b>	<b>676,215</b>	<b>710,684</b>	<b>23,902</b>	<b>3.5</b>

OTHER FUNDS

009 Insurance Fund	1,738,831	2,122,927	2,012,760	2,279,550	156,623	7.4
012 Debt Service Fund	4,322,082	5,651,656	5,095,252	5,467,672	(183,984)	-3.3
019 Solid Waste Fund	1,569,964	1,666,150	1,662,615	1,737,650	71,500	4.3
029 Capital Projects Fund	2,867,652	7,611,377	3,005,312	13,286,184	5,674,807	74.6
<b>Total Other Funds</b>	<b>10,498,529</b>	<b>17,052,110</b>	<b>11,775,939</b>	<b>22,771,056</b>	<b>5,718,946</b>	<b>33.5</b>

<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>11,143,961</b>	<b>17,738,892</b>	<b>12,452,154</b>	<b>23,481,740</b>	<b>5,742,848</b>	<b>32.4</b>
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**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Computer Services	<b>NUMBER</b> 845
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**ACTIVITY DESCRIPTION**

The Computer Services Department provides support service to various City departments and performs an active role in recommending and securing innovations in automation that promote organizational efficiency. The goals are to (1) analyze functional and management information needs of all municipal activities; (2) recommend cost-effective solutions utilizing automation; and (3) provide services to municipal users that are more than offset by savings in personnel, equipment and materials. Computers and major software purchases are funded by the Equipment Replacement Rental Fund.

**PERFORMANCE OBJECTIVES**

1. Ensure citywide compliance with microcomputer software regulations through maintenance of a software log, software auditing procedures, and employee education.
2. To provide system accessibility at 7:00 a.m. and maintain system availability 98% of normal work hours.
3. To provide technical support on the installation of a Geographic Information System.
4. To complete construction and implementation of the Citywide network.
5. To begin research on an electronic data storage and retrieval system.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY2001	BUDGET FY 2002
Applications maintained	17	17	17	17
Objects maintained	9,000	9,000	9,000	9,000
Programs modified and written	1,200	1,200	1,200	1,200
Computer time user-available (Public Safety)	98%	98%	98%	98%
Computer time user-available (Non Public Safety)	100%	100%	100%	100%
Peripheral devices maintained	135	135	135	135
Personal computers maintained	200	265	265	265
Available Wide Area Network User	97%	97%	97%	97%

**SIGNIFICANT EXPENDITURE CHANGES**

The \$7,400 increase in funding for Contractual Services is primarily related to maintaining and operating computer and computer communication equipment in an ever-changing technological environment. Equipment Use Charges of \$3,740 are for maintenance and future replacement of a van purchased for use by computer services employees.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
845 Computer Services

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	307,813	345,583	335,635	371,352	25,769	7.5
5131. Regular Overtime Pay	14,133	6,756	6,756	6,105	651-	9.6-
5141. Social Security	23,765	26,416	25,702	28,399	1,983	7.5
5150. Retirement	18,212	23,959	23,283	25,711	1,752	7.3
5160. Medical Insurance	24,277	32,079	32,079	32,223	144	.4
5175. Workers Compensation	792	792	792	792	0	.0
<b>Total Personal Services</b>	<b>388,992</b>	<b>435,585</b>	<b>424,247</b>	<b>464,582</b>	<b>28,997</b>	<b>6.7</b>
<b>Contractual Services</b>						
5201. Rents	1,017	700	700	1,060	360	51.4
5207. Dues, Memberships & Sub.	494	1,175	1,175	1,175	0	.0
5210. Prof. & Contractual Ser.	10,915	21,235	21,235	21,235	0	.0
5212. Utility Services	17,137	14,400	14,400	17,300	2,900	20.1
5220. Travel, Schools, & Conf.	15	7,908	7,908	7,908	0	.0
5235. Repair & Maintenance	1,522	3,500	3,500	3,500	0	.0
5236.13 Other Equipment Maint.	29,305	18,374	18,374	21,810	3,436	18.7
5289. Vehicle/Equip Use Charge	580	3,036	3,036	3,740	704	23.2
<b>Total Contractual Services</b>	<b>60,985</b>	<b>70,328</b>	<b>70,328</b>	<b>77,728</b>	<b>7,400</b>	<b>10.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	21,757	16,428	16,428	16,920	492	3.0
5320. Books/Education Material	1,161	600	600	600	0	.0
<b>Total Commodities</b>	<b>22,918</b>	<b>17,028</b>	<b>17,028</b>	<b>17,520</b>	<b>492</b>	<b>2.9</b>
<b>Other Charges</b>						
5410. Insurance	476	476	476	476	0	.0
<b>Total Other Charges</b>	<b>476</b>	<b>476</b>	<b>476</b>	<b>476</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>473,371</b>	<b>523,417</b>	<b>512,079</b>	<b>560,306</b>	<b>36,889</b>	<b>7.0</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	317,158-	350,690-	343,093-	375,406-	24,716-	7.0
<b>TOTAL NET EXPENDITURES</b>	<b>156,213</b>	<b>172,727</b>	<b>168,986</b>	<b>184,900</b>	<b>12,173</b>	<b>7.0</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Personnel	<b>NUMBER</b> 846
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

1. Process all solicited applications (in response to recruitment notices) and forward to hiring manager within three days after application deadline.
2. Achieve an applicant mix for open positions that maximizes the opportunity for meeting the City's Work Force Diversity Plan objectives.
3. Ensure the selection process used to fill each opening is valid and nondiscriminatory toward any applicant.
4. Maximize positive employee attitudes toward all components of the work experience.
5. Conduct quarterly safety inspections of all City facilities and work areas.
6. Conduct monthly safety meetings to assist departments in meeting their training needs.
7. Maintain a combination of insurance and City funds to satisfy foreseeable losses.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Applications received and processed	757	850	750	850
Minority applicants	9.07%	10.0%	10.0%	10.0%
Injuries requiring medical attention	50	50	50	50
Legitimate non-automotive liability claims	57	25	35	35
Automobile accidents preventable by employee	10	15	15	10

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services declined a net \$6,352. Funding of \$15,000 for Hazmat Medical Evaluations for Fire Department employees was transferred to Fire Department Activities. Funding for advertising increased \$7,500 reflecting higher staff turnover and ad costs. Commodities decreased reflecting the transfer of \$6,150 in funding for safety shoes for employees to the various City departments utilizing this benefit.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
846 Personnel

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	166,612	170,061	170,064	179,971	9,910	5.8
5131. Regular Overtime Pay	964	2,524	2,524	2,280	244-	9.7-
5141. Social Security	12,212	12,685	12,826	13,598	913	7.2
5150. Retirement	9,485	11,735	11,736	12,409	674	5.7
5160. Medical Insurance	15,992	16,024	16,024	16,079	55	.3
5175. Workers Compensation	528	528	528	528	0	.0
<b>Total Personal Services</b>	<b>205,793</b>	<b>213,557</b>	<b>213,702</b>	<b>224,865</b>	<b>11,308</b>	<b>5.3</b>
<b>Contractual Services</b>						
5201. Rents	41	0	0	390	390	.0
5206. Mailing & Delivery	0	225	225	225	0	.0
5207. Dues, Memberships & Sub.	1,456	2,692	2,692	2,692	0	.0
5210. Prof. & Contractual Ser.	52,372	50,200	50,200	35,200	15,000-	29.9-
5211. Advertising & Publicity	14,147	7,500	7,500	15,000	7,500	100.0
5212. Utility Services	3,725	2,700	2,700	3,500	800	29.6
5220. Travel, Schools, & Conf.	2,806	8,900	8,900	8,900	0	.0
5236.13 Other Equipment Maint.	2,126	2,467	2,467	2,425	42-	1.7-
<b>Total Contractual Services</b>	<b>76,673</b>	<b>74,684</b>	<b>74,684</b>	<b>68,332</b>	<b>6,352-</b>	<b>8.5-</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	4,326	9,600	9,600	9,890	290	3.0
5320. Books/Education Material	2,588	2,979	2,979	2,979	0	.0
5325. Uniforms/Safety Equip.	5,968	6,750	6,750	600	6,150-	91.1-
<b>Total Commodities</b>	<b>12,882</b>	<b>19,329</b>	<b>19,329</b>	<b>13,469</b>	<b>5,860-</b>	<b>30.3-</b>
<b>Other Charges</b>						
5410. Insurance	625	625	625	625	0	.0
<b>Total Other Charges</b>	<b>625</b>	<b>625</b>	<b>625</b>	<b>625</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>295,973</b>	<b>308,195</b>	<b>308,340</b>	<b>307,291</b>	<b>904-</b>	<b>.3-</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	109,510-	114,032-	114,086-	113,697-	335	.3-
<b>TOTAL NET EXPENDITURES</b>	<b>186,463</b>	<b>194,163</b>	<b>194,254</b>	<b>193,594</b>	<b>569-</b>	<b>.3-</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Stationery Stores	<b>NUMBER</b> 854
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Proposed Annual Budgets Printed	100	100	100	100
Adopted Annual Budgets Printed	125	110	110	110
Annual Financial Reports Printed	175	175	175	175
Capital Improvements Program Printed	125	125	125	125
Requests completed on schedule	100%	100%	100%	100%

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$1,235 for phone charges (\$370) for a centralized fax machine utilized by Municipal Building employees and printing equipment maintenance and replacement charges (\$865).

Budgeted expenditures for supplies increased \$6,850 or 29.6 percent based on actual usage patterns. This activity maintains centralized supplies for Municipal Building employees and performs printing functions for all City departments. The increase in supply expenditures is primarily related to paper costs.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
854 Stationery Stores

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	± CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	34,922	35,353	35,363	40,286	4,933	14.0
5131. Regular Overtime Pay	5,405	6,192	6,192	5,595	597-	9.6-
5141. Social Security	3,057	3,178	3,179	3,555	377	11.9
5150. Retirement	2,282	2,825	2,826	3,160	335	11.9
5160. Medical Insurance	3,913	3,965	3,965	3,993	28	.7
5175. Workers Compensation	132	132	132	132	0	.0
<b>Total Personal Services</b>	<b>49,711</b>	<b>51,645</b>	<b>51,657</b>	<b>56,721</b>	<b>5,076</b>	<b>9.8</b>
<b>Contractual Services</b>						
5201. Rents	14,986	16,550	16,550	16,550	0	.0
5205. Printing & Dup. Charges	432	0	0	0	0	.0
5206. Mailing & Delivery	72,459	83,500	83,500	83,500	0	.0
5212. Utility Services	804	390	390	760	370	94.9
5236.13 Other Equipment Maint.	2,580	2,580	2,580	3,445	865	33.5
<b>Total Contractual Services</b>	<b>91,261</b>	<b>103,020</b>	<b>103,020</b>	<b>104,255</b>	<b>1,235</b>	<b>1.2</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	30,092	23,150	23,150	30,000	6,850	29.6
<b>Total Commodities</b>	<b>30,092</b>	<b>23,150</b>	<b>23,150</b>	<b>30,000</b>	<b>6,850</b>	<b>29.6</b>
<b>Other Charges</b>						
5410. Insurance	25	25	25	25	0	.0
<b>Total Other Charges</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>171,089</b>	<b>177,840</b>	<b>177,852</b>	<b>191,001</b>	<b>13,161</b>	<b>7.4</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	99,231-	103,149-	103,154-	110,781-	7,632-	7.4
<b>TOTAL NET EXPENDITURES</b>	<b>71,858</b>	<b>74,691</b>	<b>74,698</b>	<b>80,220</b>	<b>5,529</b>	<b>7.4</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Finance	<b>NUMBER</b> 862
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**ACTIVITY DESCRIPTION**

The Finance activity is responsible for the recording all City financial transactions in accordance with generally accepted accounting principals (GAAP), performing financial analysis, establishing internal controls, preparing the annual budget, CIP and monthly financial statements, coordinating long-term debt issuances, and administering the City's cash management program and investing funds accordingly. The Finance activity also provides centralized control over the procurement, storage and distribution of all materials, supplies and services required for City operations, serves as the centralized accounting service for the Public Works and Electrical Departments and is responsible for paying all City obligations. This activity is responsible for determining the cost of maintaining City streets, the electrical distribution system, water distribution system, sewage collection system and treatment plants, equipment repair shop and the service department.

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
State Highway Contract billing prepared by the 20th of each month	100%	100%	100%	100%
Monthly entries performed by 15th of month	92%	92%	92%	92%
Surplus sales performed per year	1	2	1	1
Purchase Orders issued for user departments	2,492	2,500	2,100	2,500
Purchase Orders for stock purchases	1,424	1,700	1,550	1,700

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased a net \$2,642 for phone charges including a fax machine used for warehouse and centralized purchasing functions (\$2,370) and copier rental (\$750). Maintenance and replacement charges for small equipment declined \$478. Commodities increased \$758 for routine supplies (\$278) and the transfer of funding for safety shoes (\$480) for Warehouse employees from the Personnel activity to Finance.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
862 Finance

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	394,448	411,936	394,488	419,719	7,783	1.9
5131. Regular Overtime Pay	3,947	5,005	5,005	4,520	485-	9.7-
5141. Social Security	29,670	31,506	30,024	32,005	499	1.6
5150. Retirement	22,331	28,352	27,166	28,881	529	1.9
5160. Medical Insurance	44,712	43,754	43,754	43,798	44	.1
5175. Workers Compensation	6,135	6,135	6,135	6,135	0	.0
<b>Total Personal Services</b>	<b>501,243</b>	<b>526,688</b>	<b>506,572</b>	<b>535,058</b>	<b>8,370</b>	<b>1.6</b>
<b>Contractual Services</b>						
5201. Rents	587	0	0	750	750	.0
5205. Printing & Dup. Charges	2,556	2,370	2,370	2,370	0	.0
5206. Mailing & Delivery	0	120	120	120	0	.0
5207. Dues, Memberships & Sub.	540	1,970	1,970	1,970	0	.0
5210. Prof. & Contractual Ser.	10,563	4,430	4,430	4,430	0	.0
5211. Advertising & Publicity	301-	1,700	1,700	1,700	0	.0
5212. Utility Services	7,974	5,200	5,200	7,570	2,370	45.6
5220. Travel, Schools, & Conf.	1,936	4,765	4,765	4,765	0	.0
5235. Repair & Maintenance	708	1,250	1,250	1,250	0	.0
5236.13 Other Equipment Maint.	4,123	18,523	18,523	18,045	478-	2.6-
5289. Vehicle/Equip Use Charge	2,976	5,270	5,270	5,270	0	.0
<b>Total Contractual Services</b>	<b>31,662</b>	<b>45,598</b>	<b>45,598</b>	<b>48,240</b>	<b>2,642</b>	<b>5.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	5,436	9,277	9,277	9,555	278	3.0
5320. Books/Education Material	200	1,300	1,300	1,300	0	.0
5325. Uniforms/Safety Equip.	558	690	675	1,170	480	69.6
<b>Total Commodities</b>	<b>6,194</b>	<b>11,267</b>	<b>11,252</b>	<b>12,025</b>	<b>758</b>	<b>6.7</b>
<b>Other Charges</b>						
5410. Insurance	300	300	300	300	0	.0
<b>Total Other Charges</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>539,399</b>	<b>583,853</b>	<b>563,722</b>	<b>595,623</b>	<b>11,770</b>	<b>2.0</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	356,003-	385,342-	372,057-	393,112-	7,770-	2.0
<b>TOTAL NET EXPENDITURES</b>	<b>183,396</b>	<b>198,511</b>	<b>191,665</b>	<b>202,511</b>	<b>4,000</b>	<b>2.0</b>

## CITY OF OAK RIDGE

<b>FUND</b> General	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Business Office	<b>NUMBER</b> 864
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### ACTIVITY DESCRIPTION

This activity is responsible for reading all electric and water meters monthly and for billing and collecting monthly charges. All service requests for utility connections and meter installations and removals are processed by this office, along with the administration of a TVA residential heat pump program. This activity is also responsible for billing and collecting all real, personal and public utility property taxes and all other business licenses and related taxes. Included in the property tax function is the assessment of all taxable properties located in the Roane County section of Oak Ridge (approximately 1,406 parcels). Anderson County properties (approximately 11,488 parcels) are assessed by the Anderson County Property Assessor's Office. Other taxes billed and collected by this activity include the 5 percent liquor wholesale tax, the 17 percent wholesale beer tax, the hotel/motel room occupancy tax and any other fees, licenses, permits or special assessments authorized by the City.

The activity's goal is to bill and collect all utility and tax bills in a timely manner and to equitably administer all state statutes and City codes and ordinances relative to utility collections, tax assessments, and business licensing.

### PERFORMANCE OBJECTIVES

1. Meet the pre-established utility billing schedule for 100 percent of billings.
2. Improve the collection process in order to reduce loss of revenue from bad debt.
3. Notify appropriate taxpayers of assessment changes by March 30 of each year.
4. Mail notices of taxes due to taxpayers by June 1 of each year.
5. Issue all distress warrants and delinquent notices within 60 days after delinquencies occur.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Utility billings prepared on schedule	100%	100%	100%	100%
Business licenses and permits issued	1,802	1,825	1,736	1,825
Tax liens filed	0	60	0	60

### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$8,191 or 14.8 percent for copier rental (\$1,320), communication charges (\$2,400) and equipment maintenance and replacement charges (\$4,476). Vehicle replacement charges for one vehicle had ceased for a year due to the vehicle being fully depreciated.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
864 Business Office

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	439,096	449,765	443,606	477,169	27,404	6.1
5120. Salaries-Temp. Employees	6,657	0	0	0	0	.0
5131. Regular Overtime Pay	15,002	14,728	20,155	14,455	273-	1.9-
5141. Social Security	34,181	34,669	34,386	36,430	1,761	5.1
5150. Retirement	25,619	31,585	31,536	33,535	1,950	6.2
5160. Medical Insurance	55,135	55,270	55,270	55,424	154	.3
5175. Workers Compensation	11,911	11,911	11,911	11,911	0	.0
<b>Total Personal Services</b>	<b>587,601</b>	<b>597,928</b>	<b>596,864</b>	<b>628,924</b>	<b>30,996</b>	<b>5.2</b>
<b>Contractual Services</b>						
5201. Rents	975	2,491	2,491	3,811	1,320	53.0
5205. Printing & Dup. Charges	3,704	2,150	2,150	2,150	0	.0
5206. Mailing & Delivery	639	250	250	250	0	.0
5207. Dues, Memberships & Sub.	32	765	765	765	0	.0
5210. Prof. & Contractual Ser.	37,224	23,660	23,660	23,660	0	.0
5211. Advertising & Publicity	540	800	800	800	0	.0
5212. Utility Services	5,907	3,200	3,200	5,600	2,400	75.0
5220. Travel, Schools, & Conf.	0	3,102	3,102	3,102	0	.0
5235. Repair & Maintenance	894	475	450	470	5-	1.1-
5236.13 Other Equipment Maint.	3,311	6,973	6,973	7,687	714	10.2
5289. Vehicle/Equip Use Charge	19,366	11,578	11,578	15,340	3,762	32.5
<b>Total Contractual Services</b>	<b>72,592</b>	<b>55,444</b>	<b>55,419</b>	<b>63,635</b>	<b>8,191</b>	<b>14.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	11,530	10,402	10,402	10,715	313	3.0
5320. Books/Education Material	90	300	300	300	0	.0
5325. Uniforms/Safety Equip.	690	1,280	1,250	1,335	55	4.3
<b>Total Commodities</b>	<b>12,310</b>	<b>11,982</b>	<b>11,952</b>	<b>12,350</b>	<b>368</b>	<b>3.1</b>
<b>Other Charges</b>						
5410. Insurance	1,648	1,648	1,648	1,648	0	.0
<b>Total Other Charges</b>	<b>1,648</b>	<b>1,648</b>	<b>1,648</b>	<b>1,648</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540. Machinery & Equipment	4,409	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>4,409</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>678,560</b>	<b>667,002</b>	<b>665,883</b>	<b>706,557</b>	<b>39,555</b>	<b>5.9</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	631,058-	620,312-	619,271-	657,098-	36,786-	5.9
<b>TOTAL NET EXPENDITURES</b>	<b>47,502</b>	<b>46,690</b>	<b>46,612</b>	<b>49,459</b>	<b>2,769</b>	<b>5.9</b>

**CITY OF OAK RIDGE**

<b>FUND</b> Insurance	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Insurance	<b>NUMBER</b> 9
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**ACTIVITY DESCRIPTION**

The Insurance Fund ensures that adequate funds are available to pay for various losses which the City may incur. The Insurance Fund ensures the City's ability to pay for losses through the purchase of insurance, the maintenance of monetary reserves or a combination of both. Revenues to the Insurance Fund are provided through charges to the General, Electric and Waterworks Funds and from employee and retiree contributions toward medical premiums.

At the present time, the City purchases insurance with deductibles for Worker's Compensation, liability and property damage. The City has a \$50,000 per incident deductible on Workers' Compensation coverage and property damage due to a natural disaster. Other deductibles for property, equipment and general liabilities range from \$5,000 to \$10,000 per incident. Monetary reserves are maintained within the Insurance Fund to pay for the City's portion of any losses in these areas. Although the City does not purchase insurance for unemployment compensation and a dental/vision reimbursement program, the Fund maintains reserves to cover anticipated claims. The appropriate level of reserves within the Fund is determined by examining the potential for losses in each area of risk and providing the necessary funds to cover a catastrophic loss in any one-risk area.

**SIGNIFICANT EXPENDITURE CHANGES**

Budgeted expenses for the Insurance Fund totaled \$2,279,550 for fiscal 2002, a \$156,623 or 7.4% increase over fiscal 2001. The City continually reviews its insurance programs and providers in an attempt to mitigate ever increasing insurance costs, particularly employee medical. In 1990, the City began a primarily self-insured program for employee medical claims. Due to the continuing escalation in cost for medical claims, in August 1996 the City revised its employee medical program offering only Point-Of-Service (POS) and HMO plans with established premiums paid by the City. Medical claims had increased 87.8% from 1991 to 1995. In May 1998, the employee medical insurance carrier notified the City that premiums would be increasing by 73% in November 1998. After a review by an employee task force, the City contracted employee medical coverage through the State of Tennessee Local Government Health Insurance Program. The rates for the State program have been set through January 1, 2002. Employees may select from PPO, POS or HMO coverage plans. The City pays the entire employee premium for single coverage and 50% of the family coverage premium. Employee medical costs are budgeted to increase \$101,658 or 6.9% in fiscal 2002.

Insurance liability coverage is projected to increase \$6,000 or 3.5% and property insurance coverage is projected to increase \$32,200 or 64% based on actual premium rates.

INSURANCE FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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**PERSONAL SERVICES**

5161 Employee Medical Insurance	1,232,574	1,474,222	1,374,654	1,575,880	101,658	6.9
5162 Dental/Vision Reimbursement Program	104,168	104,000	104,000	115,000	11,000	10.6
5163 Long Term Disability Premium	51,864	63,815	60,000	65,000	1,185	1.9
5175 Workers' Compensation	184,274	251,870	211,700	252,995	1,125	0.4
<b>Total Personal Services</b>	<b>1,572,880</b>	<b>1,893,907</b>	<b>1,750,354</b>	<b>2,008,875</b>	<b>114,968</b>	<b>6.1</b>

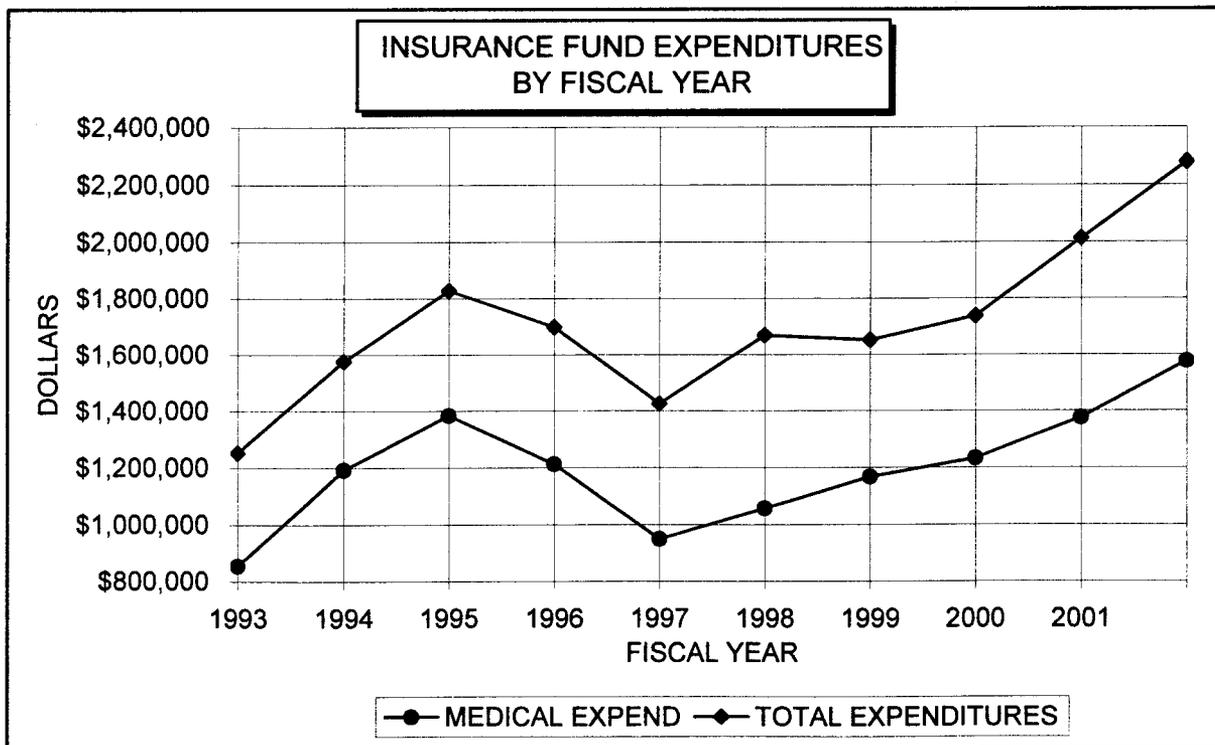
**CONTRACTUAL SERVICES**

5210 Professional & Cont. Services	0	1,500	1,500	1,500	0	0.0
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**OTHER CHARGES**

5411 Insurance - Liability	107,392	169,575	175,000	175,575	6,000	3.5
5412 Insurance - Property	47,405	50,300	75,000	82,500	32,200	64.0
5413 Surety Bonds	1,911	3,050	1,911	2,000	-1,050	-34.4
5415 Other Insurance	4,119	0	4,400	4,500	4,500	100.0
5416 Unemployment Compensation	5,124	4,595	4,595	4,600	5	0.1
<b>Total Other Charges</b>	<b>165,951</b>	<b>227,520</b>	<b>260,906</b>	<b>269,175</b>	<b>41,655</b>	<b>18.3</b>

<b>TOTAL INSURANCE FUND EXPENSES</b>	<b>1,738,831</b>	<b>2,122,927</b>	<b>2,012,760</b>	<b>2,279,550</b>	<b>156,623</b>	<b>7.4</b>
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**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Equipment Replacement Rental	Administrative Services	Equipment Replacement	11

**ACTIVITY DESCRIPTION**

The Equipment Replacement Rental Fund is an internal service fund that owns the City's vehicles and equipment (excluding Electrical Department). These assets have been obtained through the donation of equipment after initial purchase by the operating department. The purpose is to accumulate sufficient reserves through annualized rental or depreciation charges for each unit and the investment earnings of the Fund itself to permit scheduled replacement without an additional subsidy from the operating Fund user. In effect, the Fund serves as a savings account for equipment replacement and prevents the roller coaster budgetary impact of periodic equipment purchases within an operating department's budget. When a vehicle or piece of equipment is purchased, the expected useful life is determined and a rental charge is established to recover the original purchase cost within that lifetime. The accumulated reserves, along with supplemental investment earnings, are used to purchase a replacement unit. As the anticipated replacement date for each item nears, or when operational costs become excessive, a determination is made to remove the unit from service or leave it in operation. A vehicle or piece of equipment that remains in useful condition at the end of its projected life will not be replaced automatically due to the depreciation schedule. For more expensive equipment items, payments to the Equipment Replacement Rental Fund may continue beyond the date of full depreciation as an additional hedge against inflationary increases in replacement costs.

On page IV-31, is a listing of the equipment that is fully depreciated and eligible for replacement in fiscal 2002. The budgeted cost for replacement of this equipment is \$1,580,000.

**EQUIPMENT REPLACEMENT RENTAL FUND  
CAPITAL EXPENDITURES**

The following equipment is fully depreciated and scheduled for replacement in FY 2002.

ACTIVITY	ASSET NO.	DESCRIPTION	BUDGETED COST	
864 Business Office	293	Ford Ranger Pickup, 1991	\$ 20,000	
911 Investigations	109	Dodge Dynasty, 1991	16,000	
	121	Crown Victoria, 1997	16,000	
913 Patrol	124,125	Ford Crown Victoria, 1998	40,000	
	140,141,142,146	Ford Crown Victoria, 1997	80,000	
916 Animal Control	382	Dodge 1 Ton pickup, 1993 with Animal Control Unit	30,000	
935 Engineering	219	Dodge Ram Charger, 1993	27,000	
966 Code Enforcement	277	Ford Bronco, 1989	22,000	
	283	Chevy S-10 Pickup, 1989	18,000	
	285	Ford Bronco, 1990	22,000	
	286	Ford Ranger Pickup, 1990	18,000	
	289	Ford Ranger Pickup, 1990	18,000	
970 Recreation & Parks Supervision	179	Pontiac 6000, 1989	16,000	
	257	Dodge Ram 1/2 Ton Pickup, 1987	18,000	
976 Parks	251	GMC Sierra 3/4 Ton Pickup, 1990	23,000	
	272	GMC Sierra 3/4 Ton Pickup, 1988	23,000	
	297	Ford F250 3/4 Ton Pickup, 1992	23,000	
	N/A	Items Less Than \$5,000 each	20,000	
11951 Equipment Shop	208	Ford F150 Pickup, 1990	18,000	
	269	GMC 3/4 Ton Pickup, 1988	23,000	
	298	Ford F250 Pickup, 1992	23,000	
	310	Chevrolet 1 1/2 Ton, Stake, 1959	30,000	
	New	Tire Balance Equipment	11,000	
	N/A	Items Less Than \$5,000 each	5,000	
21941 Work Pool	271	GMC 3/4 Ton Pickup, 1988	23,000	
	287	Ford Econoline Van, 1990	20,000	
	296	Ford F250 3/4 Ton Pickup, 1992	23,000	
	302	GMC 3 Ton Dump, 1991	45,000	
	304	GMC 3 Ton Dump, 1991	45,000	
	341	Ford Stake w/Hoist, 2 Ton, 1969	40,000	
	356	Ford Tymco Air Sweeper 2 Ton, 1986	100,000	
	371	GMC 2 1/2 Ton Dump, 1990	40,000	
	372	Flat Bed Trailer	10,000	
	373	Ford 2 1/2 Ton Dump, 1991	40,000	
	437	Case Forklift, 1988	35,000	
	676 & 690	(2) Tarco Leaf Loader	40,000	
	024 Golf Course Fund	New	Computerized Irrigation System	15,000
New		Other	30,000	
845 Computer Services		N/A	DeskTop Computers & Printers	75,000
		New	GIS Equipment, Software & Installation	75,000
	New	Imaging System	15,000	
	New	Records Management System	75,000	
	New	Wireless Communication	30,000	
	New	Mobile Data Equipment	150,000	
	New	Sedan	16,000	
854 Stationary Stores	New	Pickup Truck for Mail Deliveries	18,000	
			<u>\$ 1,580,000</u>	

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Debt Service	Administrative Services	Debt Service	12

**ACTIVITY DESCRIPTION**

The Debt Service Fund is used for the accumulation of resources for, and the payment of, principal and interest on general long-term debt. The City's debt limit for general fund obligations is established by the City's Charter at an amount not to exceed ten percent of the City's total appraised property value. The use of general long-term debt is normally restricted to those capital improvements or projects that cannot be financed with current revenues, with the bonds repaid over a period less than or equal to the projects' useful life.

**PROGRAM COMMENTS**

The following is a summary of the City's general obligation debt transactions:

\$7,000,000 in General Obligation Bonds (GOB) and a \$3,000,000 variable rate loan from the Tennessee Municipal League Loan Pool were issued in 1988 to fund the renovation of Willow Brook and Woodland Elementary Schools; the construction of Emory Valley Road and other street improvements; the construction of two soccer fields; the construction of eight tennis courts at Oak Ridge High School; and Municipal Building improvements. The General Obligation Bonds were refunded in 1992 and 1994. The TML loan was retired in FY 2000.

\$5,385,000 in General Obligation Bonds were issued in 1989 to fund the construction of a new Glenwood Elementary School. These bonds were refunded in 1992 and 1994.

\$4,950,000 in General Obligation Bonds were issued in 1991 to fund the renovation of several municipal and sports facilities; the purchase of an 800 MHz trunking communications system; the renovation of the outdoor pool; the construction of a central fire station; and the renovation of two existing fire stations. These bonds were refunded in 1994.

\$10,000,000 in General Obligation Refunding Bonds were issued in 1992 to refund portions of prior GOB obligations (1988 and 1989). Interest rates range from 5.1% to 5.6% and the bonds mature in 2008. These Bonds were refinanced in late fiscal 2001.

\$3,600,000 and \$2,575,000 in General Obligation Refunding Bonds were issued in FY 1994 to refund portions of prior GOB issues (FY 1988, 1989, and 1991). Interest rates range from 4.4% to 5.5% and the bonds mature in 2013.

\$11,150,000 in General Obligation Bonds were issued in 1995 for the renovation of the High School and two City Middle Schools. Interest rates range from 4.5% to 5.6% with the bonds maturing in 2012. The 2004 to 2012 maturities of these Bonds were refunded in late fiscal 2001.

In fiscal 1995, a \$1,247,994 variable rate loan was obtained from the Tennessee Municipal Bond Fund for the purchase of land for a new Roane State Community College campus in Oak Ridge and storm drainage improvements.

### PROGRAM COMMENTS (Continued)

In fiscal 1996, a \$499,752 7-year note at a 5% interest rate was issued by the Tennessee Department of Economic & Community Development for energy efficiency renovations at the Oak Ridge Schools.

\$16,000,000 in General Obligation Bonds were issued in 1996, at interest rates of 5% to 5.375%, to fund construction of a new City Central Services Complex and various other City and School facility improvements and equipment, including construction of 3 baseball/softball fields at Parcel 457, Briarcliff/Laboratory Road extension, purchase of the Library MARC system and improvements at Linden Elementary School including construction of a stage and the addition of an elevator to meet ADA requirements. The bonds mature in 2014. The 2005 to 2014 maturities of these Bonds were refunded in late fiscal 2001.

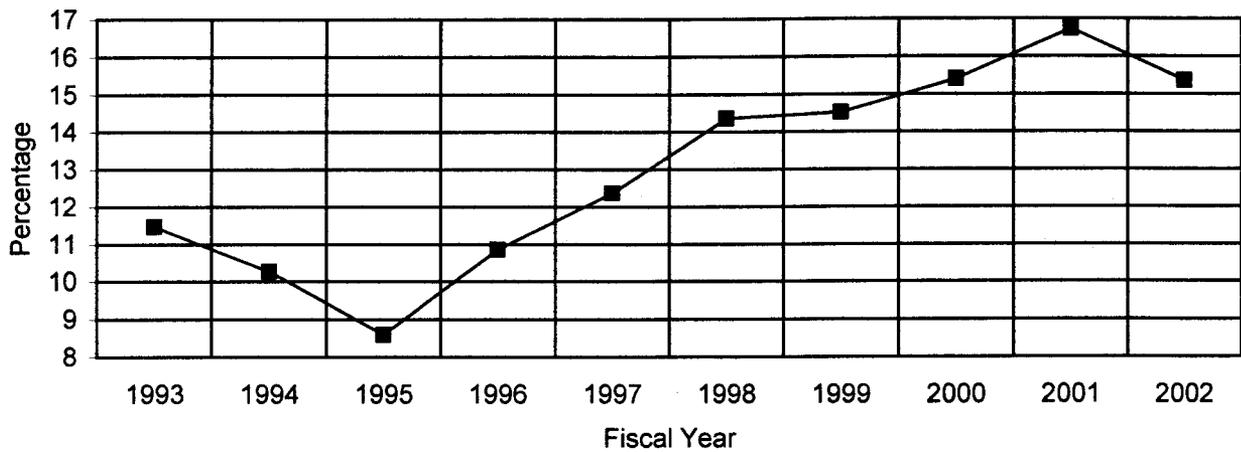
In fiscal 1998, a \$3,213,000 variable rate loan was obtained through Morgan Keegan's TN-LOANS program to fund demolition and remediation of the old Central Services Complex site, street resurfacing including Rutgers Avenue, storm water drainage improvements, School ADA enhancements and Willow Brook Elementary wall repairs, Melton Lake Greenway construction and other municipal building improvements.

\$10,000,000 in General Obligation Bonds were issued in FY 2000, at interest rates of 4.4% to 5.6% and final maturity in 2016. The bond proceeds will be spent equally on City and School capital improvements. School projects include American Disabilities Act (ADA) renovations and replacement of windows at various school buildings, roof and chiller replacement at Linden Elementary School, upgrades to the auditoriums at the High School and two Middle Schools and systemwide technology upgrades. City projects include storm water drainage improvements, which includes the Mitchell Road and Emory Creek projects, City share of the State roadway expansion into the City's southwest quadrant, completion of Phase II and Phase III of the Melton Lake greenway and the Emory Valley Road greenway, expansion of the Animal Shelter to house the City's two K-9 dogs and numerous building and recreation facility improvements. The 2008 to 2016 maturities of these Bonds were refunded in late fiscal 2001.

During late fiscal 2001, the City restructured its fixed rate General Obligation (GO) Debt. The plan was to extend the debt service payments on the restructured GO debt overall by approximately six years and to tier the annual debt service payment level so that new debt issuances could be layered in at specific points. This was accomplished by reducing the level of existing annual debt service payments by approximately \$520,000 in fiscal 2003, by another \$400,000 in fiscal 2013 and by another \$400,000 in fiscal 2019. This restructuring was not completed when the fiscal 2002 budget was prepared. It was estimated that GO debt service payments would decline \$183,984 in fiscal 2002 from fiscal 2001 levels due to this restructuring.

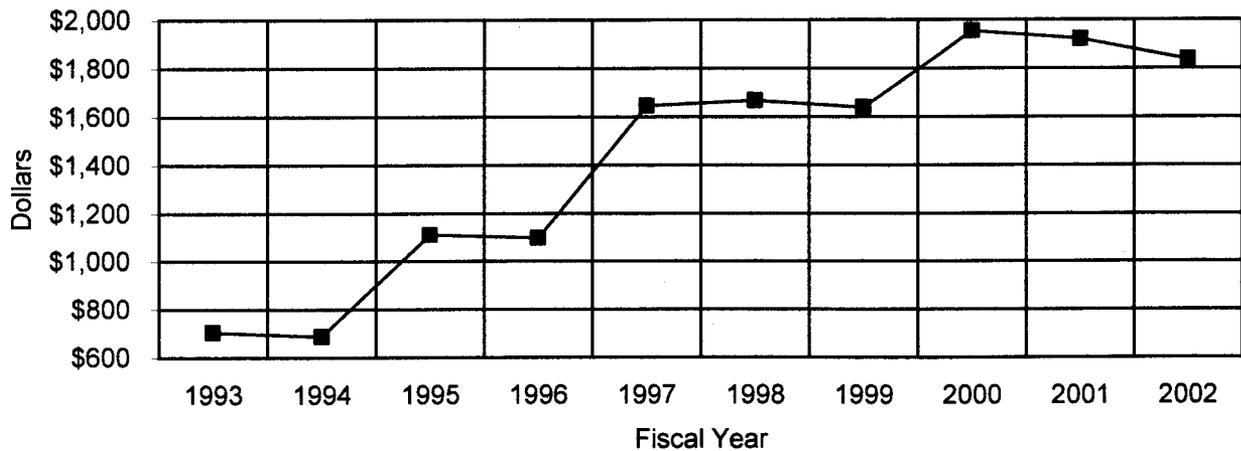
Funding for the construction of a new Senior Center and School Administration Building, which is budgeted in the Capital Projects Fund at \$5,900,000 in fiscal 2002, will require the issuance of long-term debt. If these projects are approved by City Council, it is anticipated that the debt will be issued in late fiscal 2002 with debt service payments beginning in fiscal 2003. There is a \$500,000 contingency budgeted in the Debt Service Fund in fiscal 2002 to allow for the acceleration of debt issuances to fund construction of these or other capital projects without amending the fiscal 2002 appropriation for the Debt Service Fund. New debt cannot be issued with the authorization of City Council.

**General Obligation Debt Service vs.  
General Fund Expenditures and Operating Transfers**

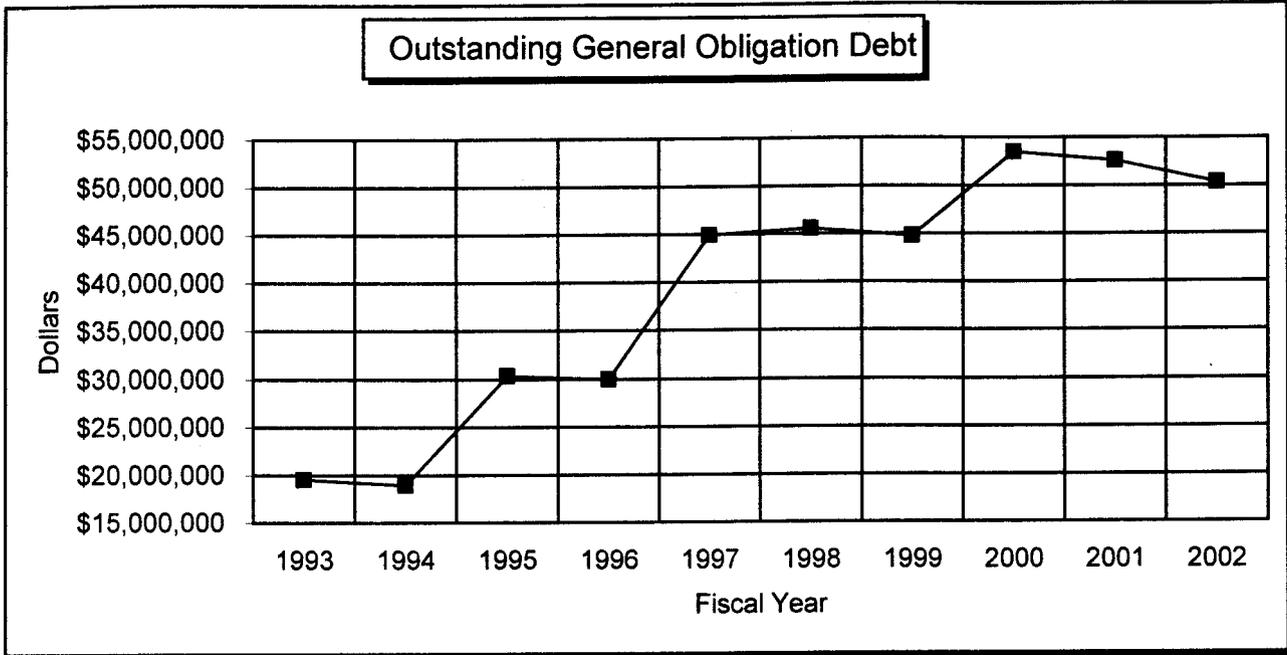


Debt Service to Expenditures shows the ratio of General Obligation principal and interest payments to General Fund expenditures and transfers. Ratings agencies generally consider over 15 percent to be a high carrying charge.

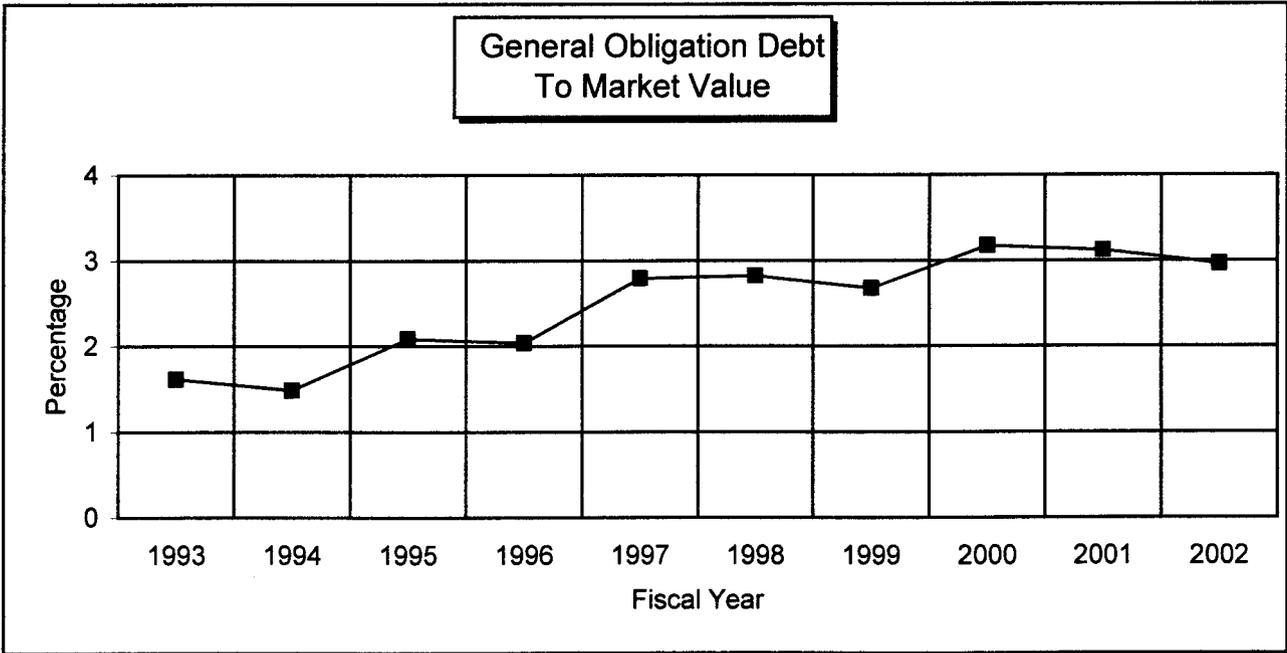
**General Obligation Debt  
Per Capita**



Debt Per Capita follows the same pattern as Outstanding General Debt mentioned above. Rating agencies generally consider \$1,000 to \$2,500 debt per capita to be the moderate range.



Outstanding General Obligation Debt simply depicts the level of indebtedness over the ten-year period. The peaks were the result of debt issuances of \$11,150,000 in FY 95, \$16,000,000 in FY 97, and \$10,000,000 in FY 00.



Debt to Market Value fluctuates between 2 and 4 percent. A low debt burden is considered to be below 3 percent, with a moderate debt burden falling in the 3 to 6 percent range.

DEBT SERVICE FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
12131 HIGH SCHOOL AND MIDDLE SCHOOL RENOVATIONS, SERIES 1995						
5210 Professional & Cont. Services	250	250	250	250	0	0.0
5439.1 Principal Retirement	185,000	325,000	325,000	345,000	20,000	6.2
5439.2 Interest Charges	576,428	564,280	564,280	26,703	(537,577)	-95.3
Total	761,678	889,530	889,530	371,953	(517,577)	-58.2
12132 SCHOOL ENERGY LOAN						
5439.1 Principal Retirement	71,054	74,607	74,607	78,337	3,730	5.0
5439.2 Interest Charges	15,313	11,760	11,760	8,030	(3,730)	-31.7
Total	86,367	86,367	86,367	86,367	0	0.0
12141 PUBLIC IMPROVEMENTS, SERIES 1996 - CITY						
5210 Professional & Cont. Services	500	500	500	500	0	0.0
5439.1 Principal Retirement	534,958	559,274	559,274	588,454	29,180	5.2
5439.2 Interest Charges	808,204	781,456	781,456	92,645	(688,811)	-88.1
Total	1,343,662	1,341,230	1,341,230	681,599	(659,631)	-49.2
12142 PUBLIC IMPROVEMENTS, SERIES 1996 - SCHOOL						
5439.1 Principal Retirement	15,042	15,726	15,726	16,546	820	5.2
5439.2 Interest Charges	22,726	21,974	21,974	2,605	(19,369)	-88.1
Total	37,768	37,700	37,700	19,151	(18,549)	-49.2
12150 TML 1988 VARIABLE RATE LOAN - CITY						
5439.1 Principal Retirement	84,499	0	0	0	0	0.0
5439.2 Interest Charges	9,390	0	0	0	0	0.0
Total	93,889	0	0	0	0	0.0
12151 TMBF 1994 VARIABLE RATE LOAN - CITY						
5439.1 Principal Retirement	20,811	22,262	22,262	23,813	1,551	7.0
5439.2 Interest Charges	52,528	68,270	52,528	52,420	(15,850)	-23.2
Total	73,339	90,532	74,790	76,233	(14,299)	-15.8
12152 TN-LOAN 1997 VARIABLE RATE LOAN - CITY						
5439.1 Principal Retirement	0	0	0	0	0	0.0
5439.2 Interest Charges	107,136	146,845	114,922	114,922	(31,923)	-21.7
Total	107,136	146,845	114,922	114,922	(31,923)	-21.7
12153 TN-LOAN 1997 VARIABLE RATE LOAN - SCHOOLS						
5439.1 Principal Retirement	0	0	0	0	0	0.0
5439.2 Interest Charges	27,653	37,903	29,663	29,663	(8,240)	-21.7
Total	27,653	37,903	29,663	29,663	(8,240)	-21.7
12155 TML 1988 VARIABLE RATE LOAN - SCHOOLS						
5439.1 Principal Retirement	169,022	0	0	0	0	0.0
5439.2 Interest Charges	18,785	0	0	0	0	0.0
Total	187,807	0	0	0	0	0.0
12165 GENERAL OBLIGATION BOND REFUNDING 1992 - CITY						
5210 Professional & Cont. Services	59	60	60	0	(60)	-100.0
5439.1 Principal Retirement	85,800	182,325	182,325	0	(182,325)	-100.0
5439.2 Interest Charges	100,424	96,048	96,048	0	(96,048)	-100.0
Total	186,283	278,433	278,433	0	(278,433)	-100.0

DEBT SERVICE FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
12166 GENERAL OBLIGATION BOND REFUNDING						
1992 - SCHOOLS						
5210 Professional & Cont. Services	242	240	240	0	(240)	-100.0
5439.1 Principal Retirement	354,200	752,675	752,675	0	(752,675)	-100.0
5439.2 Interest Charges	414,571	396,507	396,507	0	(396,507)	-100.0
Total	769,013	1,149,422	1,149,422	0	(1,149,422)	-100.0
12167 GENERAL OBLIGATION BOND REFUNDING						
1993 - CITY						
5210 Professional & Cont. Services	250	250	250	250	0	0.0
5439.1 Principal Retirement	0	115,000	115,000	280,000	165,000	143.5
5439.2 Interest Charges	167,638	167,638	167,638	162,923	(4,715)	-2.8
Total	167,888	282,888	282,888	443,173	160,285	56.7
12168 GENERAL OBLIGATION BOND REFUNDING						
1994 - CITY						
5210 Professional & Cont. Services	98	100	99	0	(100)	-100.0
5439.1 Principal Retirement	167,140	55,101	55,101	0	(55,101)	-100.0
5439.2 Interest Charges	9,637	2,434	2,434	0	(2,434)	-100.0
Total	176,875	57,635	57,634	0	(57,635)	-100.0
12169 GENERAL OBLIGATION BOND REFUNDING						
1994 - SCHOOLS						
5210 Professional & Cont. Services	151	150	151	0	(150)	-100.0
5439.1 Principal Retirement	287,860	94,899	94,899	0	(94,899)	-100.0
5439.2 Interest Charges	14,713	3,716	3,716	0	(3,716)	-100.0
Total	302,724	98,765	98,766	0	(98,765)	-100.0
12171 PUBLIC IMPROVEMENTS, SERIES 2000 - CITY						
5210 Professional & Cont. Services	0	500	250	250	(250)	-50.0
5439.1 Principal Retirement	0	0	0	25,000	25,000	100.0
5439.2 Interest Charges	0	326,703	326,704	21,977	(304,726)	-93.3
Total	0	327,203	326,954	47,227	(279,976)	-85.6
12172 PUBLIC IMPROVEMENTS, SERIES 2000 - SCHOOLS						
5210 Professional & Cont. Services	0	500	250	250	(250)	-50.0
5439.1 Principal Retirement	0	0	0	25,000	25,000	100.0
5439.2 Interest Charges	0	326,703	326,703	21,976	(304,727)	-93.3
Total	0	327,203	326,953	47,226	(279,977)	-85.6
12998 PROPOSED REFUNDING						
5210 Professional & Cont. Services	0	0	0	500	500	100.0
5439.1 Principal Retirement	0	0	0	925,000	925,000	100.0
5439.2 Interest Charges	0	0	0	2,124,658	2,124,658	100.0
Total	0	0	0	3,050,158	3,050,158	100.0
12999 CONTINGENCY						
5439.2 Interest Charges	0	500,000	0	500,000	0	0
TOTAL DEBT SERVICE FUND EXPENDITURES	4,322,082	5,651,656	5,095,252	5,467,672	(183,984)	-3.3

**CITY OF OAK RIDGE**

<b>FUND</b> Solid Waste	<b>DEPARTMENT</b> Administrative Services	<b>ACTIVITY</b> Solid Waste	<b>NUMBER</b> 19
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**ACTIVITY DESCRIPTION**

This Fund provides for the collection and disposal of all residential solid wastes generated in the City. The goal is to contribute to the health and welfare of the community by providing a quality level of refuse collection, while at the same time, continually striving to identify and recommend measures which improve the efficiency of the service to the public. State legislation adopted in 1992 required the City to establish a separate fund to account for solid waste management expenditures.

Residential collection is performed once a week at the back door and once a week at curbside for recyclable items. The City contracts with Browning-Ferris Industries (BFI) for the collection and disposal of residential solid waste. \$1,389,440 is budgeted in fiscal 2002 for residential solid waste collection services. This includes an annual spring clean-up and fall brush collection. The contractor is also responsible for the operation of a convenience center for disposing of residential waste and recyclable items, budgeted at a cost of \$271,210 for fiscal 2002. The cost for providing these services increased 53% when the contract was last bid in 1996. In an effort to mitigate escalating costs, the City entered into a 10-year, rather than 5-year contract, with BFI for these services. The current multiyear contract provides for annual increases in contract payments determined by a formula calculated on an increase of 90 percent of the change in the Consumer Price Index. The Solid Waste Fund budget also includes \$77,000 for mulching brush and Christmas Trees.

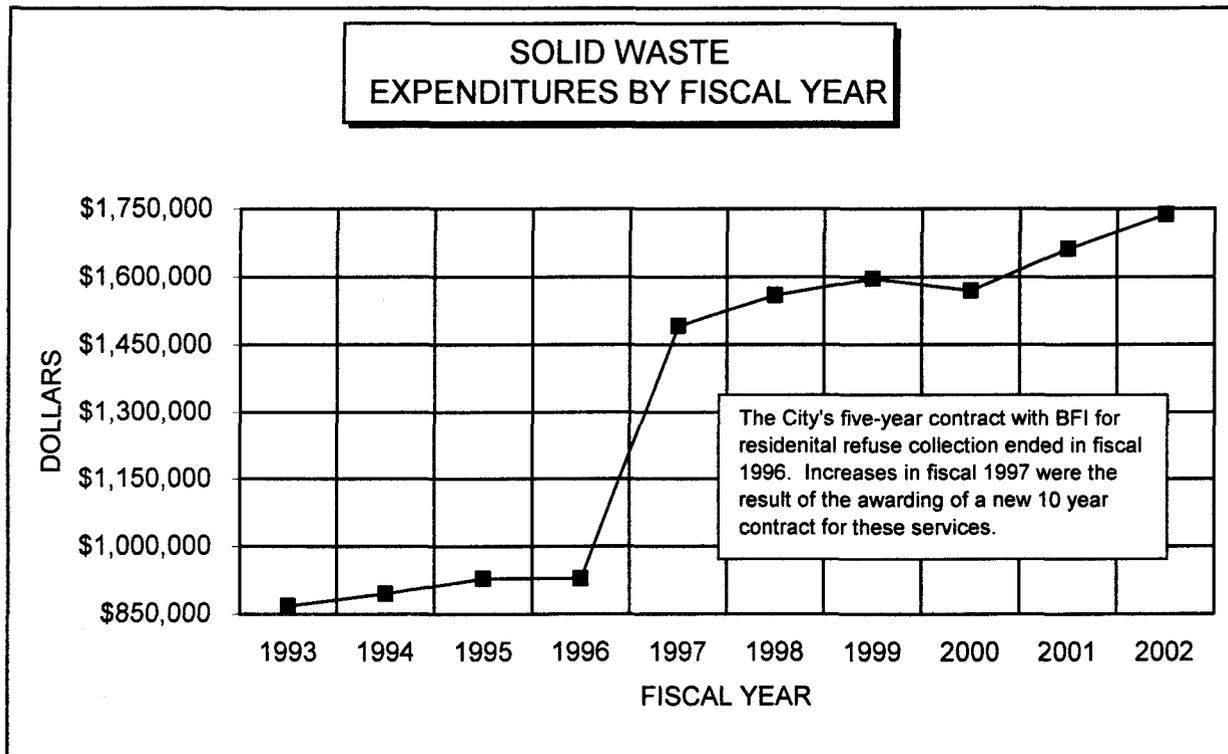
Funding for all services accounted for in the Solid Waste Fund are provided from a \$5 per month refuse fee charged to residential utility customers on their utility bill with the remainder provided through an operating transfer from the General Fund. Commercial utility customers are not charged a fee, as the City does not provide commercial refuse collection.

**PERFORMANCE OBJECTIVES**

1. Ensure that complaints of missed collection service remain at or below one percent of services delivered.
2. Assist the Contractor in maintaining a level and quality of service that will lessen complaints.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Residential service locations	11,645	11,700	11,645	11,645
Service complaints per 1,000 service Deliveries	1.0	1.0	1.0	1.0

SOLID WASTE FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
5210 Residential Refuse Pickup & Recycle Service	1,262,522	1,295,400	1,292,480	1,344,185	48,785	3.8%
5210 Convenience Center Rental	254,621	261,400	260,775	271,210	9,810	3.8%
5210 Roane County Landfill	10,498	22,000	22,000	22,000	0	0.0%
5210 Annual Brush Collection	21,776	22,350	22,360	23,255	905	4.0%
5210 Mulching Contract	18,585	35,000	40,000	52,000	17,000	48.6%
5235 Support Services for Mulching	1,962	30,000	25,000	25,000	-5,000	100.0%
<b>Total Solid Waste Fund Expenditures</b>	<u>1,569,964</u>	<u>1,666,150</u>	<u>1,662,615</u>	<u>1,737,650</u>	<u>71,500</u>	<u>4.3%</u>



**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Capital Projects	Administrative Services	Capital Projects	29

**ACTIVITY DESCRIPTION**

The purpose of the Capital Projects Fund is to account for School and Municipal capital improvements. These projects are normally funded through the issuance of general obligation bonds or loans.

**PROGRAM COMMENTS**

Capital improvements totaling \$13,286,184 is budgeted for fiscal 2002 primarily funded from the proceeds of \$10,000,000 in general obligation bonds issued in January 2000 and a \$5,900,000 debt issuance projected in late fiscal 2002. The \$10 million in bond proceeds are to be used equally for the financing of City and School capital projects. The proposed \$5.9 million debt issuance is for the construction of a new Senior Center and School Administration Building. Fiscal 2002 is the second year of operational funding transfers from the General Fund to the Capital Projects Fund to create a revenue stream to finance capital and maintenance projects under \$300,000. The City's debt capacity is being eroded by the funding of smaller dollar capital and maintenance projects through the issuance of long-term debt, in addition to the required borrowing for major renovations and construction projects. The General Fund transferred \$410,000 in fiscal 2001 and \$617,000 will be transferred in fiscal 2002. The intent is to gradually increase the transfer amount to about \$1.2 to \$1.5 million annually. The annual transfers are contingent on approval by City Council each fiscal year. In addition, \$940,500 in one-time sales tax proceeds will be transferred to the Capital Projects Fund in fiscal 2002. The sales tax payment is under contestment and the possibility does remain that the State will require the City to refund the tax proceeds at a future date.

In fiscal 2002, \$7,301,009 is budgeted for School capital projects, \$3,985,175 for City capital improvements and \$2,000,000 as a contingency. Each individual City contract or purchase over \$10,000 must be approved by City Council. The School Board authorizes School contracts or purchases. City Council must approve long-term debt issuances to fund School capital and maintenance projects.

Major School capital improvements budgeted for fiscal 2002 include improvements to comply with the American Disabilities Act (ADA), replacement of roofs and windows at various school buildings, upgrades to the auditoriums at the High School and two Middle Schools, structural and equipment improvements at the High School and systemwide technology and telephone upgrades. \$4,190,200 is budgeted for design and construction of a new School Administration Building.

Major City capital improvements budgeted for fiscal 2002 include storm water drainage, intersection and sidewalk improvements, City share of the State roadway expansion into the City's southwest quadrant, completion of Phase II and Phase III of the Melton Lake greenway and the Emory Valley Road greenway, recreation master development plan, and maintenance on numerous City building and recreational facilities. Approximately 74% of the greenway capital costs will be funded from a grant through the Tennessee Department of Transportation. \$1,900,000 is budgeted for design and construction of a new Senior Center facility.

CAPITAL PROJECTS FUND	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002
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School Expenditures:

29201 Willow Brook Walls	4,136	0	0	0
29209 ADA Improvements	381,685	500,000	316,305	183,695
29210 Linden Elementary Renovation/Chiller	518,729	283,637	1,551	0
29211 Site Improvements				
Bleachers	8,970	0	0	0
Soccer Field	101,931	0	0	0
School Lot Pavings	250,108	0	0	0
Blankenship Field Fence	0	10,000	0	10,000
Ben Martin Track Fence	0	20,000	14,000	6,000
ORHS Auditorium-Lighting & Sound	0	90,000	0	90,000
ORHS, JMS, RMS-Auditorium Curtains	0	30,000	19,886	10,114
ORHS Auditorium Seating	0	280,000	0	280,000
ORHS & RMS Window Replacements	0	700,000	0	700,000
Systemwide Administrative Technolgy	0	250,000	0	250,000
Systemwide Telephone System	0	0	0	500,000
ORHS Demolition of Boiler #2 & #3	0	0	0	95,000
ORHS & RMS Cooling Tower Replacements	0	0	0	130,000
ORHS "A" Building Structural Settlement	0	0	0	500,000
29212 Asbestos Abatement	0	0	4,425	0
29213 Roof Replacements	597,840	190,000	187,000	356,000
29214 School Administration Bldg. Replacement	0	300,000	9,800	4,190,200
	<u>1,863,399</u>	<u>2,653,637</u>	<u>552,967</u>	<u>7,301,009</u>
Total School Expenditures				

City Expenditures:

29100 Debt Issuance Costs	122,800	0	0	0
29300 Miscellaneous City Projects				
Bullet Proof Vests	0	15,000	35,498	0
Irrigation Pump	0	250,000	250,000	0
29307 Municipal Building Improvements:				
Police Area & General Renovation	28,635	0	30,000	0
HVAC Replacement	73,316	0	0	85,000
Asbestos & HVAC Removal	6,431	0	0	0
29312 Outdoor Pool Improvements	0	75,000	0	75,000
29313 Fire Station Improvements:				
Structural Repairs #2	1,277	0	0	0
HVAC Repairs	0	100,000	0	100,000

CAPITAL PROJECTS FUND	ACTUAL 2000	BUDGET 2001	PROJECTED 2001	BUDGET 2002
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City Expenditures (Continued):

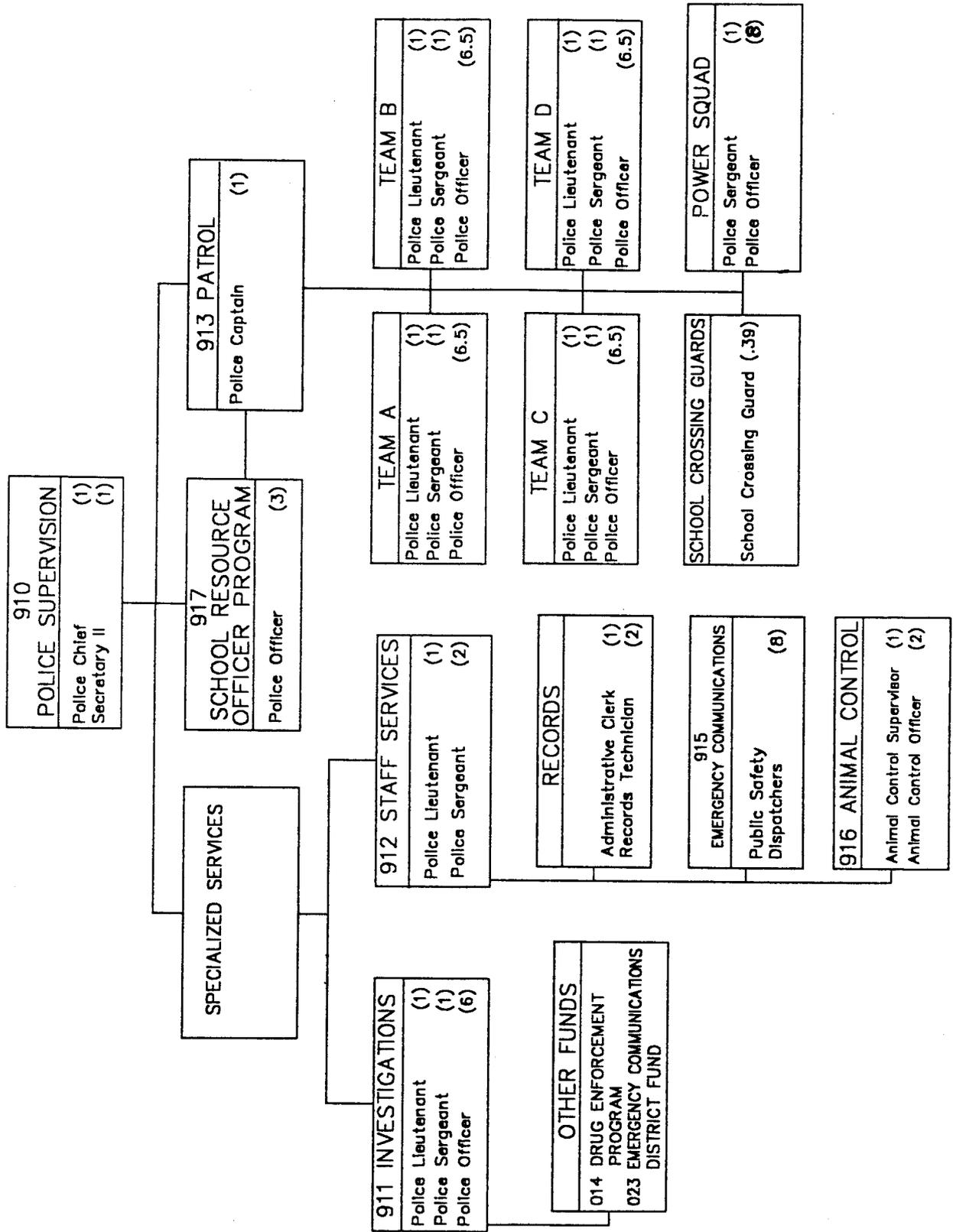
29314 Civic Center and Library Improvements:				
Civic Center Plumbing	(843)	0	938	0
Civic Center/Library Roof	51,138	200,000	265,000	0
Insurance Proceeds Cleaning Damage	(3,717)	0	0	0
Civic Center/Library Ceiling Tiles	0	0	0	130,000
29319 Library MARC System	0	0	2,196	0
29320 301 Broadway Building HVAC	0	45,000	0	0
29322 Storm Water Drainage				
Mitchell Road/Emory Valley/Misc	105,166	1,021,000	615,989	105,000
EPA Storm Water Mandate	0	125,000	0	200,000
29325 Briarcliff/Laboratory Road Extension	7,657	70,000	10,000	0
29329 Animal Shelter Police Dogs Addition	10,667	87,000	87,000	0
29340 Ambulance Building - Wiring	0	16,000	16,000	0
29330 Southwest Quadrant	68,814	398,000	67,667	316,885
29331 Rutgers Avenue Improvements	1,523	0	0	51,000
29332 Intersection Improvements	0	0	0	145,000
29333 Sidewalk Maintenance	0	30,000	0	100,000
29334 Intersection Improvements - Melton Lake Dr	2,688	0	12,515	0
29324 Senior Center Construction Design	5,000	150,000	103,000	1,900,000
29321 Parcel 457 Baseball Fields Construction	331	0	0	0
29306 Tennis Courts	5,741	0	0	40,000
29317 Playground ADA Improvements	4,326	20,000	1,990	38,010
29400 Recreation Master Plan	0	0	0	100,000
Greenways:				
29404 Phase II	388,392	244,000	270,000	0
29492 Phase III	54,046	450,000	457,092	0
29493 Emory Valley Road Greenway	50,900	546,740	37,460	509,280
29405 Oak Ridge Marina				
Roof	12,400	0	0	0
Rowing Improvements	0	140,000	140,000	0
29401 Scarboro Park	0	0	0	50,000
29408 A K Bissell Park - Handicap Bell Access	0	25,000	25,000	0
29411 Carl Yearwood Park - Skate Boarding	7,565	0	0	0
29418 Solway Park - Pier & Other Improvements	0	25,000	25,000	0
29430 Indoor Pool Lighting	0	0	0	40,000
Total City Expenditures	<u>1,004,253</u>	<u>4,032,740</u>	<u>2,452,345</u>	<u>3,985,175</u>
29999 Contingency	<u>0</u>	<u>925,000</u>	<u>0</u>	<u>2,000,000</u>
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	<u>2,867,652</u>	<u>7,611,377</u>	<u>3,005,312</u>	<u>13,286,184</u>

oak  
ridge



Police

# POLICE DEPARTMENT



## POLICE DEPARTMENT

The Oak Ridge Police Department is responsible for enhancing the safety and security of all residents and other persons working in or visiting the City. The Department strives to maintain peace and order throughout the community by education, prevention of criminal activity, response to calls for assistance, and reports of criminal law violations. Comprised of 62 uniform officers (includes Animal Control) and 14 non-uniform support personnel, the Department is organized into the following activities: Supervision, Investigations, Staff Services, Patrol, Emergency Communications, Animal Control and School Resource Officer Program. A Police Chaplain and other associate chaplains provide counseling assistance to crime victims, indigent families and individuals, and departmental personnel on a voluntary basis.

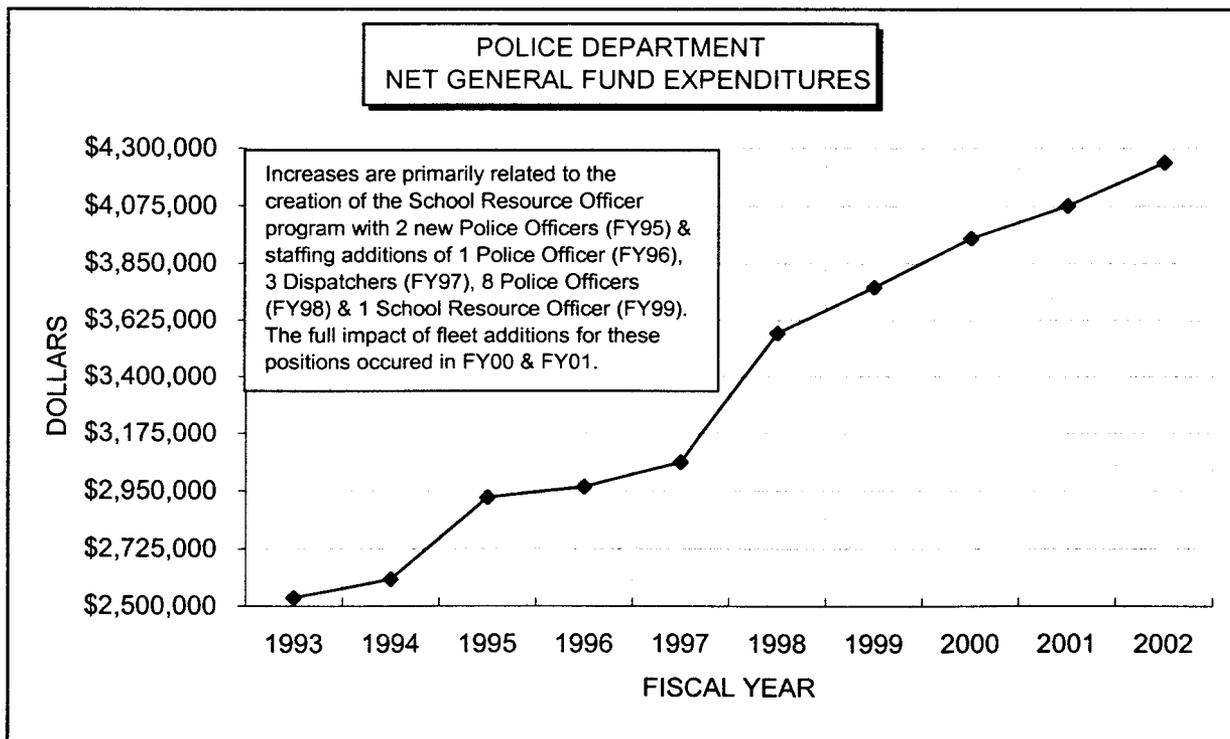
The Department is also responsible for administering the Drug Fund and the Emergency Communications District Fund. The Drug Fund is Special Revenue Fund utilized to account for drug related revenue and expenditures directly related to drug curtailment activities. The Emergency Communications Fund is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

The Investigations and Patrol activities work jointly to investigate all serious crimes, which include murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft. In fiscal 2000, Part 1 serious crimes totaled 1785, which represented a 1.5 percent increase from the prior year. The crime clearance rate was 34%. In fiscal 2000, the Department responded to 47,520 calls for service. The Patrol activity issued 4,405 traffic citations and investigated 1,460 accidents.

The Animal Control activity, in cooperation with the Anderson County Humane Society, operates a model animal control program. Anderson County, the City of Clinton, and the City of Oliver Springs utilized the animal shelter facility on a fee basis. During fiscal 2000, 1,043 animals were adopted, which represents 73% of the total animals received by the shelter, and another 281 were reclaimed by their owners.

The School Resource Officer Program utilizes three police officers that are dedicated solely to working within the school system. The officers are stationed at each of the two Middle Schools and at the High School and also present DARE programs to the elementary schools. The objectives of this program are not only to decrease the number of crimes committed at or near school property, but to provide educational programs on topics such as drugs, law and justice, and to provide a means for positive interaction between the police and youth of the community.

POLICE DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
<b>GENERAL FUND</b>						
910 Supervision	148,031	147,174	147,169	153,902	6,728	4.6
911 Investigations	461,911	447,285	436,988	453,042	5,757	1.3
912 Staff Services	298,927	309,863	309,680	319,475	9,612	3.1
913 Patrol	2,446,527	2,560,524	2,557,870	2,641,413	80,889	3.2
915 Emergency Communications	261,558	269,385	268,108	291,860	22,475	8.3
916 Animal Control	204,096	206,596	217,614	232,058	25,462	12.3
917 School Resource Officer Program	128,879	142,961	139,543	153,410	10,449	7.3
<b>Total General Fund</b>	<b>3,949,929</b>	<b>4,083,788</b>	<b>4,076,972</b>	<b>4,245,160</b>	<b>161,372</b>	<b>4.0</b>
<b>OTHER FUNDS</b>						
014 Drug Fund	45,648	100,000	66,750	95,250	(4,750)	0.0
023 Emergency Communications Fund	231,035	239,915	236,424	242,915	3,000	1.3
<b>Total Other Funds</b>	<b>276,683</b>	<b>339,915</b>	<b>303,174</b>	<b>338,165</b>	<b>(1,750)</b>	<b>-0.5</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>4,226,612</b>	<b>4,423,703</b>	<b>4,380,146</b>	<b>4,583,325</b>	<b>159,622</b>	<b>3.6</b>



CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Police	Supervision	910

**ACTIVITY DESCRIPTION**

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

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

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

**PERFORMANCE OBJECTIVES**

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

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased a net \$1,350 primarily for charges related to communication equipment.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
910 Police Supervision

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	104,513	105,009	105,004	109,732	4,723	4.5
5131. Regular Overtime Pay	1,366	1,094	1,094	990	104-	9.5-
5141. Social Security	7,965	8,025	8,025	8,386	361	4.5
5150. Retirement	6,010	7,215	7,215	7,536	321	4.4
5160. Medical Insurance	8,170	8,124	8,124	8,150	26	.3
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>128,288</b>	<b>129,731</b>	<b>129,726</b>	<b>135,058</b>	<b>5,327</b>	<b>4.1</b>
<b>Contractual Services</b>						
5201. Rents	0	160	160	160	0	.0
5207. Dues, Memberships & Sub.	577	670	670	670	0	.0
5210. Prof. & Contractual Ser.	899	0	0	0	0	.0
5212. Utility Services	4,237	2,400	2,400	4,020	1,620	67.5
5220. Travel, Schools, & Conf.	2,484	2,069	2,069	2,069	0	.0
5235. Repair & Maintenance	0	100	100	100	0	.0
5236.13 Other Equipment Maint.	675	675	675	1,035	360	53.3
5289. Vehicle/Equip Use Charge	8,634	9,260	9,260	8,630	630-	6.8-
<b>Total Contractual Services</b>	<b>17,506</b>	<b>15,334</b>	<b>15,334</b>	<b>16,684</b>	<b>1,350</b>	<b>8.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	980	1,484	1,484	1,530	46	3.1
5320. Books/Education Material	62	475	475	475	0	.0
5325. Uniforms/Safety Equip.	65	100	100	105	5	5.0
<b>Total Commodities</b>	<b>1,107</b>	<b>2,059</b>	<b>2,059</b>	<b>2,110</b>	<b>51</b>	<b>2.5</b>
<b>Other Charges</b>						
5410. Insurance	50	50	50	50	0	.0
<b>Total Other Charges</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540 Machinery & Equipment	1,080	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>1,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>148,031</b>	<b>147,174</b>	<b>147,169</b>	<b>153,902</b>	<b>6,728</b>	<b>4.6</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>148,031</b>	<b>147,174</b>	<b>147,169</b>	<b>153,902</b>	<b>6,728</b>	<b>4.6</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Police	<b>ACTIVITY</b> Investigations	<b>NUMBER</b> 911
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**ACTIVITY DESCRIPTION**

The Investigations division conducts follow-up investigations of violent and serious crimes; drug enforcement, vice crime and all reported hate crimes. The division consists of general criminal investigations and drug enforcement investigations that conduct covert operations. The division maintains the departments technical and electronics laboratories; search, recover, identify and preserve evidence.

**PERFORMANCE OBJECTIVES**

1. Achieve a 25 percent serious crime clearance rate.
2. Achieve a 75 percent clearance rate of violent serious crimes.
3. Maintain a burglary clearance rate of 20%.
4. Conduct pro-active covert operations, involving illegal drug sales and vice crimes.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Serious Crimes (including simple assault)	2,136	1,800	1,757	1,800
Serious Crimes clearance rate	21%	25%	35%	25%
Crimes against persons clearance rate	60%	75%	66%	75%
Burglaries	133	200	159	200
Burglary clearance rate	24%	20%	26%	20%

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased a net \$1,223 for small equipment maintenance and replacement costs.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
911 Investigations

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	301,914	311,440	302,373	315,105	3,665	1.2
5131. Regular Overtime Pay	32,183	18,780	18,780	18,780	0	.0
5141. Social Security	25,437	25,034	24,481	25,435	401	1.6
5150. Retirement	18,853	22,455	21,838	22,704	249	1.1
5160. Medical Insurance	31,738	31,888	31,888	31,908	20	.1
5175. Workers Compensation	2,734	2,734	2,734	2,734	0	.0
<b>Total Personal Services</b>	<b>412,859</b>	<b>412,331</b>	<b>402,094</b>	<b>416,666</b>	<b>4,335</b>	<b>1.1</b>
<b>Contractual Services</b>						
5201. Rents	0	1,190	1,190	1,190	0	.0
5207. Dues, Memberships & Sub.	100	100	100	100	0	.0
5210. Prof. & Contractual Ser.	580	1,500	1,500	1,500	0	.0
5212. Utility Services	4,771	4,100	4,100	4,500	400	9.8
5220. Travel, Schools, & Conf.	10,341	4,083	4,083	4,083	0	.0
5235. Repair & Maintenance	0	100	100	100	0	.0
5236.13 Other Equipment Maint.	702	702	702	1,725	1,023	145.7
5289. Vehicle/Equip Use Charge	13,546	9,370	9,370	9,170	200	2.1
<b>Total Contractual Services</b>	<b>30,040</b>	<b>21,145</b>	<b>21,145</b>	<b>22,368</b>	<b>1,223</b>	<b>5.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	9,364	3,661	3,661	3,770	109	3.0
5320. Books/Education Material	0	100	100	100	0	.0
5325. Uniforms/Safety Equip.	1,710	2,260	2,200	2,350	90	4.0
<b>Total Commodities</b>	<b>11,074</b>	<b>6,021</b>	<b>5,961</b>	<b>6,220</b>	<b>199</b>	<b>3.3</b>
<b>Other Charges</b>						
5410. Insurance	7,938	7,788	7,788	7,788	0	.0
<b>Total Other Charges</b>	<b>7,938</b>	<b>7,788</b>	<b>7,788</b>	<b>7,788</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>461,911</b>	<b>447,285</b>	<b>436,988</b>	<b>453,042</b>	<b>5,757</b>	<b>1.3</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>461,911</b>	<b>447,285</b>	<b>436,988</b>	<b>453,042</b>	<b>5,757</b>	<b>1.3</b>

CITY OF OAK RIDGE			
<b>FUND</b> General	<b>DEPARTMENT</b> Police	<b>ACTIVITY</b> Staff Services	<b>NUMBER</b> 912

**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

1. Monitor training received by sworn personnel to ensure compliance with minimum POST Standards.
2. Assist in the implementation of Mobile Data Technology as it applies to the Police Records Function.
3. Monitor the property control system and conduct random internal audits.
4. Provide information to the public without unreasonable delay and in accordance with legal requirements.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Projected minimum training to meet POST requirements.	2,740	2,920	3,400	3,600

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased a net \$1,602 primarily for charges for communication equipment.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
912 Staff Services

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	221,803	222,245	222,190	229,231	6,986	3.1
5131. Regular Overtime Pay	7,466	2,863	2,863	2,863	0	.0
5141. Social Security	16,936	16,708	16,593	17,093	385	2.3
5150. Retirement	12,870	15,307	15,304	15,782	475	3.1
5160. Medical Insurance	19,861	23,852	23,852	23,891	39	.2
5175. Workers Compensation	660	660	660	660	0	.0
<b>Total Personal Services</b>	<b>279,596</b>	<b>281,635</b>	<b>281,462</b>	<b>289,520</b>	<b>7,885</b>	<b>2.8</b>
<b>Contractual Services</b>						
5201. Rents	2,196	2,565	2,565	2,280	285	11.1
5207. Dues, Memberships & Sub.	224	110	110	110	0	.0
5210. Prof. & Contractual Ser.	1,465	0	0	0	0	.0
5212. Utility Services	4,092	2,200	2,200	3,900	1,700	77.3
5220. Travel, Schools, & Conf.	1,617	1,830	1,830	1,830	0	.0
5236.13 Other Equipment Maint.	2,393	17,428	17,428	17,615	187	1.1
<b>Total Contractual Services</b>	<b>11,987</b>	<b>24,133</b>	<b>24,133</b>	<b>25,735</b>	<b>1,602</b>	<b>6.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	6,767	3,460	3,460	3,565	105	3.0
5325. Uniforms/Safety Equip.	452	510	500	530	20	3.9
<b>Total Commodities</b>	<b>7,219</b>	<b>3,970</b>	<b>3,960</b>	<b>4,095</b>	<b>125</b>	<b>3.1</b>
<b>Other Charges</b>						
5410. Insurance	125	125	125	125	0	.0
<b>Total Other Charges</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>298,927</b>	<b>309,863</b>	<b>309,680</b>	<b>319,475</b>	<b>9,612</b>	<b>3.1</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>298,927</b>	<b>309,863</b>	<b>309,680</b>	<b>319,475</b>	<b>9,612</b>	<b>3.1</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Police	<b>ACTIVITY</b> Patrol	<b>NUMBER</b> 913
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**ACTIVITY DESCRIPTION**

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

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

**PERFORMANCE OBJECTIVES**

1. Maintain level of Part I crime at the 1997 level of 1,903.
2. Maintain ratio of arrests to reported Part I offenses at or above the FY 1992 level of 28.6%.
3. Maintain a minimum Part I crime clearance ratio of 10.1 per staff-year.
4. Reduce the ratio of injuries to accidents occurring at the ten highest traffic accident locations.
5. Continue to improve the highly visible, low manpower intensive community-wide public relations campaign aimed at improving relations with the youth.
6. Maintain level of traffic enforcement at 6,500 citations, warnings and repair notices.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Serious crimes	1,785	1,903	1,757	1,903
Serious crimes per population	1:15	1:14	1:15	1:14
Part I arrests	706	600	626	600
Arrests to serious offenses	37%	28%	35%	28%
Serious crimes cleared	706	600	626	600

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services declined a net \$22,417 or 6.9%. Vehicle Equipment Use Charges declined \$24,852 to reflect actually occurring maintenance costs on patrol cars. Utility costs increased \$1,640 for communication charges and computer equipment maintenance costs increased \$795.

Reduction of Costs includes proceeds from billings to other entities, such as the Schools, for contracted services provided by the police department.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
913 Patrol

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	1,542,136	1,576,644	1,501,646	1,665,600	88,956	5.6
5120. Salaries-Temp. Employees	2,647	5,989	4,087	6,437	448	7.5
5131. Regular Overtime Pay	121,593	120,000	195,000	119,530	470-	-4-
5141. Social Security	126,455	128,337	127,922	134,895	6,558	5.1
5150. Retirement	93,873	115,371	115,372	121,420	6,049	5.2
5160. Medical Insurance	173,290	174,621	174,621	175,119	498	.3
5175. Workers Compensation	34,990	34,990	34,990	34,990	0	.0
<b>Total Personal Services</b>	<b>2,094,984</b>	<b>2,155,952</b>	<b>2,153,638</b>	<b>2,257,991</b>	<b>102,039</b>	<b>4.7</b>
<b>Contractual Services</b>						
5201. Rents	0	2,982	2,982	2,982	0	.0
5205. Printing & Dup. Charges	1,155	2,200	2,200	2,200	0	.0
5206. Mailing & Delivery	0	25	25	25	0	.0
5207. Dues, Memberships & Sub.	430	130	130	130	0	.0
5210. Prof. & Contractual Ser.	312	2,300	2,300	2,300	0	.0
5212. Utility Services	12,344	10,260	10,300	11,900	1,640	16.0
5220. Travel, Schools, & Conf.	14,259	12,164	12,164	12,164	0	.0
5235. Repair & Maintenance	18,200	7,928	7,928	7,928	0	.0
5236.13 Other Equipment Maint.	1,365	34,090	34,090	34,885	795	2.3
5289. Vehicle/Equip Use Charge	195,308	251,252	251,252	226,400	24,852-	9.9-
<b>Total Contractual Services</b>	<b>243,373</b>	<b>323,331</b>	<b>323,371</b>	<b>300,914</b>	<b>22,417-</b>	<b>6.9-</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	34,363	22,233	22,233	22,900	667	3.0
5320. Books/Education Material	4,451	6,380	6,380	6,380	0	.0
5325. Uniforms/Safety Equip.	12,822	14,980	14,600	15,580	600	4.0
<b>Total Commodities</b>	<b>51,636</b>	<b>43,593</b>	<b>43,213</b>	<b>44,860</b>	<b>1,267</b>	<b>2.9</b>
<b>Other Charges</b>						
5410. Insurance	56,148	56,148	56,148	56,148	0	.0
<b>Total Other Charges</b>	<b>56,148</b>	<b>56,148</b>	<b>56,148</b>	<b>56,148</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540. Machinery & Equipment	12,855	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>12,855</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>2,458,996</b>	<b>2,579,024</b>	<b>2,576,370</b>	<b>2,659,913</b>	<b>80,889</b>	<b>3.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	12,469-	18,500-	18,500-	18,500-	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>2,446,527</b>	<b>2,560,524</b>	<b>2,557,870</b>	<b>2,641,413</b>	<b>80,889</b>	<b>3.2</b>

CITY OF OAK RIDGE			
FUND General	DEPARTMENT Police	ACTIVITY Emergency Communications	NUMBER 915

#### ACTIVITY DESCRIPTION

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

#### PERFORMANCE OBJECTIVES

1. Train all public safety dispatchers in the use of the Vision CAD software system updates.
2. Dispatch all police, fire, and ambulance calls timely and accurately.
3. Maintain training of all Public Safety Dispatchers in accordance with APCO standards.
4. Implement new Poistron 911 system that is capable of tracking cellular telephones.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Total calls for service	47,520	41,000	45,000	45,000

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$8,415 or 75.8%. Rental of equipment with the Tennessee Bureau of Investigations (TBI) increased \$3,050 and maintenance charges related to the vision software system increased \$5,575.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
915 Emergency Communications

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	235,108	240,762	235,765	257,749	16,987	7.1
5131. Regular Overtime Pay	13,368	12,000	16,000	12,000	0	.0
5141. Social Security	18,577	19,109	19,173	20,411	1,302	6.8
5150. Retirement	14,009	17,187	17,043	18,342	1,155	6.7
5160. Medical Insurance	30,968	31,492	31,492	31,587	95	.3
5175. Workers Compensation	1,056	1,056	1,056	1,056	0	.0
<b>Total Personal Services</b>	<b>313,086</b>	<b>321,606</b>	<b>320,529</b>	<b>341,145</b>	<b>19,539</b>	<b>6.1</b>
<b>Contractual Services</b>						
5201. Rents	6,163	3,350	3,350	6,400	3,050	91.0
5207. Dues, Memberships & Sub.	0	150	150	150	0	.0
5212. Utility Services	835	1,770	1,300	1,560	210	11.9
5220. Travel, Schools, & Conf.	1,497	2,871	2,871	2,871	0	.0
5235. Repair & Maintenance	3,197	2,150	2,150	2,150	0	.0
5236.13 Other Equipment Maint.	810	810	810	6,385	5,575	688.3
<b>Total Contractual Services</b>	<b>12,502</b>	<b>11,101</b>	<b>10,631</b>	<b>19,516</b>	<b>8,415</b>	<b>75.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,063	1,775	1,775	1,830	55	3.1
5320. Books/Education Material	96	0	0	0	0	.0
5325. Uniforms/Safety Equip.	0	2,050	2,000	2,135	85	4.1
<b>Total Commodities</b>	<b>1,159</b>	<b>3,825</b>	<b>3,775</b>	<b>3,965</b>	<b>140</b>	<b>3.7</b>
<b>Other Charges</b>						
5410. Insurance	200	200	200	200	0	.0
<b>Total Other Charges</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>326,947</b>	<b>336,732</b>	<b>335,135</b>	<b>364,826</b>	<b>28,094</b>	<b>8.3</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	65,389	67,347	67,027	72,966	5,619	8.3
<b>TOTAL NET EXPENDITURES</b>	<b>261,558</b>	<b>269,385</b>	<b>268,108</b>	<b>291,860</b>	<b>22,475</b>	<b>8.3</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Police	<b>ACTIVITY</b> Animal Control	<b>NUMBER</b> 916
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

1. Maintain the number of animal bites at fifty or less per year.
2. Increase the number of registered animals through enforcement and public education.
3. Continue to improve shelter health care by working with staff veterinarian and humane society volunteers.
4. Reduce the number of animal apprehensions through public education and public relations campaigns.
5. Certify new employees through NACA (National Animal Control Association).

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Animal bites reported	43	35	32	50
Animal bites attributable to at-large Animals	6	8	6	8
Animal apprehensions	941	1,200	1,240	1,200
Registered animals	4,553	5,000	4,700	5,000

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$7,145 or 12.6%. Utility charges increased \$5,190 or 26.7% to reflect actual electrical costs and increased rates for natural gas. Equipment Use Charges increased \$1,473 to reflect actually occurring maintenance costs on animal control vehicles and rents increased \$360 for a copier.

Commodities increased \$4,276 primarily to reflect actual expenditure levels for food and other animal care and veterinary supplies.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
916 Animal Control

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	113,806	107,993	115,162	120,984	12,991	12.0
5131. Regular Overtime Pay	16,698	25,173	23,000	24,274	899-	3.6-
5141. Social Security	9,643	9,906	10,288	10,899	993	10.0
5150. Retirement	7,391	9,055	9,395	9,938	883	9.8
5160. Medical Insurance	11,842	11,908	11,908	11,981	73	.6
5175. Workers Compensation	396	396	396	396	0	.0
<b>Total Personal Services</b>	<b>159,776</b>	<b>164,431</b>	<b>170,149</b>	<b>178,472</b>	<b>14,041</b>	<b>8.5</b>
<b>Contractual Services</b>						
5201. Rents	341	0	0	360	360	.0
5207. Dues, Memberships & Sub.	100	140	140	140	0	.0
5210. Prof. & Contractual Ser.	12,279	13,722	13,722	13,722	0	.0
5210.202 Custodial Contract	269	0	0	0	0	.0
5210.203 Mowing Contract	140	420	155	542	122	29.0
5211. Advertising & Publicity	0	200	200	200	0	.0
5212. Utility Services	21,224	19,450	25,035	24,640	5,190	26.7
5220. Travel, Schools, & Conf.	847	965	965	965	0	.0
5235. Repair & Maintenance	7,734	3,073	3,073	3,073	0	.0
5236.13 Other Equipment Maint.	690	1,990	1,990	1,990	0	.0
5289. Vehicle/Equip Use Charge	14,553	16,662	16,662	18,135	1,473	8.8
<b>Total Contractual Services</b>	<b>58,177</b>	<b>56,622</b>	<b>61,942</b>	<b>63,767</b>	<b>7,145</b>	<b>12.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	13,575	9,324	9,324	13,575	4,251	45.6
5320. Books/Education Material	0	400	400	400	0	.0
5325. Uniforms/Safety Equip.	971	630	610	655	25	4.0
<b>Total Commodities</b>	<b>14,546</b>	<b>10,354</b>	<b>10,334</b>	<b>14,630</b>	<b>4,276</b>	<b>41.3</b>
<b>Other Charges</b>						
5410. Insurance	189	189	189	189	0	.0
<b>Total Other Charges</b>	<b>189</b>	<b>189</b>	<b>189</b>	<b>189</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>232,688</b>	<b>231,596</b>	<b>242,614</b>	<b>257,058</b>	<b>25,462</b>	<b>11.0</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	28,592-	25,000-	25,000-	25,000-	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>204,096</b>	<b>206,596</b>	<b>217,614</b>	<b>232,058</b>	<b>25,462</b>	<b>12.3</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Police	School Resource Officer Program	917

#### ACTIVITY DESCRIPTION

During fiscal year 1995, the Police Department began the initial start up of a full time School Resource Officer Program. The mission of this program is to work primarily in the area of proactive, or preventive police services. In this program, three police officers are dedicated solely to working within the school system, dividing their time among the various City schools. The goals of the School Resource Officer Program are:

1. To improve the police image in the eyes of the staff and the students.
2. To develop a close coordination between a school and police community team that works on mutual problems.
3. To prevent delinquent behavior through early detection by working closely with students, their parents and the community to redirect antisocial behavior.
4. To provide summer safety education at playgrounds, YWCA Safety-Town, driver's education, community meetings and neighborhood watch.
5. To investigate violations of law in the schools.

#### PERFORMANCE OBJECTIVES

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

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$3,605 or 36.3%. Utilities increased \$1,700 for communication charges, Other Equipment Maintenance increased \$1,035 for computer equipment and Vehicle Equipment Use Charges increased \$870 to maintain vehicles driven by School Resource Officers.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
917 School Resource Officer Prog.

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	94,361	94,151	90,295	99,872	5,721	6.1
5131. Regular Overtime Pay	5,188	6,747	7,520	6,747	0	.0
5141. Social Security	7,583	7,578	7,483	8,102	524	6.9
5150. Retirement	5,384	6,861	6,651	7,250	389	5.7
5160. Medical Insurance	7,929	11,831	11,831	11,863	32	.3
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>120,709</b>	<b>127,432</b>	<b>124,044</b>	<b>134,098</b>	<b>6,666</b>	<b>5.2</b>
<b>Contractual Services</b>						
5201. Rents	0	312	312	312	0	.0
5212. Utility Services	355	0	0	1,700	1,700	.0
5220. Travel, Schools, & Conf.	655	2,000	2,000	2,000	0	.0
5236.13 Other Equipment Maint.	0	0	0	1,035	1,035	.0
5289. Vehicle/Equip Use Charge	4,558	7,630	7,630	8,500	870	11.4
<b>Total Contractual Services</b>	<b>5,568</b>	<b>9,942</b>	<b>9,942</b>	<b>13,547</b>	<b>3,605</b>	<b>36.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,384	4,507	4,507	4,640	133	3.0
5325. Uniforms/Safety Equip.	168	1,030	1,000	1,075	45	4.4
<b>Total Commodities</b>	<b>2,552</b>	<b>5,537</b>	<b>5,507</b>	<b>5,715</b>	<b>178</b>	<b>3.2</b>
<b>Other Charges</b>						
5410. Insurance	50	50	50	50	0	.0
<b>Total Other Charges</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>128,879</b>	<b>142,961</b>	<b>139,543</b>	<b>153,410</b>	<b>10,449</b>	<b>7.3</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>128,879</b>	<b>142,961</b>	<b>139,543</b>	<b>153,410</b>	<b>10,449</b>	<b>7.3</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Drug Enforcement Program	Police	Drug	14

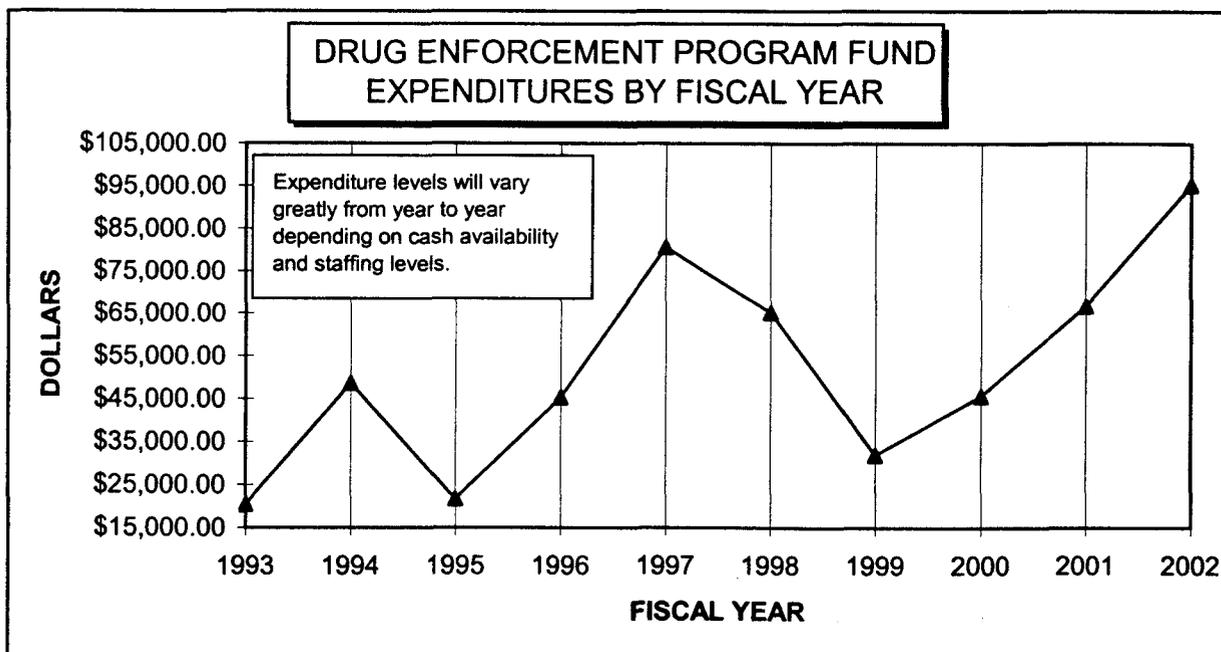
**ACTIVITY DESCRIPTION**

In 1985, the Drug Enforcement Program Fund was established by the City to account for revenues from drug fines and from the sale of confiscated items and related disbursements from those revenues. Under Tennessee State Law revenues of the Drug Fund are legally restricted to drug enforcement, drug education, drug treatment and nonrecurring general law enforcement expenditures. T.C.A. § 39-17-420 requires that drug fund monies be accounted for in a separate Special Revenue Fund.

**SIGNIFICANT EXPENDITURE CHANGES/CAPITAL EXPENDITURES**

Expenditures for the Drug Enforcement Program Fund will vary from year-to-year based on the level of Fund Balance and revenues collected in each fiscal year. Since expenditures are legally restricted, the \$95,250 appropriation for the Drug Enforcement Program Fund allows for fluctuation in expenditure levels due to irregular revenue patterns from the occasional state and federal grant revenue without requiring amendment of the appropriation ordinance.

DRUG ENFORCEMENT PROGRAM FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
<b>Contractual Services</b>						
5201 Rents	4,980	5,300	5,300	5,300	0	0.0
5207 Dues, Memberships & Subscript.	300	300	300	300	0	0.0
5210 Prof. & Contractual Services	0	1,200	1,200	1,200	0	0.0
5212 Utility Services	2,768	8,000	3,000	3,000	-5,000	-62.5
5220 Travel, Schools, & Conferences	4,506	13,000	5,000	13,000	0	0.0
5235 Routine Rep. & Maintenance	2,274	3,000	3,000	3,000	0	0.0
5289 Equipment Use Charge	65	4,000	3,500	4,000	0	0.0
5292 Drug Cases	14,086	50,600	30,000	50,000	-600	-1.2
5293 Dare Program	0	3,000	3,000	3,000	0	0.0
<b>Total Contractual Services</b>	<b>28,979</b>	<b>88,400</b>	<b>54,300</b>	<b>82,800</b>	<b>-5,600</b>	<b>-6.3</b>
<b>Commodities</b>						
5310 Supplies	4,161	9,000	9,000	9,000	0	0.0
5320 Books/Educational Material	0	250	250	250	0	0.0
5325 Uniforms/Safety Equipment	1,155	850	1,200	1,200	350	41.2
5330 Small Tools/Equipment	4,353	1,500	2,000	2,000	500	0.3
<b>Total Commodities</b>	<b>9,669</b>	<b>11,600</b>	<b>12,450</b>	<b>12,450</b>	<b>850</b>	<b>7.3</b>
<b>Other Charges</b>						
5431 Grants/Contributions	7,000	0	0	0	0	0.0
<b>TOTAL DRUG ENFORCEMENT PROGRAM FUND EXPENDITURES</b>	<b>45,648</b>	<b>100,000</b>	<b>66,750</b>	<b>95,250</b>	<b>-4,750</b>	<b>-4.8</b>



**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Emergency Communications District	Police	Emergency Communications	23

**ACTIVITY DESCRIPTION**

In 1972, the City of Oak Ridge implemented a 911 emergency telephone system. In 1987, Oak Ridge voters overwhelmingly approved a referendum to establish an Enhanced 911 (SALI) emergency communications system. An Emergency Communications District Board was established to oversee the management of the fund, with system operations commencing in August 1988.

The system, with automatic location identifiers (ALI) is called "Stand Alone Location Identification" (SALI). SALI provides for the 911 emergency number and incorporated some of the features of larger, more enhanced systems. The SALI 911 system is capable of providing the following information and reports:

1. Instant display of caller's name, telephone number, address and landmark information;
2. Display of history of calls from calling number; and
3. Management reports (daily and weekly) of 911 calls.

To implement the SALI system, the City rented computer hardware and software from South Central Bell. During fiscal 1999, City Council approved the purchase and installation of an enhanced 911 system from BellSouth. The enhanced system meets the wireless mandate for cellular telephones and is Y2K compliant. The system was installed in conjunction with a renovation of the police dispatch area and became operational during fiscal 2000.

**SIGNIFICANT EXPENDITURE CHANGES/CAPITAL EXPENDITURES**

In November 1992, City Council authorized the purchase of an 800 MHZ trunking communications system. This system, which was operational in April 1994, replaced three separate radio communications systems (Police, Fire and General Government) which shared common problems of radio congestion, aging equipment, poor coverage in certain areas of the City and ineffective radio coordination between system users. Expenses for the Emergency Communications District Fund are primarily to fund the debt service on long-term debt issued to acquire the system, recorded as rents to the General Fund, and maintenance costs for the 800 MHZ system.

Budgeted costs for Utility services increased \$5,000 to reflect monthly charges paid to Bell South for the enhanced 911 systems.

In Enterprise Funds, capital equipment purchases are recorded as assets and expensed through depreciation charges. Depreciation charges are primarily related to the purchase of capital equipment for the 800 MHZ system. There is \$20,000 in capital expenditures projected in fiscal 2001 for the replacement of police and fire radio equipment.

EMERGENCY COMMUNICATIONS DISTRICT FUND EXPENSES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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OPERATING EXPENSES:

Contractual Services

5201 Rents	100,015	100,015	100,015	100,015	0	0.0
5210 Professional & Contractual Services	0	500	380	500	0	0.0
5212 Utility Services	43,730	45,000	48,255	50,000	5,000	11.1
5220 Travel, Schools & Conferences	0	2,400	0	2,400	0	0.0
5235 Repair & Maintenance	62,226	65,000	63,000	65,000	0	0.0
<b>Total Contractual Services</b>	<b>205,971</b>	<b>212,915</b>	<b>211,650</b>	<b>217,915</b>	<b>5,000</b>	<b>2.3</b>

Commodities

5310 Supplies	4,455	5,000	5,000	5,000	0	0.0
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Other Charges

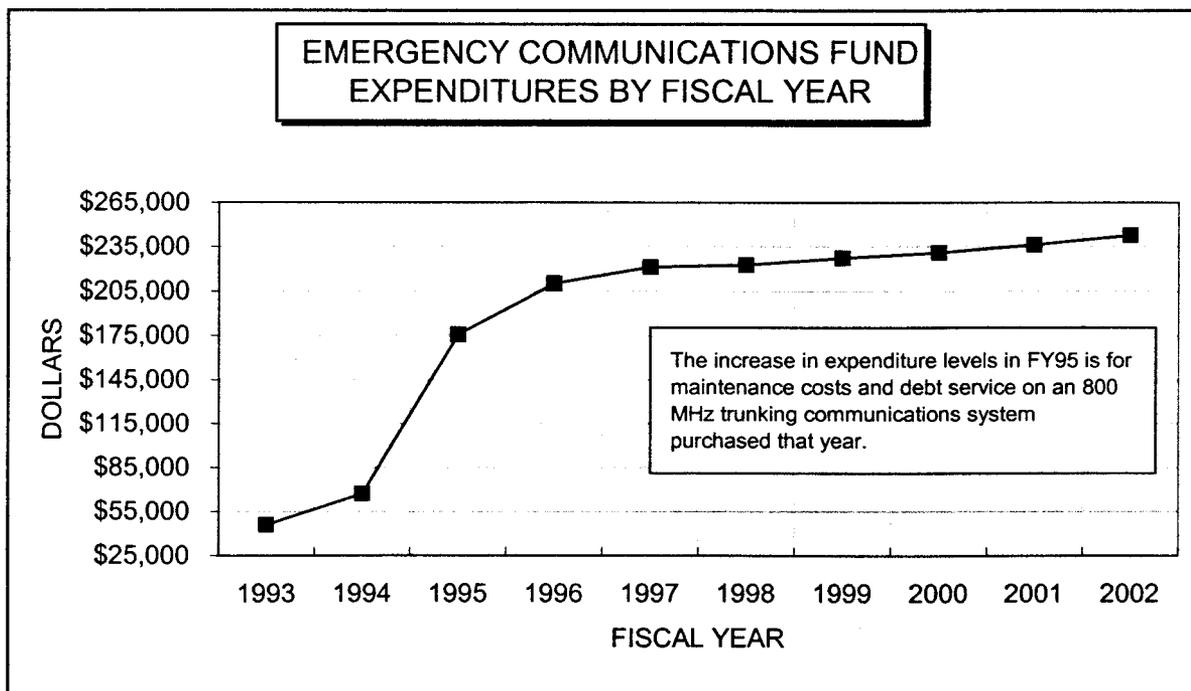
5460 Depreciation	20,609	22,000	19,774	20,000	(2,000)	-9.1
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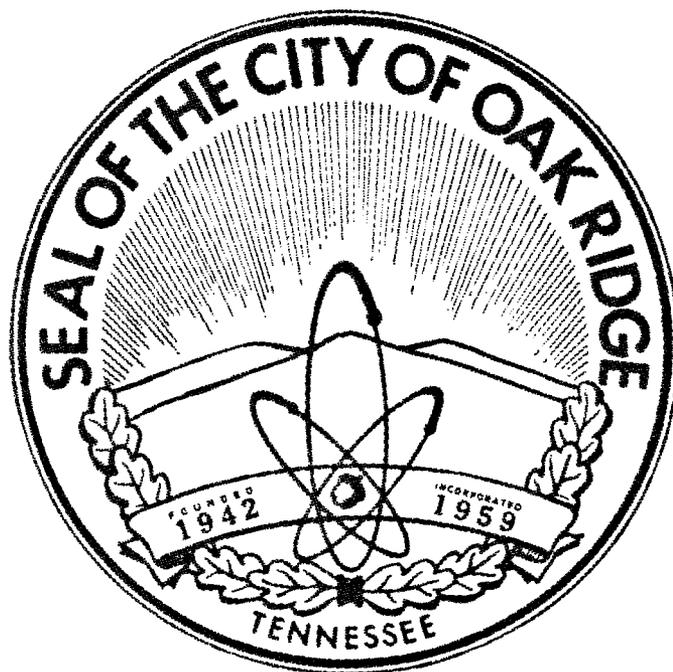
**TOTAL EMERGENCY COMMUNICATIONS  
DISTRICT FUND OPERATING EXPENSES**

	<b>231,035</b>	<b>239,915</b>	<b>236,424</b>	<b>242,915</b>	<b>3,000</b>	<b>1.3</b>
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CAPITAL ITEMS:

Radio Equipment	0	20,000	20,746	20,000	0	0.0
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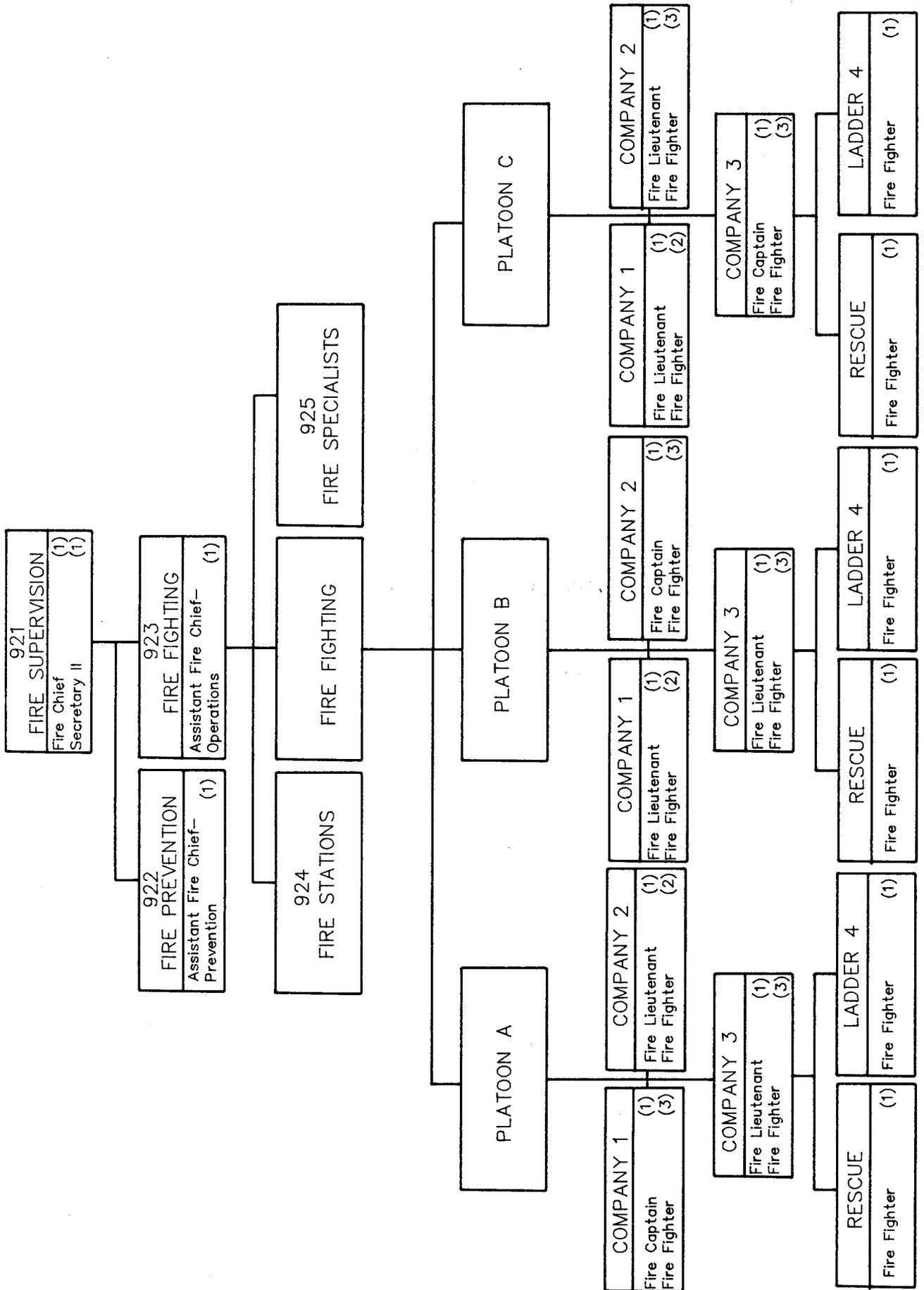


oak  
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Fire

# FIRE DEPARTMENT



## FIRE DEPARTMENT

The Oak Ridge Fire Department is responsible for the protection of life and property against fire and other emergencies. The Department is comprised of 42 uniform personnel supplemented by fire specialists. Nineteen specialists are either off-duty firefighters or City employees of other departments trained to support on-duty personnel with structural fire fighting operations.

The Department provides a wide-range of emergency services in addition to fire suppression, including first responder emergency medical service, hazardous materials response, and vehicle extrication, trench and confined space rescue among others. Fire prevention activities, including building plan review, fire code enforcement, and public education, are pursued on a full-time basis. Three shifts with thirteen on-duty personnel are utilized to staff the City's three fire stations. The City of Oak Ridge presently enjoys an Insurance Services Office rating of Class Three. The Fire Department has mutual aid agreements with the Department of Energy and with most surrounding agencies.

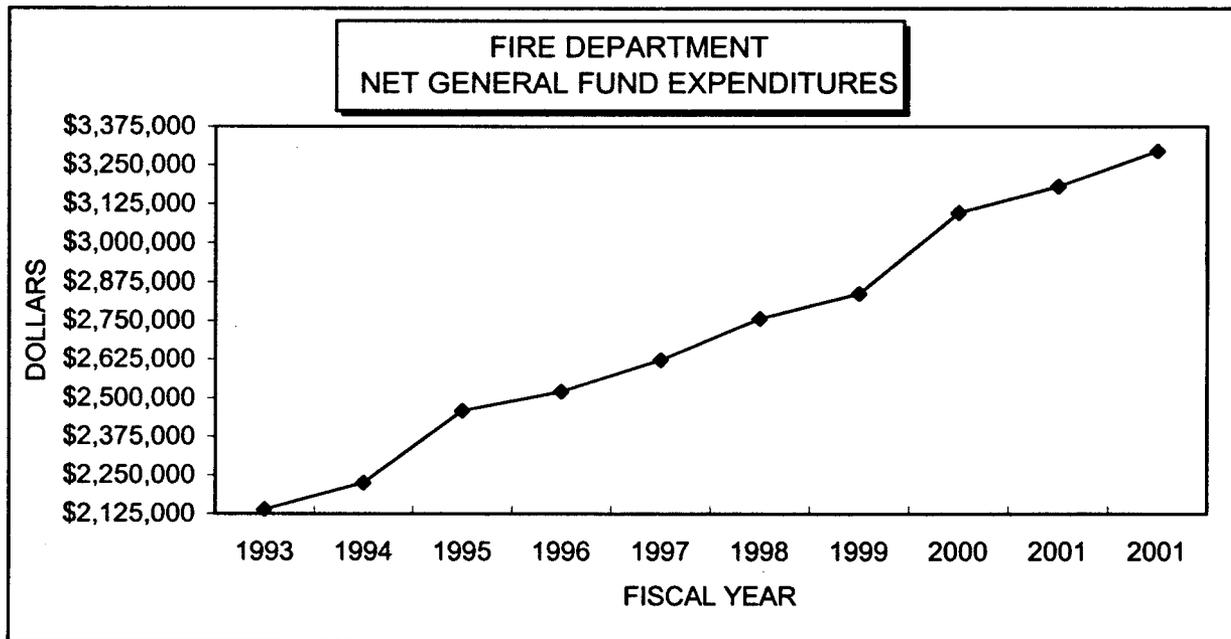
Due to the continuing increase in the number of requests for emergency medical assistance, the Department has shifted many of its training resources to focus on this area. As a result of this demand, 10 Department employees are trained to the level of Paramedic, 25 to the level of EMT, and 2 to First Responder. All Fire Department personnel are certified in CPR. Approximately 70% of the time the in-service engine companies provide the advanced life support level of emergency medical care.

In fiscal 2000, Department personnel conducted 1,507 fire prevention inspections, presented 95 public fire education programs to 6,945 individuals, and responded to 3,411 calls for assistance. Of the total calls for assistance, 1,107 were for rescue or medical assistance. The per capita fire loss was \$19.53, the national average is \$36.80. The Department has now certified all company officers as Fire Inspectors through the State Fire Marshall's Office during fiscal 2000, as well as 14 other employees who perform follow-up fire inspections.

FIRE DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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GENERAL FUND

921 Supervision	143,850	146,509	153,959	158,966	12,457	8.5
922 Fire Prevention	92,782	89,298	89,288	96,804	7,506	8.4
923 Fire Fighting	2,617,102	2,589,245	2,692,204	2,784,878	195,633	7.6
924 Fire Stations	82,290	80,770	79,970	82,256	1,486	1.8
925 Fire Specialists	160,128	172,303	165,572	172,700	397	0.2
<b>Total General Fund</b>	<b>3,096,152</b>	<b>3,078,125</b>	<b>3,180,993</b>	<b>3,295,604</b>	<b>217,479</b>	<b>7.1</b>



CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Fire	Supervision	921

#### ACTIVITY DESCRIPTION

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

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

#### PERFORMANCE OBJECTIVES

1. Maintain the current disaster plan, and hold community-wide exercises utilizing assets from at least three agencies outside the Oak Ridge city government.
2. Evaluate record keeping procedures. Insure the maintenance of adequate departmental records to monitor performance, while eliminating forms and records no longer needed.
3. Develop training programs, both on the job and formal, that will allow employees seeking promotion to the officer level to meet selected guidelines of the National Fire Protection Association, and that will allow other employees to develop their skills to the extent they desire.
4. Return site review comments to Development Implementation within two days of receipt.
5. Maintain the Fire Department's positive image in the community by taking advantage of as many opportunities as possible to make presentations to groups, especially adults.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Residences with smoke detectors	89%	95%	95%	95%
Newly-constructed or substantially renovated Commercial structures with automatic fire Suppression systems or early alarm systems	95%	99%	99%	99%
Building fires confined to room of origin	98%	99%	99%	99%

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$1,005 primarily for communication charges and Commodities increased \$1,341 to reflect historical spending patterns.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
921 Fire Supervision

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	99,922	102,818	107,445	111,608	8,790	8.5
5131. Regular Overtime Pay	580	0	2,153	0	0	.0
5141. Social Security	7,650	7,865	8,220	8,538	673	8.6
5150. Retirement	5,701	6,991	7,306	7,589	598	8.6
5160. Medical Insurance	8,012	8,111	8,111	8,161	50	.6
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>122,129</b>	<b>126,049</b>	<b>133,499</b>	<b>136,160</b>	<b>10,111</b>	<b>8.0</b>
<b>Contractual Services</b>						
5206. Mailing & Delivery	0	60	60	60	0	.0
5207. Dues, Memberships & Sub.	429	440	440	440	0	.0
5210. Prof. & Contractual Ser.	200	0	0	313	313	.0
5212. Utility Services	2,834	1,500	1,500	2,600	1,100	73.3
5220. Travel, Schools, & Conf.	2,775	1,875	1,875	1,875	0	.0
5236.13 Other Equipment Maint.	708	708	708	790	82	11.6
5289. Vehicle/Equip Use Charge	3,010	4,975	4,975	4,485	490	9.8
<b>Total Contractual Services</b>	<b>9,956</b>	<b>9,558</b>	<b>9,558</b>	<b>10,563</b>	<b>1,005</b>	<b>10.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,872	1,659	1,659	3,000	1,341	80.8
5320. Books/Education Material	50	400	400	400	0	.0
<b>Total Commodities</b>	<b>2,922</b>	<b>2,059</b>	<b>2,059</b>	<b>3,400</b>	<b>1,341</b>	<b>65.1</b>
<b>Other Charges</b>						
5410. Insurance	5,843	5,843	5,843	5,843	0	.0
5430. Grants/Subsidies/Contr.	3,000	3,000	3,000	3,000	0	.0
<b>Total Other Charges</b>	<b>8,843</b>	<b>8,843</b>	<b>8,843</b>	<b>8,843</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>143,850</b>	<b>146,509</b>	<b>153,959</b>	<b>158,966</b>	<b>12,457</b>	<b>8.5</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>143,850</b>	<b>146,509</b>	<b>153,959</b>	<b>158,966</b>	<b>12,457</b>	<b>8.5</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Fire	<b>ACTIVITY</b> Fire Prevention	<b>NUMBER</b> 922
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Commercial fire prevention surveys conducted semi-annually	1,507	1,500	1,500	1,500
Violations reported by department inspection	1,539	700	1,000	1,000
Construction plans reviewed within 7 days	100%	90%	90%	90%
Safety education presentations	95	150	100	100
Attendance at presentations	6,945	10,000	7,000	8,000
Residential fires from "electrical causes"	6	8	5	5

**SIGNIFICANT EXPENDITURE CHANGES**

Commodities increased \$3,043 primarily for materials and costs related to fire prevention presentations.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
922 Fire Prevention

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	58,626	58,665	58,665	62,787	4,122	7.0
5141. Social Security	4,444	4,487	4,487	4,753	266	5.9
5150. Retirement	3,332	3,989	3,989	4,269	280	7.0
5160. Medical Insurance	4,043	4,096	4,096	4,119	23	.6
5175. Workers Compensation	132	132	132	132	0	.0
<b>Total Personal Services</b>	<b>70,577</b>	<b>71,369</b>	<b>71,369</b>	<b>76,060</b>	<b>4,691</b>	<b>6.6</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	938	1,200	1,200	1,200	0	.0
5206. Mailing & Delivery	0	200	200	200	0	.0
5207. Dues, Memberships & Sub.	491	565	565	565	0	.0
5210. Prof. & Contractual Ser.	57	0	0	312	312	.0
5212. Utility Services	1,276	1,500	1,500	1,300	200-	13.3-
5220. Travel, Schools, & Conf.	4,929	3,237	3,237	3,237	0	.0
5236.13 Other Equipment Maint.	645	645	645	645	0	.0
5289. Vehicle/Equip Use Charge	3,512	3,880	3,880	3,540	340-	8.8-
<b>Total Contractual Services</b>	<b>11,848</b>	<b>11,227</b>	<b>11,227</b>	<b>10,999</b>	<b>228-</b>	<b>2.0-</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	9,131	4,467	4,467	7,500	3,033	67.9
5320. Books/Education Material	1,029	2,000	2,000	2,000	0	.0
5325. Uniforms/Safety Equip.	173	210	200	220	10	4.8
<b>Total Commodities</b>	<b>10,333</b>	<b>6,677</b>	<b>6,667</b>	<b>9,720</b>	<b>3,043</b>	<b>45.6</b>
<b>Other Charges</b>						
5410. Insurance	25	25	25	25	0	.0
<b>Total Other Charges</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>92,783</b>	<b>89,298</b>	<b>89,288</b>	<b>96,804</b>	<b>7,506</b>	<b>8.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	1-	0	0	0	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>92,782</b>	<b>89,298</b>	<b>89,288</b>	<b>96,804</b>	<b>7,506</b>	<b>8.4</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Fire	Fire Fighting	923

**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Average response time	3.1 mins.	4.0 mins.	3.5 mins.	4.0 mins.
Average control time	1.1 mins.	5.0 mins.	5.0 mins.	5.0 mins.
Fires contained to the damage level on Arrival of first fire unit	98%	100%	98%	100%
Employees certified at NFPA Fire Fighter III	42	42	42	42
Fire hydrants maintained annually	1,566	2,250	2,000	2,000
Hazardous Material locations pre-planned	13	15	15	15

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$21,093 or 7.7% for fiscal 2002. Professional Services increased \$12,500 for the transfer of the recording of costs for Fire Hazmat Physicals from the Personnel activity to this activity. Utility service costs increased \$2,220 to reflect actually occurring telecommunication charges and hydrant water costs. Vehicle equipment use charges increased \$8,373 for maintenance including fuel costs for fire trucks. Commodities increased \$20,964 to reflect actual expenditure patterns for materials used by fire fighters including bandages, gloves and other first aide supplies and equipment used in the first responder program.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
923 Firefighting

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	1,509,892	1,531,510	1,542,141	1,628,995	97,485	6.4
5131. Regular Overtime Pay	336,339	270,000	350,000	300,000	30,000	11.1
5141. Social Security	137,753	134,230	140,815	147,706	13,476	10.0
5150. Retirement	104,265	122,502	128,670	134,571	12,069	9.9
5160. Medical Insurance	157,766	159,296	159,296	159,842	546	.3
5175. Workers Compensation	29,637	29,637	29,637	29,637	0	.0
<b>Total Personal Services</b>	<b>2,275,652</b>	<b>2,247,175</b>	<b>2,350,559</b>	<b>2,400,751</b>	<b>153,576</b>	<b>6.8</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	665	0	0	0	0	.0
5207. Dues, Memberships & Sub.	1,390	460	460	460	0	.0
5210. Prof. & Contractual Ser.	2,500	4,480	4,480	16,980	12,500	279.0
5212. Utility Services	44,056	44,300	44,300	46,520	2,220	5.0
5220. Travel, Schools, & Conf.	25,371	40,000	40,000	40,000	0	.0
5235. Repair & Maintenance	2,549	0	0	0	0	.0
5236.13 Other Equipment Maint.	1,482	3,345	3,345	1,345	2,000	59.8
5289. Vehicle/Equip Use Charge	171,500	180,457	180,457	188,830	8,373	4.6
<b>Total Contractual Services</b>	<b>249,513</b>	<b>273,042</b>	<b>273,042</b>	<b>294,135</b>	<b>21,093</b>	<b>7.7</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	59,347	39,706	39,706	60,000	20,294	51.1
5320. Books/Education Material	6,205	6,500	6,500	6,500	0	.0
5325. Uniforms/Safety Equip.	13,972	16,730	16,305	17,400	670	4.0
<b>Total Commodities</b>	<b>79,524</b>	<b>62,936</b>	<b>62,511</b>	<b>83,900</b>	<b>20,964</b>	<b>33.3</b>
<b>Other Charges</b>						
5410. Insurance	6,092	6,092	6,092	6,092	0	.0
<b>Total Other Charges</b>	<b>6,092</b>	<b>6,092</b>	<b>6,092</b>	<b>6,092</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540. Machinery & Equipment	9,027	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>9,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>2,619,808</b>	<b>2,589,245</b>	<b>2,692,204</b>	<b>2,784,878</b>	<b>195,633</b>	<b>7.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	2,706	0	0	0	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>2,617,102</b>	<b>2,589,245</b>	<b>2,692,204</b>	<b>2,784,878</b>	<b>195,633</b>	<b>7.6</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Fire	Fire Stations	924

#### ACTIVITY DESCRIPTION

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

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

#### PERFORMANCE OBJECTIVES

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Energy Consumption: KW hours of electricity used	349,600	330,000	319,360	330,000
Fire Station Safety: Work Site Safety violations	0	0	0	0
Employee accidents at work sites	0	0	0	0

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$871 for copier rental (\$360) and small equipment (\$981) repair and maintenance costs.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
924 Fire Stations

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5201. Rents	76	0	0	360	360	.0
5207. Dues, Memberships & Sub.	0	1,101	1,101	1,101	0	.0
5210. Prof. & Contractual Ser.	0	535	535	535	0	.0
5212. Utility Services	37,792	46,200	45,410	45,720	480-	1.0-
5235. Repair & Maintenance	11,193	9,295	9,285	9,305	10	.1
5236.13 Other Equipment Maint.	1,089	1,089	1,089	2,070	981	90.1
5289. Vehicle/Equip Use Charge	1,435	1,300	1,300	1,300	0	.0
Total Contractual Services	51,585	59,520	58,720	60,391	871	1.5
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	29,930	20,475	20,475	21,090	615	3.0
Total Commodities	29,930	20,475	20,475	21,090	615	3.0
<b>Other Charges</b>						
5410. Insurance	775	775	775	775	0	.0
Total Other Charges	775	775	775	775	0	.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	82,290	80,770	79,970	82,256	1,486	1.8
<b>Reduction of Costs</b>						
TOTAL NET EXPENDITURES	82,290	80,770	79,970	82,256	1,486	1.8

## CITY OF OAK RIDGE

FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Fire	Fire Specialists	925

### ACTIVITY DESCRIPTION

Fire Specialists are off-duty Fire Fighters or well-trained City employees who, upon receiving notice of an alarm, respond directly to the scene of a structural fire in order to supplement on duty Fire Fighters arriving from the fire stations. Fire Specialists are on call on a regularly scheduled basis and are equipped with a radio pager, fire fighting gear, and a City vehicle. They are compensated for this service by receiving a monthly supplement in addition to their regular City paycheck.

### PERFORMANCE OBJECTIVES

1. 100% response of Specialists to all structural fires.
2. Conduct a minimum of six hours training per month for each Specialist employed by other City departments.

### PROGRAM COMMENTS

Fire Specialists are compensated at both a standby rate, which is fixed annually, and a per-call rate. Job classification, pay step and uniform rank determine the per-call rate. In order to comply with Fair Labor Standards Act (FLSA), all nonexempt City employees performing as Fire Specialists are compensated at the overtime rate associated with their regular job when those hours are served in addition to their basic workweek.

The Personal Services total represents the average overtime rate for those employees currently enrolled in the program that are in pay classifications 1 through 9, using a minimum of four responses daily as basic compensation in place of standby pay.

The Fire Specialist Program remains cost effective in that the cost of providing fire suppression services through the more traditional method of adding personnel to the on-duty strength of fire units would cost approximately \$338,000 rather than \$175,000 annually. This would result in the addition of four Fire Fighters (a number equal to the number of Fire Specialists on-duty each day of the year) to each of the department's three duty shifts, for a total of twelve fire fighters.

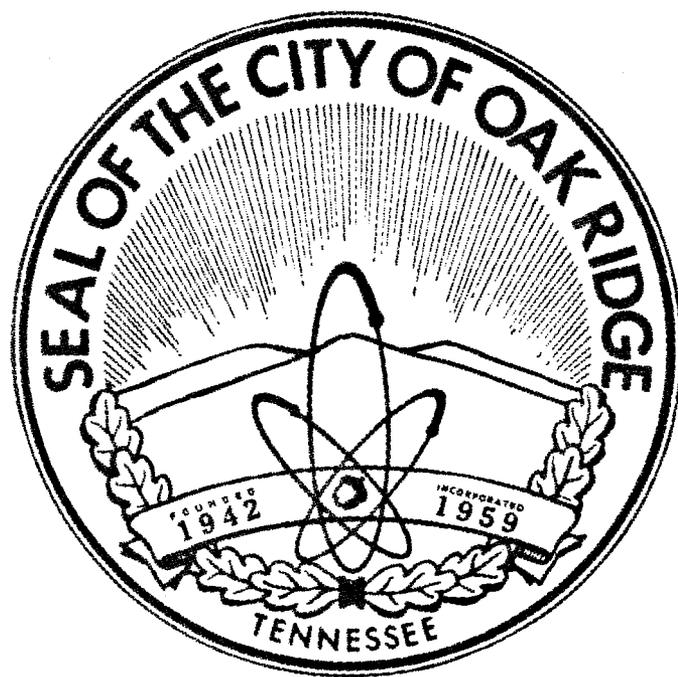
### SIGNIFICANT EXPENDITURES

Contractual Services increased \$5,325 for the transfer of the recording of \$1,875 in costs for Fire Hazmat Physicals from the Personnel activity to this activity and for a \$3,450 increase in Equipment Use Charges to fund actual maintenance, including fuel, and future replacement of Fire Specialist vehicles.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
925 Fire Specialists

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	65,485	75,358	66,000	75,950	592	.8
5131. Regular Overtime Pay	49,700	52,000	56,000	46,985	5,015-	9.6-
5141. Social Security	8,797	10,060	9,333	9,788	272-	2.7-
5150. Retirement	6,658	8,942	8,296	8,700	242-	2.7-
<b>Total Personal Services</b>	<b>130,640</b>	<b>146,360</b>	<b>139,629</b>	<b>141,423</b>	<b>4,937-</b>	<b>3.4-</b>
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	0	0	0	1,875	1,875	.0
5235. Repair & Maintenance	5	0	0	0	0	.0
5289. Vehicle/Equip Use Charge	26,091	19,330	19,330	22,780	3,450	17.8
<b>Total Contractual Services</b>	<b>26,096</b>	<b>19,330</b>	<b>19,330</b>	<b>24,655</b>	<b>5,325</b>	<b>27.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	0	411	411	420	9	2.2
5325. Uniforms/Safety Equip.	0	2,810	2,810	2,810	0	.0
<b>Total Commodities</b>	<b>0</b>	<b>3,221</b>	<b>3,221</b>	<b>3,230</b>	<b>9</b>	<b>.3</b>
<b>Other Charges</b>						
5410. Insurance	3,392	3,392	3,392	3,392	0	.0
<b>Total Other Charges</b>	<b>3,392</b>	<b>3,392</b>	<b>3,392</b>	<b>3,392</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>160,128</b>	<b>172,303</b>	<b>165,572</b>	<b>172,700</b>	<b>397</b>	<b>.2</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>160,128</b>	<b>172,303</b>	<b>165,572</b>	<b>172,700</b>	<b>397</b>	<b>.2</b>



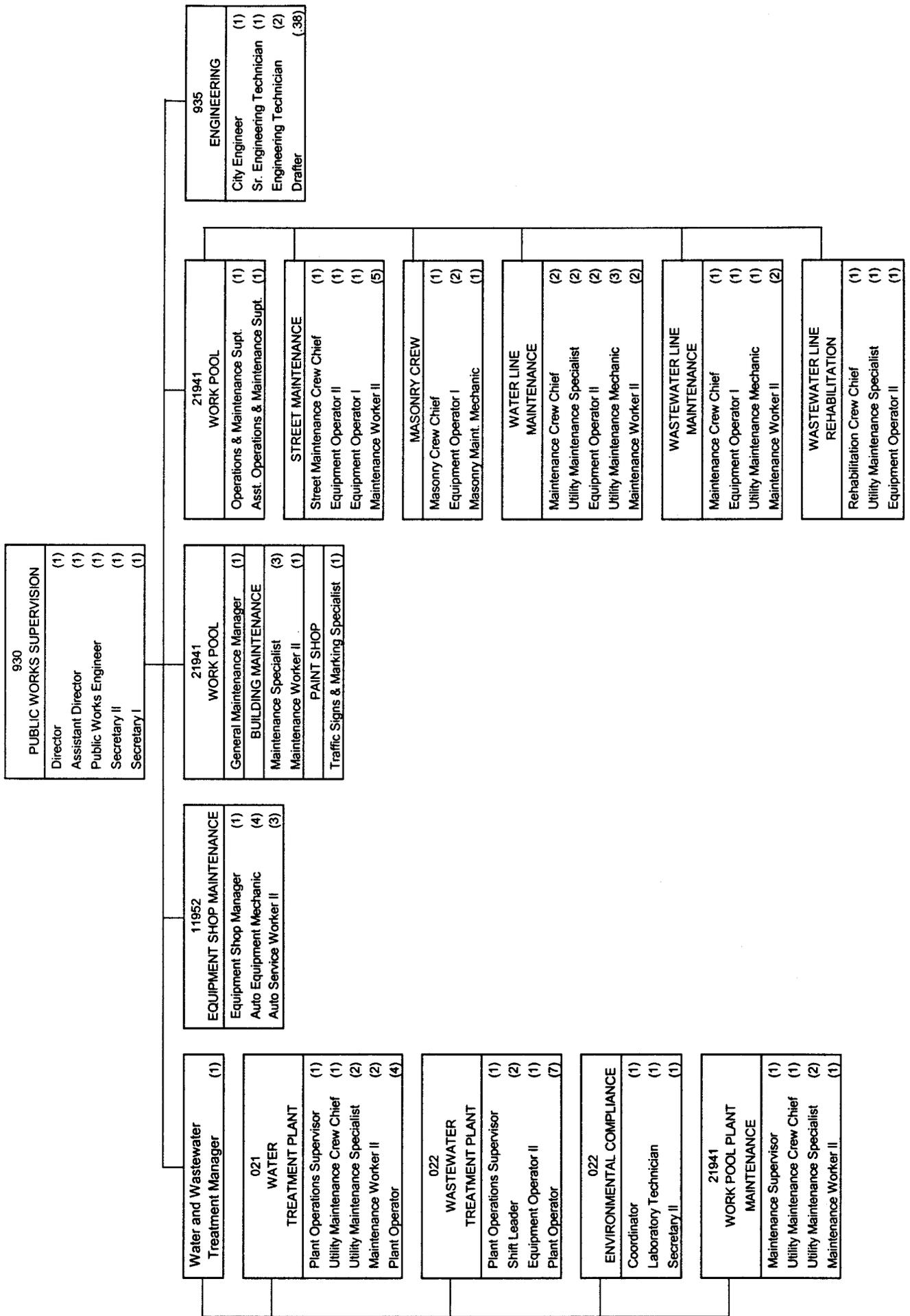


oak  
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Public Works

# PUBLIC WORKS DEPARTMENT



## PUBLIC WORKS DEPARTMENT

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

The Department consists of 89 employees and five divisions including Supervision/Administration, Engineering, Wastewater Treatment, Water Treatment, Equipment and Fleet Maintenance, and Work Pool. The activities and functions performed by the Department are included in the General Fund, Waterworks Fund, State Street Aid Fund, Equipment Replacement Rental Fund and Solid Waste Fund. The Department serves as the City staff representative to the Traffic Safety Advisory Board and also prepares and administers the Solid Waste Collection Contract.

The Engineering Division consists of five employees and is responsible for reviewing all subdivision and development plans proposed for construction within the city. This division is also responsible for performing site inspections to verify that utilities and roadways proposed for dedication to the City are properly installed or constructed to City specifications. Employees of this division are also responsible for revising and updating as-built plans and maps of the water, wastewater and storm drainage systems.

The Equipment and Fleet Maintenance Division of Public Works is composed of 8 employees and is responsible for maintaining the City's entire fleet of vehicles and equipment which includes 58 sedans, 69 pickup trucks, 59 heavy duty trucks, 39 school buses, and approximately 121 pieces of various light and heavy equipment.

The Work Pool Division consists of 46 employees assigned to one of several primary work crews responsible for Water Distribution System Maintenance; Wastewater Collection System Maintenance and Rehabilitation; Water and Wastewater Treatment Plant Maintenance; Roads, Streets and Drainage Maintenance; and Buildings and Facilities Maintenance. Employee crew assignments are flexible in order to allow for shifting of workers to various crews as necessary to satisfy large project demands or deadlines.

The Department is responsible for maintaining approximately 226 miles of streets and 100 miles of sidewalk. During fiscal 2002, the Department proposes to resurface 8 miles and rejuvenate 10 miles of city streets; replace approximately 1,000 lineal feet of sidewalk and 1,500 lineal feet of street curbing and install 40 handicap ramps. Funding for these activities is accounted for in the State Street Aid Fund. The Department also is responsible for mowing on street rights-of-ways, maintaining flow of storm drainage ditches, providing an annual leaf pick-up program and an annual brush and rubbish pick-up program.

Maintenance of the water distribution system is performed by the Work Pool Division and involves maintaining approximately 220 miles of water main piping, 2,450 fire hydrants, 4,600 main valves, 9,040 service laterals, 12,031 water meters, four elevated water storage tanks, two in-ground reservoirs, 11 water pumping stations, and 76 main pressure reducing valves.

From incorporation of the City through April 30, 2000, the City water supply was purchased from the US Department of Energy (DOE) which owned and operated the water treatment facility. During fiscal 1999, the City purchased an average of 4.9 million gallons of water per day from DOE. On May 1, 2000, the City assumed ownership and operation of the Water Treatment Plant from DOE. The plant has a treatment capacity of approximately 27 MGD and is operated by a staff of 11 employees. The plant continues to provide water to DOE's Y-12 and X-10 facilities. The City has entered into a 10-year contract with DOE for their purchase of water for these two facilities.

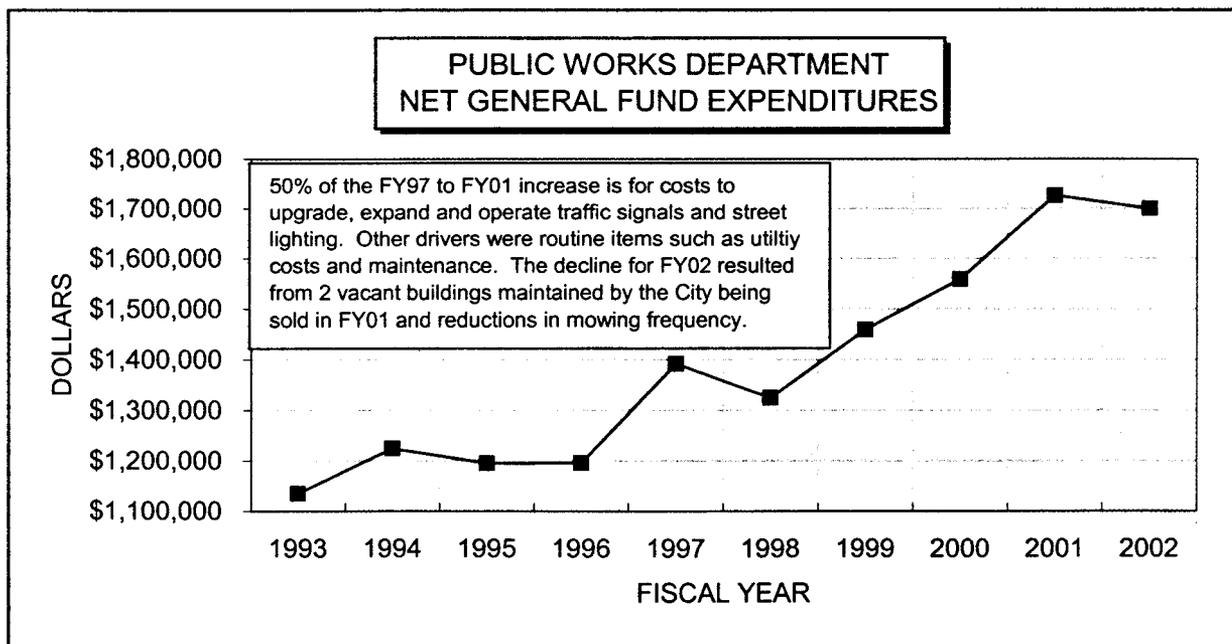
The wastewater system consists of two treatment facilities operated by the Wastewater Treatment Division and approximately 240 miles of collection system piping maintained by the Work Pool Division. The main 6.0 MGD wastewater treatment plant serves most of the city and one small treatment plant which serves the Clinch River Industrial Park. In addition to the collection system piping, the Work Pool maintains approximately 2,470 manholes. The Wastewater Treatment Plant maintenance staff maintains 28 wastewater-pumping stations, two raw water intake pump stations and a raw water booster pumping station. During fiscal 2000, the treatment plant treated approximately 1.8 billion gallons of wastewater received from both the city and the US Department of Energy's Y-12 Facility. In fiscal year 1995, the Department initiated a multi-year program to rehabilitate the collection system and upgrade the wastewater treatment plant. Total cost of the program is estimated at \$29 million with an estimated \$2.3 million in collection system and treatment plant improvements proposed for fiscal 2002. The principal upgrades to the wastewater treatment plant should be completed at the end of fiscal 2002.

The Department is also responsible for maintaining all City-owned buildings, including the Municipal Building and Central Service Center Complex along with other City facilities upon departmental requests.

During fiscal 2002, the Public Works Department will be responsible for various renovation projects funded by the Capital Projects Fund. Those projects include storm water drainage improvements, Southwest Quadrant development, sidewalk improvements, realignment of the intersection of Rutgers and Manhattan Avenues and various building upgrades and additions.



PUBLIC WORKS DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% Change
<b>GENERAL FUND</b>						
930 Supervision	83,037	85,171	87,836	91,425	6,254	7.3
935 Engineering	130,973	139,819	141,158	143,873	4,054	2.9
942 State Highway Maintenance	44,544	56,933	63,596	56,015	(918)	-1.6
943 General Maintenance	305,077	313,035	308,153	281,981	(31,054)	-9.9
946 Central Service Center	82,820	92,182	99,373	99,638	7,456	8.1
947 301 Broadway Building	16,941	26,350	27,094	0	(26,350)	-100.0
948 Municipal Building	108,529	128,380	131,929	131,187	2,807	2.2
949 Roane State Comm. College	19,475	33,785	15,890	0	(33,785)	-100.0
950 102 Robertsville Road	13	21,340	20,815	25,087	3,747	17.6
953 Traffic Control and Lights	767,101	850,100	830,700	870,600	20,500	2.4
<b>Total General Fund</b>	<b>1,558,510</b>	<b>1,747,095</b>	<b>1,726,544</b>	<b>1,699,806</b>	<b>(47,289)</b>	<b>-2.7</b>
<b>OTHER FUNDS</b>						
011 Equipment Replacement						
Rental Fund - Operating Expenses	1,908,027	2,077,020	2,041,115	2,195,460	118,440	5.7
015 State Street Aid Fund	1,220,024	1,392,020	1,377,360	1,424,065	32,045	2.3
Waterworks Fund:						
021 Water Distribution and Treatment - Expenses	3,988,003	6,439,603	6,286,986	6,769,356	329,753	5.1
021 Water Distribution - Capital	1,497,723	1,795,000	1,362,500	6,733,000	4,938,000	275.1
022 Wastewater Treatment - Expenses	4,510,276	5,357,496	5,659,061	6,320,326	962,830	18.0
022 Wastewater Treatment - Capital	7,590,083	5,898,000	7,569,700	5,117,500	(780,500)	-13.2
<b>Total Other Funds</b>	<b>20,714,136</b>	<b>22,959,139</b>	<b>24,296,722</b>	<b>28,559,707</b>	<b>5,600,568</b>	<b>24.4</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>22,272,646</b>	<b>24,706,234</b>	<b>26,023,266</b>	<b>30,259,513</b>	<b>5,553,279</b>	<b>22.5</b>



<b>CITY OF OAK RIDGE</b>			
<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Public Works	Supervision	930

#### **ACTIVITY DESCRIPTION**

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

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

#### **PERFORMANCE OBJECTIVES**

1. Continue rehabilitation activities for reducing inflow and infiltration from entering the wastewater collection system.
2. Continue efforts toward reducing unaccounted for water with continuation of meter replacement, meter downsizing and distribution system leak detection programs.
3. Continue efforts to improve overall condition and appearance of City streets, sidewalks and right-of-ways.
4. Coordinate operation of water and wastewater treatment plants to meet all state and federal requirements.

#### **SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$2,560 comprised of \$1,242 for phone charges and \$1,410 for Equipment Use Charges for maintenance and future replacement of vehicles utilized by this activity.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
930 Public Works Supervision

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	234,362	235,875	241,604	253,104	17,229	7.3
5131. Regular Overtime Pay	1,423	841	3,630	1,355	514	61.1
5141. Social Security	17,429	17,823	18,477	19,112	1,289	7.2
5150. Retirement	13,361	16,096	16,676	17,313	1,217	7.6
5160. Medical Insurance	19,984	20,160	20,160	20,257	97	.5
5175. Workers Compensation	528	528	528	528	0	.0
<b>Total Personal Services</b>	<b>287,087</b>	<b>291,323</b>	<b>301,075</b>	<b>311,669</b>	<b>20,346</b>	<b>7.0</b>
<b>Contractual Services</b>						
5201. Rents	0	400	400	400	0	.0
5207. Dues, Memberships & Sub.	1,390	900	900	900	0	.0
5210. Prof. & Contractual Ser.	0	2,500	2,500	2,500	0	.0
5212. Utility Services	4,409	2,918	2,918	4,160	1,242	42.6
5220. Travel, Schools, & Conf.	4,833	7,606	7,606	7,606	0	.0
5235. Repair & Maintenance	0	150	150	150	0	.0
5236.13 Other Equipment Maint.	1,817	1,817	1,817	1,725	92-	5.1-
5289. Vehicle/Equip Use Charge	5,477	3,780	3,900	5,190	1,410	37.3
<b>Total Contractual Services</b>	<b>17,926</b>	<b>20,071</b>	<b>20,191</b>	<b>22,631</b>	<b>2,560</b>	<b>12.8</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,230	3,551	3,550	3,660	109	3.1
5320. Books/Education Material	202	400	400	400	0	.0
5325. Uniforms/Safety Equip.	0	0	0	150	150	.0
<b>Total Commodities</b>	<b>2,432</b>	<b>3,951</b>	<b>3,950</b>	<b>4,210</b>	<b>259</b>	<b>6.6</b>
<b>Other Charges</b>						
5410. Insurance	100	100	100	100	0	.0
<b>Total Other Charges</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>307,545</b>	<b>315,445</b>	<b>325,316</b>	<b>338,610</b>	<b>23,165</b>	<b>7.3</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	224,508-	230,274-	237,480-	247,185-	16,911-	7.3
<b>TOTAL NET EXPENDITURES</b>	<b>83,037</b>	<b>85,171</b>	<b>87,836</b>	<b>91,425</b>	<b>6,254</b>	<b>7.3</b>

CITY OF OAK RIDGE			
<b>FUND</b> General	<b>DEPARTMENT</b> Public Works	<b>ACTIVITY</b> Engineering	<b>NUMBER</b> 935

#### ACTIVITY DESCRIPTION

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

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

#### PERFORMANCE OBJECTIVES

1. Inspect all projects in a timely manner in order to insure proper construction.
2. Respond to the development review process to ensure quality infrastructure improvements while minimizing time delays for the developer.
3. Complete the review of subdivision plans within one week.
4. Complete the review of plans for issuance of commercial/industrial grading permits within one week.
5. Complete approximately 8 percent of Lamar Dunn drawings for updated information on subdivision, As-Built water, sewer, and storm drainage sheets.
6. Complete roadway and intersection analysis and respond within eight weeks.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Daily inspection of major construction	95%	95%	95%	95%
Weekly inspection of projects during minor Construction	95%	95%	95%	95%
Project plans reviewed within one week	90%	90%	90%	90%
Subdivision plans reviewed within one week	90%	90%	90%	90%
Percent Completion of Lamar Dunn drawings	8%	8%	8%	8%
Traffic analysis within eight weeks	80%	80%	80%	80%

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services decreased \$5,098 due to a \$5,411 reduction in Equipment Use Charges based on actually occurring maintenance costs for vehicles utilized by this activity.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
935 Engineering

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	178,435	181,119	182,786	191,681	10,562	5.8
5120. Salaries-Temp. Employees	9,296	6,276	6,276	7,152	876	14.0
5131. Regular Overtime Pay	766	4,103	4,103	3,705	398-	9.7-
5141. Social Security	14,078	14,436	14,564	15,281	845	5.9
5150. Retirement	10,151	12,595	12,708	13,313	718	5.7
5160. Medical Insurance	15,939	16,086	16,086	16,145	59	.4
5175. Workers Compensation	264	264	264	264	0	.0
<b>Total Personal Services</b>	<b>228,929</b>	<b>234,879</b>	<b>236,787</b>	<b>247,541</b>	<b>12,662</b>	<b>5.4</b>
<b>Contractual Services</b>						
5201. Rents	791	580	580	580	0	.0
5205. Printing & Dup. Charges	300	275	275	275	0	.0
5206. Mailing & Delivery	0	150	150	150	0	.0
5207. Dues, Memberships & Sub.	726	720	720	720	0	.0
5210. Prof. & Contractual Ser.	4,378	13,700	13,700	13,700	0	.0
5211. Advertising & Publicity	9	250	250	250	0	.0
5212. Utility Services	2,924	2,500	2,500	2,780	280	11.2
5220. Travel, Schools, & Conf.	3,413	4,483	4,483	4,483	0	.0
5236.13 Other Equipment Maint.	1,347	1,577	1,577	1,610	33	2.1
5289. Vehicle/Equip Use Charge	12,943	16,921	17,700	11,510	5,411-	32.0-
<b>Total Contractual Services</b>	<b>26,831</b>	<b>41,156</b>	<b>41,935</b>	<b>36,058</b>	<b>5,098-</b>	<b>12.4-</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,316	2,919	2,919	3,005	86	2.9
5320. Books/Education Material	80	375	375	375	0	.0
5325. Uniforms/Safety Equip.	0	210	200	668	458	218.1
<b>Total Commodities</b>	<b>3,396</b>	<b>3,504</b>	<b>3,494</b>	<b>4,048</b>	<b>544</b>	<b>15.5</b>
<b>Other Charges</b>						
5410. Insurance	100	100	100	100	0	.0
<b>Total Other Charges</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540. Machinery & Equipment	2,688	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>2,688</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>261,944</b>	<b>279,639</b>	<b>282,316</b>	<b>287,747</b>	<b>8,108</b>	<b>2.9</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	130,971-	139,820-	141,158-	143,874-	4,054-	2.9
<b>TOTAL NET EXPENDITURES</b>	<b>130,973</b>	<b>139,819</b>	<b>141,158</b>	<b>143,873</b>	<b>4,054</b>	<b>2.9</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Public Works	State Highway Maintenance	942

**ACTIVITY DESCRIPTION**

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

The Tennessee Department of Transportation has a \$123,280 contract with the City of Oak Ridge for repairing the pavement, painting center and edge lines, street sweeping, snow and ice removal, and mowing median strips of State Highways. The State reimburses the City based on actual expenditures for maintaining state highways, within set maximum reimbursement amounts for each type of maintenance covered by the contract. The additional cost for rights-of-way mowing of these routes, which is not covered by the contract, is also budgeted in this activity.

If weather permits, State highways are swept by mechanical sweepers at least five times per year. Mowing of median strips and rights-of-way in the center of town is performed six times per year between March 15 and November 15. During the mowing season, the mowing contractor is responsible for litter pickup as the right-of-way is mowed. During the balance of the year, litter pickup is performed by a contractor on a monthly basis (budgeted in General Maintenance, Activity 943).

**PERFORMANCE OBJECTIVES**

1. Maintain 826,708 square yards of pavement at a cost of fourteen cents per square yard.
2. Mow 637 acres six times between March 15 and November 15.
3. Perform mechanical sweeping of state highways at least five times per year.
4. Litter pick-up on 3.39 miles of roadway twelve times per year.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
State Highways 62, 95 and 170:				
Square yards	725,619	694,782	694,782	826,708
Maintenance (hours)	879	1,000	1,000	1,000
Mowing R-O-W's (acres)	3.37	3.37	3.37	14.84

**SIGNIFICANT EXPENDITURE CHANGES**

Budgeted Contractual Services decreased \$1,826 or 1.2%. For fiscal 2002, the State revised the amounts that it will reimburse the City for specific services under the State Highway Maintenance Contract. The City altered service levels to match contract reimbursement levels. The City reduced the mowing frequency/season resulting in a reduction of \$21,785. The City increased street sweeping frequencies at a cost of \$14,690. Mowing and street sweeping are performed by outside contractors.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
942 State Highway Maintenance

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	2,720	0	0	0	0	.0
5210.203 Mowing Contract	79,300	81,210	79,965	59,425	21,785-	26.8-
5236.15 Street/Lot Sweeping	12,203	16,310	16,310	31,000	14,690	90.1
5235. Repair & Maintenance	51,908	61,000	68,000	66,269	5,269	8.6
Total Contractual Services	146,131	158,520	164,275	156,694	1,826-	1.2-
<b>Commodities</b>						
Total Commodities	0	0	0	0	0	.0
<b>Other Charges</b>						
Total Other Charges	0	0	0	0	0	.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	146,131	158,520	164,275	156,694	1,826-	1.2-
<b>Reduction of Costs</b>						
5610. Recovered from Users	101,587-	101,587-	100,679-	100,679-	908	.9-
TOTAL NET EXPENDITURES	44,544	56,933	63,596	56,015	918-	1.6-

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Public Works	General Maintenance	943

#### ACTIVITY DESCRIPTION

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

In addition to cleaning City streets, the City-owned Jackson Square and Grove Center parking lots are also maintained in order to present a neat and orderly appearance. All curb and gutter streets are swept on a 60-day cycle by a private contractor, weather permitting. Litter removal is performed by a private contractor for the months of November through March, with City crews providing assistance as required. Mowing includes 162 acres of street rights-of-way and other small parcels. Cemetery maintenance is provided to ten small cemeteries located throughout the City.

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

#### PERFORMANCE OBJECTIVES

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Storm drains – miles	12.4	12.4	12.4	12.4
Maintenance – hours	3,123	1,600	1,600	1,600
Mechanical sweeping: Curb miles cleaned	2,100	2,300	2,300	2,300

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services decreased \$31,054 or 9.9%. Mowing and street sweeping frequencies were reduced as a cost savings measure. Budgeted mowing costs decreased \$29,390 and street sweeping costs are budgeted to decline \$15,408. Private contractors perform mowing, street sweeping and litter removal and budgeted costs are based on established frequencies at the current contractual rate. Routine repair and maintenance costs increased \$12,888 or 12.9% primarily due to labor and overhead costs.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
943 General Maintenance

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	1,950	3,000	5,000	3,000	0	.0
5210.203 Mowing Contract	120,483	119,680	117,507	90,290	29,390-	24.6-
5210.205 Litter Contract	15,634	16,520	16,056	17,346	826	5.0
5236.15 Street/Lot Sweeping	63,935	68,000	65,090	52,592	15,408-	22.7-
5212. Utility Services	3,401	5,750	5,690	5,780	30	.5
5235. Repair & Maintenance	108,341	99,985	98,710	112,873	12,888	12.9
Total Contractual Services	313,744	312,935	308,053	281,881	31,054-	9.9-
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	975	100	100	100	0	.0
Total Commodities	975	100	100	100	0	.0
<b>Other Charges</b>						
Total Other Charges	0	0	0	0	0	.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	314,719	313,035	308,153	281,981	31,054-	9.9-
<b>Reduction of Costs</b>						
5610. Recovered from Users	9,642-	0	0	0	0	.0
TOTAL NET EXPENDITURES	305,077	313,035	308,153	281,981	31,054-	9.9-

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Public Works	<b>ACTIVITY</b> Central Service Complex	<b>NUMBER</b> 946
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

Maintain and operate 177,000 square feet of building space at a cost of \$2.35 per square-foot.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Square feet maintained	177,000	177,000	177,000	177,000
Cost per square-foot	\$2.05	\$2.17	\$2.34	\$2.35

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased by \$29,648, up 7.8%. Budgeted utility costs are up \$10,185 based on increased rates, particularly for natural gas. Repair and maintenance costs are up \$19,195 based on additional maintenance requirements. The complex is now 6 years old and routine maintenance for items such as painting and minor repairs are becoming necessary.

The budget for supplies and commodities increased \$1,422. This area has been under budgeted for several years and now more accurately reflects actual requirements.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
946 Central Service Center

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5201. Rents	5,253	5,452	5,452	5,452	0	.0
5210. Prof. & Contractual Ser.	1,875	9,765	9,765	9,825	60	.6
5210.202 Custodial Contract	56,341	58,890	55,670	57,895	995-	1.7-
5210.203 Mowing Contract	2,933	2,410	3,450	3,563	1,153	47.8
5212. Utility Services	182,220	198,365	206,670	208,550	10,185	5.1
5235. Repair & Maintenance	103,703	99,646	118,556	118,841	19,195	19.3
5236.13 Other Equipment Maint.	2,415	3,750	3,750	3,800	50	1.3
Total Contractual Services	354,740	378,278	403,313	407,926	29,648	7.8
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,347	578	5,500	2,000	1,422	246.0
Total Commodities	2,347	578	5,500	2,000	1,422	246.0
<b>Other Charges</b>						
5410. Insurance	5,238	5,238	5,238	5,238	0	.0
Total Other Charges	5,238	5,238	5,238	5,238	0	.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	362,325	384,094	414,051	415,164	31,070	8.1
<b>Reduction of Costs</b>						
5610. Recovered from Users	4,137-	0	0	0	0	.0
5670. Recovered from Funds	275,368-	291,912-	314,678-	315,526-	23,614-	8.1
TOTAL NET EXPENDITURES	82,820	92,182	99,373	99,638	7,456	8.1

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Public Works	301 Broadway Building	947

**ACTIVITY DESCRIPTION**

This activity provided for maintenance and operation of an 11,922 square-foot City-owned office building located at 301 Broadway. The City leased the facility to private business. During fiscal 2001, the City reviewed the status of buildings owned but not occupied by the City to determine if it was economically viable to retain ownership of these facilities. The 301 Broadway Building was sold at auction by the City during fiscal 2001 for \$622,488. At the time of the sale, the lower half of the building was under a lease agreement that transferred to the new owner of the building. The upper level of the building had been vacant for three years.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
947 Broadway Building, 301

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	2,000	300	300	0	300-	100.0-
5210.203 Mowing Contract	1,214	1,530	2,270	0	1,530-	100.0-
5236.15 Street/Lot Sweeping	188	191	195	0	191-	100.0-
5212. Utility Services	8,825	9,810	9,810	0	9,810-	100.0-
5235. Repair & Maintenance	4,414	14,119	14,119	0	14,119-	100.0-
Total Contractual Services	16,641	25,950	26,694	0	25,950-	100.0-
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	0	100	100	0	100-	100.0-
Total Commodities	0	100	100	0	100-	100.0-
<b>Other Charges</b>						
5410. Insurance	300	300	300	0	300-	100.0-
Total Other Charges	300	300	300	0	300-	100.0-
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	16,941	26,350	27,094	0	26,350-	100.0-
<b>Reduction of Costs</b>						
TOTAL NET EXPENDITURES	16,941	26,350	27,094	0	26,350-	100.0-

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Public Works	<b>ACTIVITY</b> Municipal Building	<b>NUMBER</b> 948
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**ACTIVITY DESCRIPTION**

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

The operation of a three-car motor pool is also included in the cost of this activity. The motor pool is used by various offices in the building which do not have vehicles permanently assigned to them.

**PERFORMANCE OBJECTIVES**

Maintain 35,652 square feet of building space at a cost of \$5.41 per square-foot.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Building maintenance, cost per square-foot	4.48	\$5.30	\$5.44	\$5.41

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$4,109 or 2.2%. The cost of custodial services increased \$4,660 based on terms of the current contract. Utility costs increased \$3,710 based on the May 1, 2000 rate increases, particularly for wastewater services. These increases were offset by a \$3,090 reduction in Equipment Use Charges due to the downsizing of the motor pool from six to three vehicles.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
948 Municipal Building

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	626	1,714	1,990	2,000	286	16.7
5210.202 Custodial Contract	32,497	33,430	36,625	38,090	4,660	13.9
5210.203 Mowing Contract	4,206	4,340	4,020	3,458	882-	20.3-
5236.15 Street/Lot Sweeping	675	830	695	725	105-	12.7-
5212. Utility Services	55,816	68,440	71,205	72,150	3,710	5.4
5235. Repair & Maintenance	57,917	68,292	67,732	67,822	470-	.7-
5236.13 Other Equipment Maint.	0	1,500	1,500	1,500	0	.0
5289. Vehicle/Equip Use Charge	5,035	6,800	6,800	3,710	3,090-	45.4-
Total Contractual Services	156,772	185,346	190,567	189,455	4,109	2.2
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	83	700	700	720	20	2.9
Total Commodities	83	700	700	720	20	2.9
<b>Other Charges</b>						
5410. Insurance	2,746	2,746	2,746	2,746	0	.0
Total Other Charges	2,746	2,746	2,746	2,746	0	.0
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	159,601	188,792	194,013	192,921	4,129	2.2
<b>Reduction of Costs</b>						
5670. Recovered from Funds	51,072-	60,412-	62,084-	61,734-	1,322-	2.2
TOTAL NET EXPENDITURES	108,529	128,380	131,929	131,187	2,807	2.2

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Public Works	Roane State Community College	949

**ACTIVITY DESCRIPTION**

This activity provided for routine building and parking lot maintenance of a City-owned facility located at 545 Oak Ridge Turnpike. In 1988, the City acquired the former Nautilus Building for use by Roane State Community College to house a branch campus. The College leased the facility until the fall of 1999 when the newly constructed Oak Ridge Roane State Community College branch campus opened. Under terms of the City's acquisition of the building, use of the facility was restricted to educational purposes. The Oak Ridge Schools reviewed usage of the building and determined that without extensive renovation it would not meet their requirements for occupancy. The City sold the building at auction during fiscal 2001 for \$334,676.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
949 Roane State Building

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
Total Personal Services	0	0	0	0	0	.0
<b>Contractual Services</b>						
5210. Prof. & Contractual Ser.	1,966	180	90	0	180-	100.0-
5236.15 Street/Lot Sweeping	450	550	185	0	550-	100.0-
5212. Utility Services	7,675	7,865	3,485	0	7,865-	100.0-
5235. Repair & Maintenance	8,617	24,423	11,363	0	24,423-	100.0-
Total Contractual Services	18,708	33,018	15,123	0	33,018-	100.0-
<b>Commodities</b>						
Total Commodities	0	0	0	0	0	.0
<b>Other Charges</b>						
5410. Insurance	767	767	767	0	767-	100.0-
Total Other Charges	767	767	767	0	767-	100.0-
<b>Capital Expenditures</b>						
Total Capital Expenditures	0	0	0	0	0	.0
<b>TOTAL GROSS EXPENDITURES</b>	<b>19,475</b>	<b>33,785</b>	<b>15,890</b>	<b>0</b>	<b>33,785-</b>	<b>100.0-</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>19,475</b>	<b>33,785</b>	<b>15,890</b>	<b>0</b>	<b>33,785-</b>	<b>100.0-</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Public Works	102 Robertsville Road	950

**ACTIVITY DESCRIPTION**

This activity provides for routine building and parking lot maintenance of a City-owned facility located at 102 Robertsville Road. The building housed the Senior Center, accounted for in activity 978, until mid-fiscal 2000. The building was constructed in the 1940's and was experiencing structural issues, such as unlevel floors, which made the facility not suited for primary usage by senior citizen. The building is currently being reviewed to determine the structural soundness of the facility and options for its use or sale. The building is currently vacant.

**SIGNIFICANT EXPENDITURE CHANGES**

Budgeted costs to maintain the facility are \$7,290 for utilities, \$15,360 for routine repair maintenance, \$300 for building insurance and \$2,137 for mowing.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
950 Robertsville Road, 102

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
-----						
Personal Services						
-----						
Total Personal Services	0	0	0	0	0	.0
Contractual Services						
5210.203 Mowing Contract	0	0	0	2,137	2,137	.0
5212. Utility Services	0	6,040	5,170	7,290	1,250	20.7
5235. Repair & Maintenance	31	15,000	15,345	15,360	360	2.4
-----						
Total Contractual Services	31	21,040	20,515	24,787	3,747	17.8
Commodities						
-----						
Total Commodities	0	0	0	0	0	.0
Other Charges						
5410. Insurance	0	300	300	300	0	.0
-----						
Total Other Charges	0	300	300	300	0	.0
Capital Expenditures						
-----						
Total Capital Expenditures	0	0	0	0	0	.0
-----						
TOTAL GROSS EXPENDITURES	31	21,340	20,815	25,087	3,747	17.6
Reduction of Costs						
-----						
TOTAL NET EXPENDITURES	31	21,340	20,815	25,087	3,747	17.6
-----						

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Public Works	Traffic Control and Lights	953

#### ACTIVITY DESCRIPTION

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Street Name Signs:				
Hours for maintenance and installation	400	575	450	575
Traffic control and School Flashing Signals:				
Inventory – each	377	380	380	390
Hours for maintenance and installation	2,186	3,700	2,250	3,700
Street Lights, Public				
Inventory –each	5,256	5,300	5,300	5,300
Hours for maintenance and installation	2,327	2,500	2,500	2,500

#### PROGRAM COMMENTS

The automated traffic control equipment and the street lighting system are installed and maintained by the Electric Department. The General Fund pays an annual investment charge (13%) for the maintenance and amortization of these fixtures, a charge for energy usage and the actual cost of materials to replace lamps and glassware. The investment charge is an annual charge paid by the General Fund to the Electric Fund for use of the traffic control equipment and the street lighting system. An assessment by TVA in 1986 established the investment rate at 13 percent of the book value of the traffic control and street lighting systems. For the beginning of fiscal 2002, the book value of the street lighting system is estimated to be \$3,002,160 and the book value of the traffic control system is estimated to be \$1,892,744.

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services are projected to increase \$20,500 or 2.4% for an increase in investment charges based on \$200,000 in planned capital improvements.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
953 Traffic Control & Lights

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
-----						
Personal Services						
Total Personal Services	0	0	0	0	0	.0
Contractual Services						
5210. Prof. & Contractual Ser.	5,903	0	0	0	0	.0
5212. Utility Services	739,962	818,500	797,600	839,000	20,500	2.5
5235. Repair & Maintenance	21,076	31,600	33,100	31,600	0	.0
Total Contractual Services	766,941	850,100	830,700	870,600	20,500	2.4
Commodities						
5310. Commodities/Tools/Supplies	160	0	0	0	0	.0
Total Commodities	160	0	0	0	0	.0
Other Charges						
Total Other Charges	0	0	0	0	0	.0
Capital Expenditures						
Total Capital Expenditures	0	0	0	0	0	.0
TOTAL GROSS EXPENDITURES	767,101	850,100	830,700	870,600	20,500	2.4
Reduction of Costs						
TOTAL NET EXPENDITURES	767,101	850,100	830,700	870,600	20,500	2.4
-----						

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Equipment Replacement Rental	Public Works	Equipment Shop	11952

**ACTIVITY DESCRIPTION**

The Equipment Shop is responsible for maintenance and repair of all municipal automotive and heavy equipment, school vehicles and other mechanical equipment. The Equipment Shop has three sub-activities: the Repair Shop, providing repair services for all equipment; the Service Station, dispensing fuel and oil; and Preventive Maintenance, providing routine servicing, washing, greasing, oil change and safety checks.

**PERFORMANCE OBJECTIVES**

Maintain the City's fleet of sedans, pickup trucks and heavy trucks, excluding heavy equipment, at a cost of \$0.26, \$0.31, and \$0.89 per mile, respectively.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Equipment Maintained:				
Sedans	58	59	58	59
Cost per mile	\$0.26	\$0.22	\$0.24	\$0.26
Pickup Trucks	69	71	69	70
Cost per mile	\$0.31	\$0.30	\$0.31	\$0.31
Heavy Duty Trucks	59	63	59	59
Cost per mile	\$.89	\$.88	\$.89	\$.89
School Buses	39	39	39	39
Light and Heavy Equipment	121	125	123	125

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$102,120 or 7.7%. Replacement and maintenance costs for fleet equipment increased \$92,400 or 7.9% related to higher fuel costs and increasing costs for replacement of equipment in the fleet. Replacement, maintenance and upgrade costs for small office and printing equipment increased \$9,720 or 5.9% due to the expansion of computers and printers throughout the City, including computers utilized by the public at the Library.

In Internal Service Funds, capital equipment purchases are recorded as assets and expensed through depreciation charges. Other Charges will increase \$16,320 or 2.2%. Depreciation expense is projected to increase \$22,320 and interest expense to decline \$6,000. In late fiscal 1998, City Council approved a \$2,326,575 loan to purchase three fire pumper trucks, an aerial fire truck and year 2000 compliant computer hardware and software.

A listing of fully depreciated equipment scheduled for replacement in FY 2002 appears on IV-33. Not all fully depreciated equipment is scheduled for replacement in FY 2002. Equipment is replaced based on necessity rather than depreciable life.

EQUIPMENT REPLACEMENT RENTAL FUND EXPENSES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
<b>Contractual Services</b>						
5245 Maint. Of Fleet Equipment	1,053,378	1,167,700	1,149,440	1,260,100	92,400	7.9
5265 Maint. Of Office Equipment	<u>137,939</u>	<u>164,640</u>	<u>171,675</u>	<u>174,360</u>	<u>9,720</u>	<u>5.9</u>
Total Contractual Services	<u>1,191,317</u>	<u>1,332,340</u>	<u>1,321,115</u>	<u>1,434,460</u>	<u>102,120</u>	<u>7.7</u>
<b>Other Charges</b>						
5439 Interest Expenses	87,177	111,000	95,000	105,000	-6,000	-5.4
5460 Depreciation	<u>629,533</u>	<u>633,680</u>	<u>625,000</u>	<u>656,000</u>	<u>22,320</u>	<u>3.5</u>
Total Other Charges	<u>716,710</u>	<u>744,680</u>	<u>720,000</u>	<u>761,000</u>	<u>16,320</u>	<u>2.2</u>
<b>TOTAL EQUIPMENT REPLACEMENT RENTAL FUND EXPENSES</b>	<u><u>1,908,027</u></u>	<u><u>2,077,020</u></u>	<u><u>2,041,115</u></u>	<u><u>2,195,460</u></u>	<u><u>118,440</u></u>	<u><u>5.7</u></u>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
State Street Aid	Public Works	City Street Maintenance	15

**ACTIVITY DESCRIPTION**

This activity includes maintenance of all City streets that are not designated State highways. The State of Tennessee distributes a portion of the gasoline and motor fuel tax to incorporated municipalities on the basis of population. This money is required to be placed in a separate fund and used for construction and maintenance of streets and certain related expenditures

The goal of this activity is to provide a cost effective and acceptable level of street maintenance and to improve overall quality of streets and sidewalks.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
<u>Work Program</u>				
Patching (hours)	3,228	2,000	1,800	2,000
Street resurfacing (miles)	18	18	18	18
Street striping (miles)	17	25	17	25
Cleaning catch basins/storm drains (hours)	3,164	3,500	3,900	3,500
Sidewalks (hours)	1,649	900	900	900
Sidewalks (square feet)	10,762	6,500	9,800	6,500
Curbing Replaced (hours)	949	1,500	1,400	1,500
Curbing Replaced (linear feet)	1,438	1,500	2,100	1,500

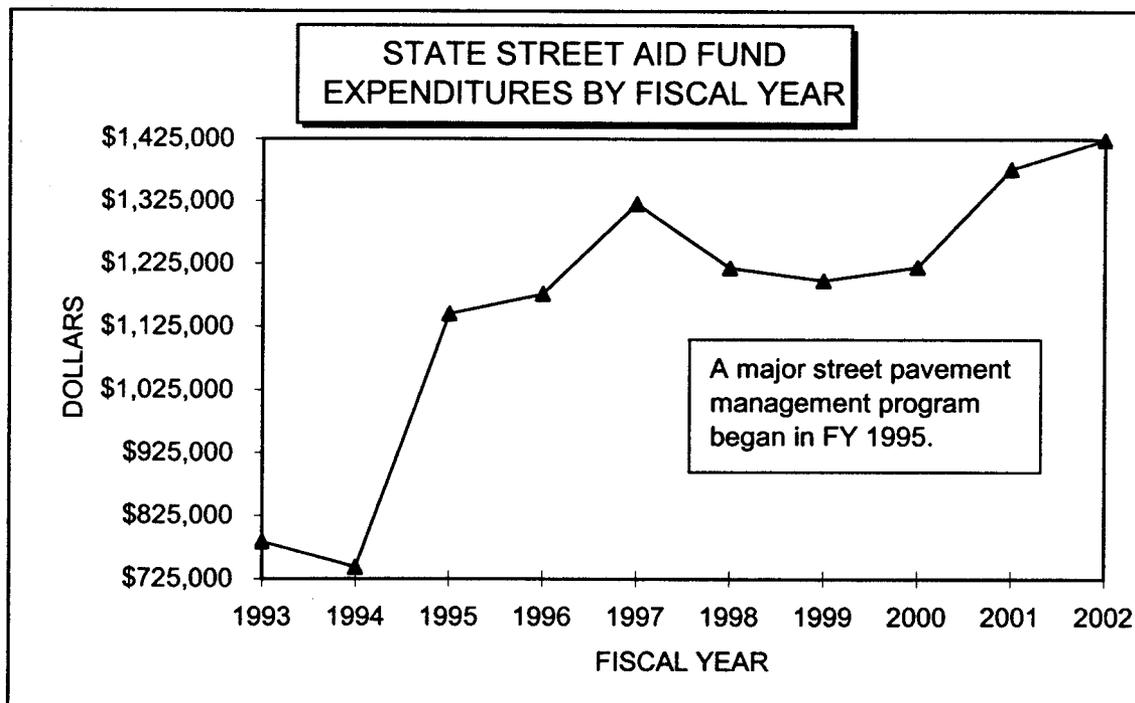
**PROGRAM COMMENTS**

\$460,000 is budgeted for maintenance-related activities, including patching/street repair, curb and gutter replacement, traffic sign maintenance, sidewalk maintenance and striping of City streets. Leaf pickup (\$115,000) and snow removal (\$80,000) are also included in this activity. \$229,065 is budgeted for the State Street Aid Fund's share of Services provided by the General Fund (\$159,198 for Computer Services, Finance, Public Works Supervision and Engineering, etc.) and rental for space occupied at the Central Service Center Complex (\$69,867).

\$540,000 is budgeted for an expanded street-resurfacing program that began in FY95. Increased funding levels were required to incorporate the department's comprehensive pavement management system that was developed as a long-term strategy program for effective pavement maintenance.

Revenues received through the State of Tennessee from gasoline and motor fuel taxes are insufficient to fund all activities of the State Street Aid Fund. In fiscal 2002, additional revenues will be provided from \$54,065 in long-term debt proceeds transferred from the Capital Projects Fund and a \$565,000 operating transfer from the General Fund.

STATE STREET AID FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
15100 Street Maintenance	194,724	200,000	200,000	210,000	10,000	5.0
15110 Curb & Gutter Replacement	17,992	40,000	27,500	35,000	(5,000)	-12.5
15120 Traffic Sign Maintenance	24,130	25,000	25,000	25,000	0	0.0
15130 Striping City Streets	40,864	45,000	45,000	45,000	0	0.0
15200 Sidewalk Maintenance	52,432	30,000	30,000	30,000	0	0.0
15300 Leaf Pickup	98,057	115,000	110,000	115,000	0	0.0
15400 Storm Drains & Catch Basins	89,797	80,000	80,000	90,000	10,000	12.5
15500 Snow & Ice Removal	38,204	70,000	75,000	80,000	10,000	14.3
15600 Spoil Dumps	3,913	25,000	20,000	25,000	0	0.0
15700 Other Costs	215,324	222,020	224,860	229,065	7,045	3.2
15800 Street Resurfacing	<u>444,587</u>	<u>540,000</u>	<u>540,000</u>	<u>540,000</u>	<u>0</u>	<u>0.0</u>
TOTAL STATE STREET AID FUND EXPENDITURES	<u>1,220,024</u>	<u>1,392,020</u>	<u>1,377,360</u>	<u>1,424,065</u>	<u>32,045</u>	<u>2.3</u>



**CITY OF OAK RIDGE**

<b>FUND</b> Waterworks	<b>DEPARTMENT</b> Public Works	<b>ACTIVITY</b> Water Treatment And Distribution	<b>NUMBER</b> 21
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**ACTIVITY DESCRIPTION**

The United States Department of Energy (DOE) owned and operated a potable water treatment plant at its Y-12 facility that sold water to the City of Oak Ridge for distribution to Oak Ridge residents and businesses. On May 1, 2000, ownership of the water treatment facility was transferred to the City of Oak Ridge. Under a 10-year contract with DOE, the City will provide water to DOE's Y-12 and X-10 facilities. The City owns and operates the water distribution system. Public Works Department water plant and work pool employees are charged with maintaining the system and ensuring a safe and sufficient supply of water will be delivered to its customers.

Work performed includes maintenance of the water treatment plant, reservoirs, storage tanks, distribution mains, service lines, pressure reducing valve stations and booster stations; valve maintenance and inspection; installation and removal of meters; and cleaning, repairing and testing meters.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Miles of mains	220	220	220	220
Maintenance (hours)	9,886	11,000	10,800	11,000
Fire Hydrants (each)	2,450	2,450	2,486	2,500
Maintenance (hours)	269	700	200	300
Service line maintenance (hours)	410	900	550	600
Booster stations maintenance (hours)	2,234	2,400	2,000	2,400
Water meters currently installed (each)	12,243	12,400	12,400	12,400

**SIGNIFICANT EXPENDITURE CHANGES/CAPITAL EXPENDITURES**

Gross expenses for water treatment and distribution increased \$329,753 or 5.1%. Fiscal 2002 budget increases and decreases are based on more accurate information derived from about six months of actual operation of the water treatment plant. Contractual Services increased a net \$156,710 or 8.9% for plant operations, including utility services (\$63,335), routine repairs and maintenance (\$103,200) and equipment use charges (\$6,000). Commodities increased a net \$55,850 or 21.9%, primarily for supplies including chemicals required during operation of the water treatment plant.

Other Charges increased a net \$75,022 or 1.9%. Tax equivalent payments increased \$29,155 based on property tax rate increases and capital improvements to the water treatment plant and distribution system. Depreciation increased \$68,000 and insurance is up \$30,000 related to the acquisition of the water plant. Debt service payments are projected to decrease \$51,103 based on the timing of anticipated long-debt issuances for planned capital projects. A listing of capital improvements is included on page VI-32.

City of Oak Ridge, Tennessee  
Activity Detail  
Water Fund

00021 Water Fund

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	PROPOSED FY 2002	BUDGET 02 vs 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	92,674	436,875	405,870	441,790	4,915	1.1
5131. Regular Overtime Pay	11,712	30,865	60,000	60,000	29,135	94.4
5141. Social Security	7,036	35,780	34,976	38,390	2,610	7.3
5150. Retirement	5,420	31,810	31,679	34,120	2,310	7.3
5160. Health Insurance	3,453	40,140	40,140	43,341	3,201	8.0
5175. Workers Compensation	0	4,060	4,060	4,060	0	.0
<b>Total Personal Services</b>	<b>120,295</b>	<b>579,530</b>	<b>576,725</b>	<b>621,701</b>	<b>42,171</b>	<b>7.3</b>
<b>Contractual Services</b>						
5201. Rents	214,972	215,010	215,010	216,720	1,710	.8
5205. Printing & Dup. Charges	273	4,500	4,500	4,500	0	.0
5206. Mailing & Delivery	3,041	100	100	100	0	.0
5207. Dues, Memberships & Sub.	10,506	12,225	12,225	12,225	0	.0
5210. Prof. & Contractual Ser.	88,228	189,980	152,880	165,945	24,035-	12.7-
5212. Utility Services	181,281	688,690	625,085	752,025	63,335	9.2
5220. Travel, Schools, & Conf.	949	10,000	11,500	14,000	4,000	40.0
5235. Routine Rep. & Maint.	572,707	613,000	680,400	716,200	103,200	16.8
5262. Nonroutine Rep. & Maint.	2,139	500	3,000	3,000	2,500	500.0
5289. Equipment Use Charge	2,277	17,640	23,240	23,640	6,000	34.0
<b>Total Contractual Services</b>	<b>1,076,373</b>	<b>1,751,645</b>	<b>1,727,940</b>	<b>1,908,355</b>	<b>156,710</b>	<b>8.9</b>
<b>Commodities</b>						
5310. Supplies	41,337	237,800	267,800	277,800	40,000	16.8
5320. Books/Education Material	126	550	1,050	2,050	1,500	272.7
5325. Uniforms/Safety Equip.	34-	5,000	5,700	5,700	700	14.0
5330. Small Tools/Equipment	2,630	10,500	15,500	15,500	5,000	47.6
5334. Motor Fuels, Oils & Lub.	299	150	1,600	1,600	1,450	966.7
5340. Replacement Parts	1,050	500	500	500	0	.0
5350. Facilities Materials	8,314	0	0	4,000	4,000	.0
5399. Other Commodities	7,918	300	1,000	3,500	3,200	1,066.7
<b>Total Commodities</b>	<b>61,640</b>	<b>254,800</b>	<b>293,150</b>	<b>310,650</b>	<b>55,850</b>	<b>21.9</b>
<b>Other Charges</b>						
5410. Insurance	20,866	15,980	45,980	45,980	30,000	187.7
5439. Debt Service	194,614	411,103	285,000	360,000	51,103-	12.4-
5455. Bad Debt	24,000	4,000	24,000	24,000	20,000	500.0
5460. Depreciation	587,136	1,135,000	1,145,000	1,203,000	68,000	6.0
5460.10 Amortization Debt Exp.	1,983	2,000	2,000	2,000	0	.0
5466. Purchased Water	924,244	960,600	932,300	978,200	17,600	1.8
5470. Ser. from General Fund	697,784	814,600	736,248	775,970	38,630-	4.7-
5490. Tax Equivilents	311,886	510,345	518,643	539,500	29,155	5.7
<b>Total Other Charges</b>	<b>2,762,513</b>	<b>3,853,628</b>	<b>3,689,171</b>	<b>3,928,650</b>	<b>75,022</b>	<b>1.9</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>4,020,821</b>	<b>6,439,603</b>	<b>6,286,986</b>	<b>6,769,356</b>	<b>329,753</b>	<b>5.1</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	2,000-	0	0	0	0	.0
5620. Recovered from Depts	30,818-	0	0	0	0	.0
<b>Total Reduction of Costs</b>	<b>32,818-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>3,988,003</b>	<b>6,439,603</b>	<b>6,286,986</b>	<b>6,769,356</b>	<b>329,753</b>	<b>5.1</b>

WATERWORKS FUND

WATER CAPITAL PROJECTS AND EQUIPMENT

	BUDGET 2001	PROJECTED 2001	BUDGET 2002
<u>CAPITAL PROJECTS:</u>			
Soccer Complex	\$ 5,000	\$ 5,000	\$ -
Rutgers Ave at Manhattan Ave	-	-	12,500
West End Development - Water	-	-	1,900,000
Remote Automation & System Automation	100,000	100,000	-
Water System SCADA	250,000	-	315,000
System Expansion	50,000	50,000	100,000
Booster Station Improvements	250,000	50,000	200,000
Water Distribution System Rehabilitation	435,000	800,000	850,000
SR95 Water Line Relocation	-	-	1,500,000
 Water Treatment Plant			
21100 Capital Maintenance			
Large Valve Replacement	-	100,000	-
Steel Tank Inspection/Repainting	-	-	250,000
Turbidimeter & Particle Counter	-	-	75,000
21110 Feasibility Study	700,000	250,000	1,250,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$1,790,000</b>	<b>\$ 1,355,000</b>	<b>\$ 6,452,500</b>
 <u>EQUIPMENT:</u>			
Radio Equipment	\$ 5,000	\$ 7,500	\$ 7,500
 Water Treatment Plant			
Radio	-	-	3,000
Furniture	-	-	1,500
Laboratory Equipment	-	-	7,500
Plant Tools	-	-	5,000
Utility Vehicle (replaces 113)	-	-	27,000
Pickup Truck (replaces 234)	-	-	27,000
Pickup Truck (replaces 237)	-	-	28,000
Pickup Truck (replaces 238)	-	-	26,000
Pickup Truck (replaces 239)	-	-	37,000
Utility Vehicle with Boom (replaces 332)	-	-	37,000
Cab-Chassis, 4WD w/Utility Bed (replaces 333)	-	-	28,000
Fork Lift (replaces 603)	-	-	18,000
Fork Lift (replaces 604)	-	-	18,000
Air Compressor (replaces 708)	-	-	10,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 5,000</b>	<b>\$ 7,500</b>	<b>\$ 280,500</b>
<b>TOTAL CAPITAL PROJECTS &amp; EQUIPMENT</b>	<b>\$ 1,795,000</b>	<b>\$ 1,362,500</b>	<b>\$ 6,733,000</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
Waterworks	Public Works	Wastewater Treatment	22

#### ACTIVITY DESCRIPTION

The City owns the sewage collection system, the main treatment plant in the west end of the City and a package plant. The main treatment plant provides primary and secondary treatment for all of the developed areas of the City and the Y-12 plant. The package plant treats wastes from the industries located in the Clinch River Industrial Park. The goals of this activity are to meet the National Pollutant Discharge Elimination System (NPDES) permit for plant effluent and to protect the environment from industrial wastewater pollutants in a cost-effective manner.

The Wastewater Treatment activity (charged through Routine Repair & Maintenance) reimburses the Waterworks Fund for wastewater work performed by the Public Works Department Work Pool. Wastewater tasks performed by the Work Pool include sludge hauling, road maintenance, maintenance of mains, laterals, and taps as well as installation of new connections and extensions, lateral lines and manholes.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
West End Sewer Plant				
Water treated - gallons (billions)	1.8	2.5	1.6	2.5
Average reduction of B. O. D.	99%	97%	99%	97%
NPDES Effluent Permit Violations	3	0	4	0
Collection System				
Miles of sewer mains	240	240	240	240
Sewer maintenance - staff hours	13,440	18,000	13,300	15,000
Linear feet of sewer line cleaned per month	9,792	10,600	13,200	13,300

#### SIGNIFICANT EXPENDITURE CHANGES/CAPITAL EXPENDITURES

Gross expenses for wastewater treatment increased a net \$962,830 or 17.8%. Contractual Services increased \$55,174, primarily for higher utility costs due to electric and natural gas rate increases. Routine Repair and Maintenance expenses increased \$14,504 related to labor and overhead costs. Supplies increased \$110,260 for chemicals used by the wastewater treatment plant. Some of the wastewater treatment processes changed after recent upgrades and expansion to the treatment plant necessitating chemical modifications.

Other Charges increased a net \$744,988 or 26.0%. Tax equivalent (in-lieu) payments increased \$167,800 and depreciation is up \$270,000 based on capital improvements performed in fiscal 2000 and 2001 to upgrade and expand the wastewater treatment plant and distribution system. The City has been drawing from a \$17 million loan from the Tennessee State Revolving Loan (SRL) program to finance major capital expansion and improvement projects planned in fiscals 2000 through 2002. Debt Service charges increased \$291,250 based on a projected interest rate on the SRL loan. Capital improvements for fiscal 2002 total \$5,117,500, a listing of which is included on page VI-35.

City of Oak Ridge, Tennessee  
Activity Detail  
Wastewater Fund

00022 Wastewater Treatment Fund

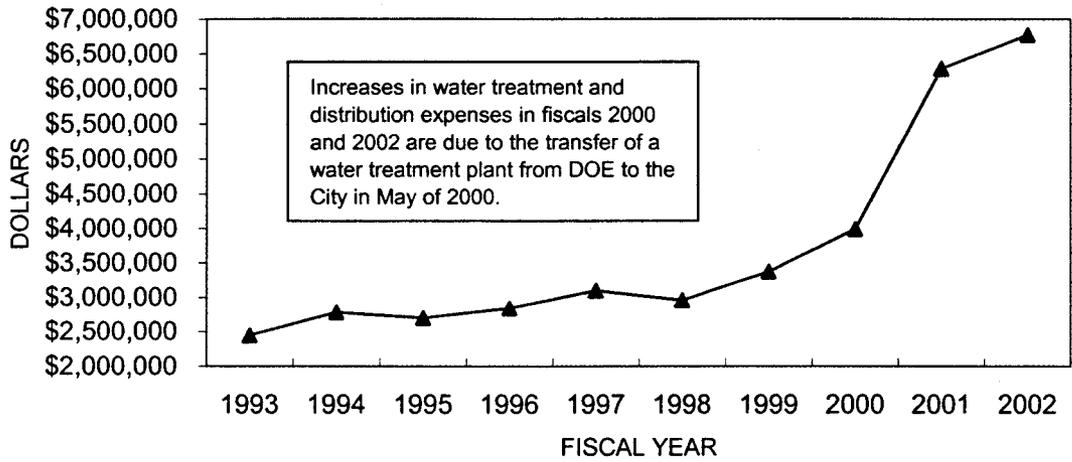
	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	PROPOSED FY 2002	BUDGET 02 vs 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	481,692	546,695	480,639	594,269	47,574	8.7
5120. Salaries-Temp. Employees	12,453	17,562	17,562	17,562	0	.0
5131. Regular Overtime Pay	50,782	77,250	62,860	77,250	0	.0
5141. Social Security	42,624	48,372	40,787	49,958	1,586	3.3
5150. Retirement	31,546	42,428	36,958	45,221	2,793	6.6
5160. Health Insurance	50,060	55,813	55,813	56,268	455	.8
5175. Workers Compensation	7,444	7,444	7,444	7,444	0	.0
<b>Total Personal Services</b>	<b>676,601</b>	<b>795,564</b>	<b>702,063</b>	<b>847,972</b>	<b>52,408</b>	<b>6.6</b>
<b>Contractual Services</b>						
5201. Rents	121,084	124,790	124,790	125,190	400	.3
5205. Printing & Dup. Charges	0	400	400	400	0	.0
5206. Mailing & Delivery	16	900	900	900	0	.0
5207. Dues, Memberships & Sub.	2,906	10,000	13,000	13,000	3,000	30.0
5210. Prof. & Contractual Ser.	103,932	186,890	178,295	185,740	1,150-	.6
5211. Advertising & Publicity	0	50	50	50	0	.0
5212. Utility Services	357,329	371,320	378,815	407,100	35,780	9.6
5220. Travel, Schools, & Conf.	2,324	7,500	7,500	7,500	0	.0
5235. Routine Rep. & Maint.	699,280	815,926	825,426	830,430	14,504	1.8
5262. Nonroutine Rep. & Maint.	2,328	1,500	1,500	1,500	0	.0
5289. Equipment Use Charge	78,788	85,000	85,000	87,640	2,640	3.1
<b>Total Contractual Services</b>	<b>1,367,987</b>	<b>1,604,276</b>	<b>1,615,676</b>	<b>1,659,450</b>	<b>55,174</b>	<b>3.4</b>
<b>Commodities</b>						
5310. Supplies	63,350	115,700	115,700	225,700	110,000	95.1
5320. Books/Education Material	896	1,050	1,050	1,050	0	.0
5325. Uniforms/Safety Equip.	8,614	6,460	6,300	6,720	260	4.0
5330. Small Tools/Equipment	3,378	4,500	4,500	4,500	0	.0
5334. Motor Fuels, Oils & Lub.	475	5,000	5,000	5,000	0	.0
5340. Replacement Parts	2,189	6,600	6,600	6,600	0	.0
5398. Computer Software	0	1,500	1,500	1,500	0	.0
5399. Other Commodities	7	400	400	400	0	.0
<b>Total Commodities</b>	<b>78,909</b>	<b>141,210</b>	<b>141,050</b>	<b>251,470</b>	<b>110,260</b>	<b>78.1</b>
<b>Other Charges</b>						
5410. Insurance	45,423	45,423	45,423	45,423	0	.0
5439. Debt Service	355,641	558,750	730,000	850,000	291,250	52.1
5455. Bad Debt	12,000	1,800	12,000	12,000	10,200	566.7
5460. Depreciation	984,848	1,090,000	1,270,000	1,360,000	270,000	24.8
5460.30 Amortization Debt Exp.	2,488	2,683	2,683	2,683	0	.0
5470. Ser. from General Fund	620,296	680,590	651,626	686,328	5,738	.8
5490. Tax Equivilents	400,378	489,700	541,040	657,500	167,800	34.3
<b>Total Other Charges</b>	<b>2,421,074</b>	<b>2,868,946</b>	<b>3,252,772</b>	<b>3,613,934</b>	<b>744,988</b>	<b>26.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>4,544,571</b>	<b>5,409,996</b>	<b>5,711,561</b>	<b>6,372,826</b>	<b>962,830</b>	<b>17.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	34,295-	52,500-	52,500-	52,500-	0	.0
<b>Total Reduction of Costs</b>	<b>34,295-</b>	<b>52,500-</b>	<b>52,500-</b>	<b>52,500-</b>	<b>0</b>	<b>.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>4,510,276</b>	<b>5,357,496</b>	<b>5,659,061</b>	<b>6,320,326</b>	<b>962,830</b>	<b>18.0</b>

WATERWORKS FUND

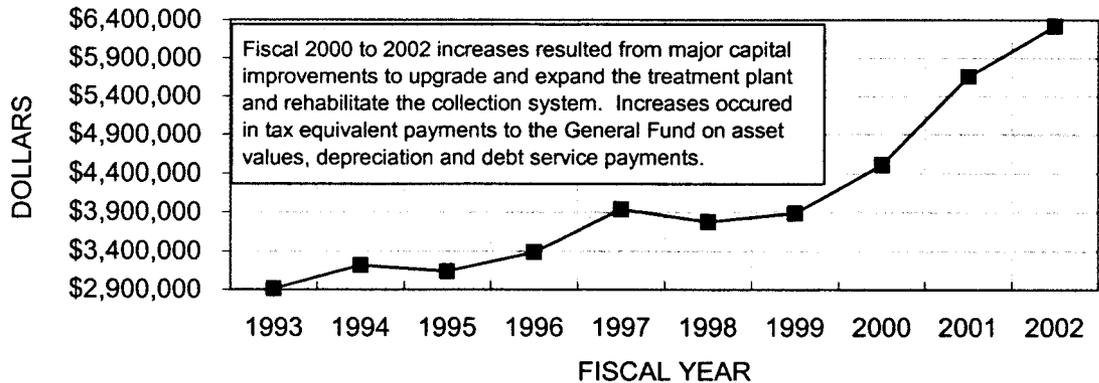
WASTEWATER TREATMENT CAPITAL PROJECTS AND EQUIPMENT

	<u>BUDGET</u> 2001	<u>PROJECTED</u> 2001	<u>BUDGET</u> 2002
<u>CAPITAL PROJECTS:</u>			
Soccer Complex	\$ 5,000	\$ -	\$ -
Rutgers Ave at Manhattan Ave	-	-	12,500
West End Development	500,000	100,000	2,000,000
SCADA System	250,000	-	315,000
System Expansion	50,000	50,000	100,000
Clinch River Industrial Plant (CRIP) Maintenance	-	-	57,000
Wastewater Treatment Plant Improvements	2,250,000	4,655,000	125,000
Sewer Line Rehabilitation	1,850,000	1,850,000	1,850,000
Lift Station Replacement/Improvements	450,000	450,000	400,000
SR95 Sewer Line Relocation	-	-	250,000
	<u>\$5,355,000</u>	<u>\$7,105,000</u>	<u>\$5,109,500</u>
<u>EQUIPMENT:</u>			
Radio Equipment	\$ 8,000	\$ 8,000	\$ 8,000
Utility Truck (220)	25,000	25,000	-
Van (294)	25,000	25,000	-
Sewer Cleaner/Vacuum (321)	175,000	167,000	-
Biosolids Application Vehicle (349)	200,000	145,400	-
Biosolids Transportation Vehicle (350/351)	50,000	65,660	-
SRECO Easement Machine (442)	35,000	19,840	-
Jet Blaster with Trailer (897)	25,000	8,800	-
	<u>\$ 543,000</u>	<u>\$ 464,700</u>	<u>\$ 8,000</u>
TOTAL CAPITAL PROJECTS & EQUIPMENT	<u>\$5,898,000</u>	<u>\$7,569,700</u>	<u>\$5,117,500</u>

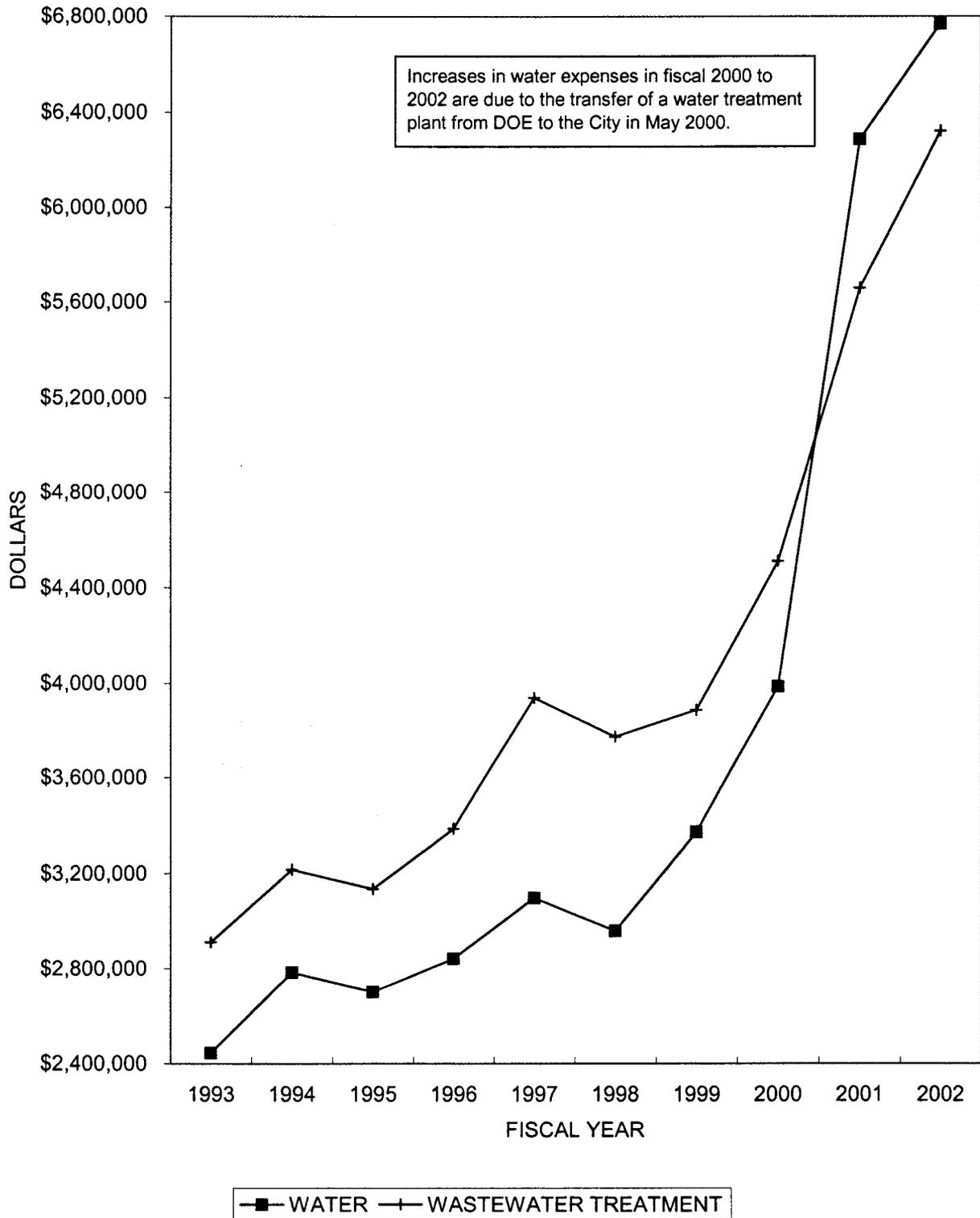
**WATERWORKS FUND  
WATER TREATMENT & DISTRIBUTION EXPENSES**



**WATERWORKS FUND  
WASTEWATER TREATMENT EXPENSES**



### WATERWORKS FUND EXPENSES BY FISCAL YEAR



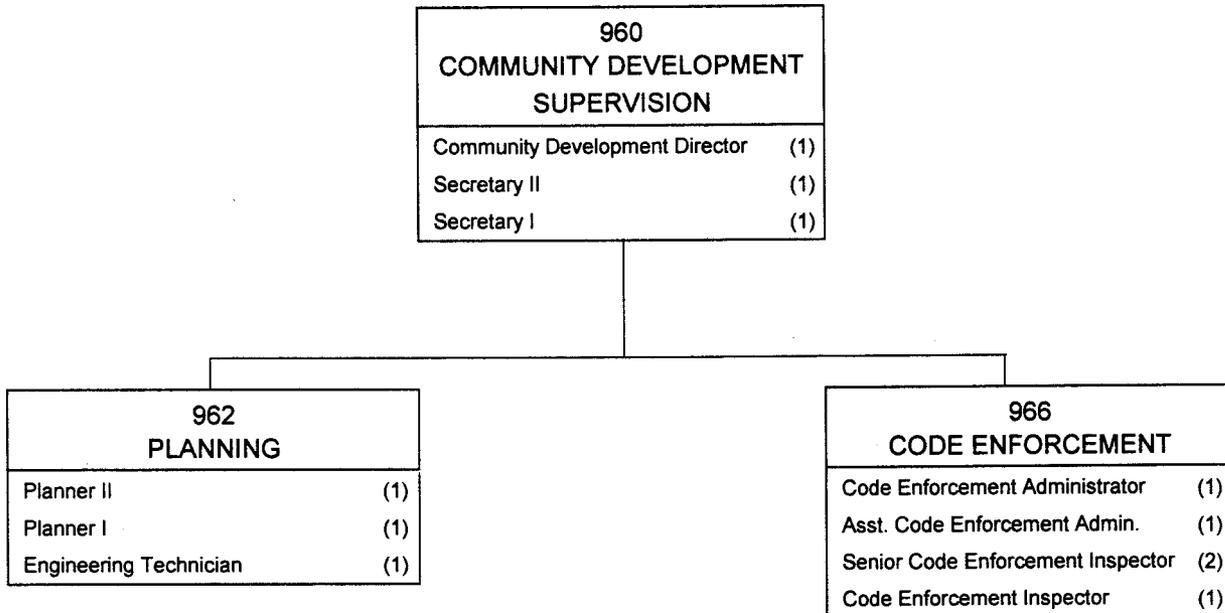


oak  
ridge



Community Development

# COMMUNITY DEVELOPMENT DEPARTMENT



## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department strives to promote orderly physical growth within the City, while at the same time protecting Oak Ridge's quality lifestyle by facilitating development sensitive to aesthetics and the environment. The Department is responsible for coordinating the City's planning and code enforcement functions.

The Department staff consists of 11 employees who also provide support to the following boards and commissions: Oak Ridge Regional Planning Commission, the Environmental Quality Advisory Board, Board of Zoning Appeals, Board of Building and Housing Code Appeals, the Boards of Electrical and Plumbing Examiners, and Greenways Oak Ridge.

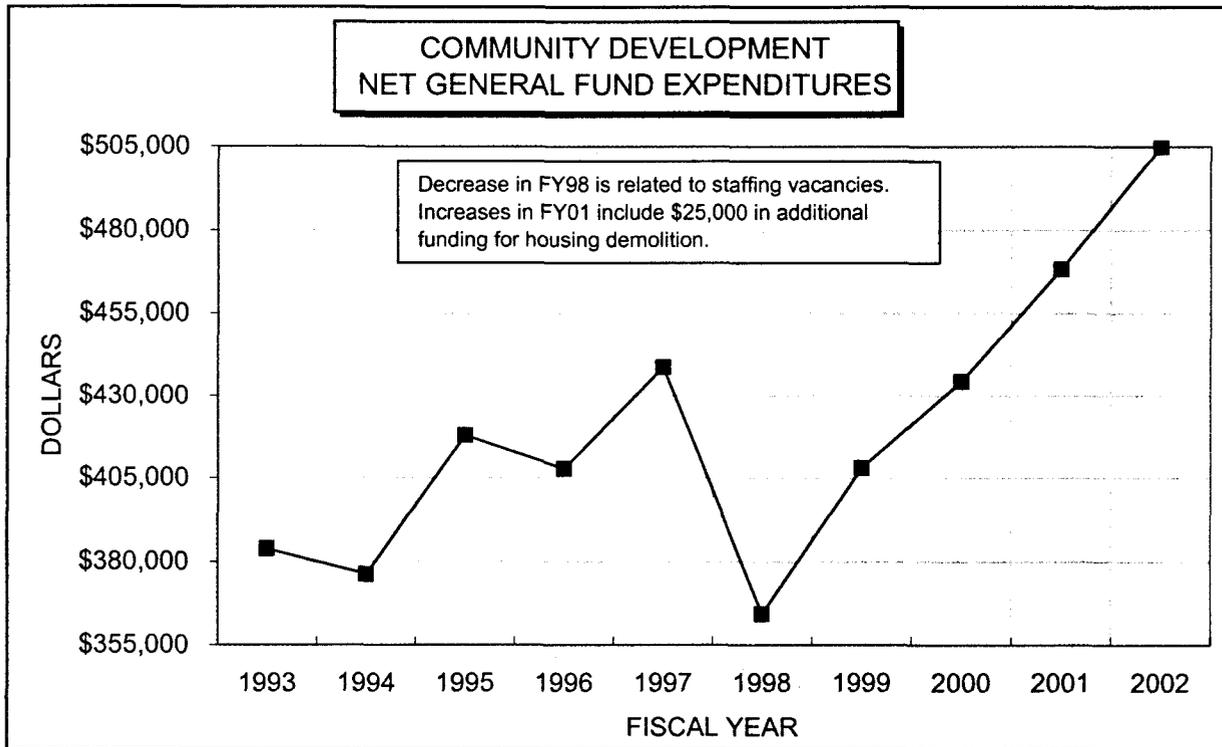
The Department reviewed a total of 253 construction plans and performed 516 building inspections during the 2000 fiscal year. The Department also issued 1,237 building and building related permits. New construction for this time period was valued at \$27,806,864. The Department reviewed 72 site plans in fiscal 2000 including site reviews, subdivisions, plats of correction, and planned unit developments. Eight rezoning request and 4 PUD's were also reviewed by Department staff.

Major projects planned for the Department in fiscal year 2002 include working with the Housing Task Force to create strategies and implementation plans for enhancement of housing in Oak Ridge, to automate the building inspection tracking and record-keeping system and utilize the 2000 Census data to update the Population and Housing Chapter of the Comprehensive Plan.

COMMUNITY DEVELOPMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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GENERAL FUND

960 Supervision	98,096	99,853	99,750	106,815	6,962	7.0
962 Planning	93,404	98,496	100,522	110,622	12,126	12.3
966 Code Enforcement	242,785	274,932	267,999	287,486	12,554	4.6
<b>Total General Fund</b>	<b>434,285</b>	<b>473,281</b>	<b>468,271</b>	<b>504,923</b>	<b>31,642</b>	<b>6.7</b>



CITY OF OAK RIDGE			
<b>FUND</b> General	<b>DEPARTMENT</b> Community Development	<b>ACTIVITY</b> Supervision	<b>NUMBER</b> 960

### ACTIVITY DESCRIPTION

The Community Development Department, under the supervision of the Departmental Director, includes the divisions of Planning and Code Enforcement. The Department consolidates the planning and building code portions of development in order to improve service delivery coordination. The growth and complexity of development in Oak Ridge requires a more consolidated and better coordinated staffing arrangement. This is accomplished through a Business Development Facilitator who helps the applicant for a new development guide his project through the permitting process.

The objective of the Community Development Department is to effectively coordinate and improve the municipal government's initiatives and responses toward development in Oak Ridge. The basis to encourage quality growth and development is through implementation of the Comprehensive Plan and the Capital Improvement Program.

### PERFORMANCE OBJECTIVES

1. Maintains regular communications with department heads and staff to coordinate workflow among departments.
2. Assist and advise the City Manager promptly in carrying out City planning goals, responding to special projects and presenting solutions to issues to City Council.
3. Reference the Comprehensive Plan regularly in making zoning, subdivision and site review decisions to provide consistency toward more quality growth and development.
4. Insure the responses to applicants and citizens are carried out in a courteous manner.
5. Continually cultivate and nurture a positive relationship with the private sector to encourage new growth that will be an asset to the community.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	BUDGET FY 2001	BUDGET FY 2002
Hold weekly site plan review meetings with four Departments on pending applications	38	43	43	40
Percent of citizen comments followed up with a response which has been verified	100%	100%	100%	100%
Meetings with private sector parties involved in the development of Oak Ridge	120	125	125	130
Percent of requests from the City Manager responded to by due date	100%	100%	100%	100%

### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$4,350, up 50.4%. Utility Services increased \$2,600 for communication charges and Vehicle Equipment Use Charges increased \$1,920 for maintenance and replacement of a fully depreciated vehicle on which rental charges had ceased.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
960 Community Development

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	125,072	128,661	129,436	135,327	6,666	5.2
5131. Regular Overtime Pay	148	1,542	610	1,390	152-	9.9-
5141. Social Security	9,337	9,774	9,762	10,360	586	6.0
5150. Retirement	7,079	8,853	8,843	9,307	454	5.1
5160. Medical Insurance	12,094	12,024	12,024	12,061	37	.3
5175. Workers Compensation	528	528	528	528	0	.0
<b>Total Personal Services</b>	<b>154,258</b>	<b>161,382</b>	<b>161,203</b>	<b>168,973</b>	<b>7,591</b>	<b>4.7</b>
<b>Contractual Services</b>						
5201. Rents	2,322	2,520	2,520	2,350	170-	6.7-
5205. Printing & Dup. Charges	52	0	0	0	0	.0
5207. Dues, Memberships & Sub.	1,081	365	365	365	0	.0
5210. Prof. & Contractual Ser.	0	500	500	500	0	.0
5212. Utility Services	4,074	1,200	1,200	3,800	2,600	216.7
5220. Travel, Schools, & Conf.	2,757	2,531	2,531	2,531	0	.0
5235. Repair & Maintenance	68	0	0	0	0	.0
5236.13 Other Equipment Maint.	1,035	1,035	1,035	1,035	0	.0
5289. Vehicle/Equip Use Charge	731	480	480	2,400	1,920	400.0
<b>Total Contractual Services</b>	<b>12,120</b>	<b>8,631</b>	<b>8,631</b>	<b>12,981</b>	<b>4,350</b>	<b>50.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	2,445	2,049	2,049	2,110	61	3.0
5320. Books/Education Material	209	0	0	0	0	.0
<b>Total Commodities</b>	<b>2,654</b>	<b>2,049</b>	<b>2,049</b>	<b>2,110</b>	<b>61</b>	<b>3.0</b>
<b>Other Charges</b>						
5410. Insurance	100	100	100	100	0	.0
<b>Total Other Charges</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>169,132</b>	<b>172,162</b>	<b>171,983</b>	<b>184,164</b>	<b>12,002</b>	<b>7.0</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	71,036-	72,309-	72,233-	77,349-	5,040-	7.0
<b>TOTAL NET EXPENDITURES</b>	<b>98,096</b>	<b>99,853</b>	<b>99,750</b>	<b>106,815</b>	<b>6,962</b>	<b>7.0</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Community Development	<b>ACTIVITY</b> Planning	<b>NUMBER</b> 962
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

1. Conservation or enhancement of the tax base and natural resources.
2. Improvements of the safety, capacity, and convenience of transportation systems.
3. Improvement of living conditions.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Subdivision plats reviewed	29	32	34	32
Zoning changes reviewed	8	8	4	5
PUDs (preliminary & final) reviewed	4	4	4	4
Site plans reviewed - Non-Residential	28	30	19	25
Site plans reviewed – Residential	44	50	41	50
Average processing time –subdivision plats (working days excluding review of revision)	20	19	5	5

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$702, up 6% for communication charges.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
962 Planning Office

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	103,034	106,446	109,168	122,023	15,577	14.6
5120. Salaries-Temp. Employees	2,466	0	0	0	0	.0
5131. Regular Overtime Pay	314	867	867	780	87-	10.0-
5141. Social Security	7,888	8,068	8,277	9,260	1,192	14.8
5150. Retirement	5,837	7,297	7,482	8,356	1,059	14.5
5160. Medical Insurance	11,498	11,900	11,900	11,987	87	.7
5175. Workers Compensation	462	462	462	462	0	.0
<b>Total Personal Services</b>	<b>131,499</b>	<b>135,040</b>	<b>138,156</b>	<b>152,868</b>	<b>17,828</b>	<b>13.2</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	36	500	500	500	0	.0
5206. Mailing & Delivery	0	60	60	60	0	.0
5207. Dues, Memberships & Sub.	2,213	1,698	1,698	1,698	0	.0
5210. Prof. & Contractual Ser.	909	3,000	3,000	3,000	0	.0
5211. Advertising & Publicity	30	730	730	730	0	.0
5212. Utility Services	1,839	1,000	1,000	1,700	700	70.0
5220. Travel, Schools, & Conf.	2,460	2,425	2,425	2,425	0	.0
5236.13 Other Equipment Maint.	2,328	2,328	2,328	2,330	2	.1
<b>Total Contractual Services</b>	<b>9,815</b>	<b>11,741</b>	<b>11,741</b>	<b>12,443</b>	<b>702</b>	<b>6.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,982	4,214	4,214	4,340	126	3.0
5320. Books/Education Material	313	450	450	450	0	.0
<b>Total Commodities</b>	<b>2,295</b>	<b>4,664</b>	<b>4,664</b>	<b>4,790</b>	<b>126</b>	<b>2.7</b>
<b>Other Charges</b>						
5410. Insurance	88	88	88	88	0	.0
<b>Total Other Charges</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>143,697</b>	<b>151,533</b>	<b>154,649</b>	<b>170,189</b>	<b>18,656</b>	<b>12.3</b>
<b>Reduction of Costs</b>						
5670. Recovered from Funds	50,293-	53,037-	54,127-	59,567-	6,530-	12.3
<b>TOTAL NET EXPENDITURES</b>	<b>93,404</b>	<b>98,496</b>	<b>100,522</b>	<b>110,622</b>	<b>12,126</b>	<b>12.3</b>

**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Community Development	<b>ACTIVITY</b> Code Enforcement	<b>NUMBER</b> 966
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**ACTIVITY DESCRIPTION**

Code Enforcement is responsible for administering and enforcing all Codes and Ordinances involving the construction, repair and use of all buildings and structures within the City, including building, housing, plumbing, electrical, zoning, mechanical and environmental codes. For new construction and alterations, the City issues necessary permits, examines all plans and checks for compliance with building and zoning codes. The City also inspects properties for code compliance routinely and on a complaint basis - including abandoned vehicles, litter and weeds.

The goal of Code Enforcement is to ensure the health and safety of the citizens in their residences, as well as in all commercial and public buildings, and to provide assistance to citizens on building problems.

**PERFORMANCE OBJECTIVES**

1. Provide inspection service within 4 hours of a request for routine inspections.
2. Promote preservation of our existing neighborhoods.
3. Continue the inspector certifications program to promote in-house cross training among inspectors.
4. Continue the inspector certifications program to promote in-house cross training among inspectors.
5. Provide inspection expertise in assisting homeowners with residential projects.
6. Provide staff support for business development through the site review process.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Building Permits	510	600	425	525
Inspections	516	700	430	675
Plumbing Permits	322	275	440	450
Inspections	828	700	1,015	875
Electrical Permits	405	425	455	500
Inspections	1,078	975	1,450	1,475
Zoning Investigations and Nuisance				
Complaints	286	300	260	275
Nuisance Abatement	1,252	1,300	1,400	1,500
Abandoned Vehicles	228	200	235	240
Housing Inspections	259	275	230	300

**SIGNIFICANT EXPENDITURE CHANGES**

Budgeted expenditures for Contractual Services increased \$3,167, up 5.5%. \$1,500 was added to Utility Services for communication charges and \$1,362 for maintenance and replacement of small equipment.

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

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
966 Code Enforcement

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	208,911	213,064	212,359	224,302	11,238	5.3
5131. Regular Overtime Pay	599	8,636	2,000	7,800	836-	9.7-
5141. Social Security	15,478	16,547	15,986	17,392	845	5.1
5150. Retirement	11,859	15,075	14,576	15,839	764	5.1
5160. Medical Insurance	20,327	20,033	20,033	20,096	63	.3
5175. Workers Compensation	6,700	6,700	6,700	6,700	0	.0
<b>Total Personal Services</b>	<b>263,874</b>	<b>280,055</b>	<b>271,654</b>	<b>292,129</b>	<b>12,074</b>	<b>4.3</b>
<b>Contractual Services</b>						
5205. Printing & Dup. Charges	105	600	600	600	0	.0
5206. Mailing & Delivery	0	200	200	200	0	.0
5207. Dues, Memberships & Sub.	490	530	530	530	0	.0
5210. Prof. & Contractual Ser.	7,308	31,000	31,000	31,000	0	.0
5211. Advertising & Publicity	850	1,300	1,300	1,300	0	.0
5212. Utility Services	4,919	3,100	3,100	4,600	1,500	48.4
5220. Travel, Schools, & Conf.	3,034	5,052	5,052	5,052	0	.0
5235. Repair & Maintenance	864	8,005	7,970	8,000	5-	.1-
5236.13 Other Equipment Maint.	708	708	708	2,070	1,362	192.4
5289. Vehicle/Equip Use Charge	9,254	7,430	7,430	7,740	310	4.2
<b>Total Contractual Services</b>	<b>27,532</b>	<b>57,925</b>	<b>57,890</b>	<b>61,092</b>	<b>3,167</b>	<b>5.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	1,306	1,206	1,206	1,240	34	2.8
5320. Books/Education Material	2,728	6,000	6,000	6,000	0	.0
5325. Uniforms/Safety Equip.	833	870	850	905	35	4.0
<b>Total Commodities</b>	<b>4,867</b>	<b>8,076</b>	<b>8,056</b>	<b>8,145</b>	<b>69</b>	<b>.9</b>
<b>Other Charges</b>						
5410. Insurance	1,423	1,423	1,423	1,423	0	.0
<b>Total Other Charges</b>	<b>1,423</b>	<b>1,423</b>	<b>1,423</b>	<b>1,423</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>297,696</b>	<b>347,479</b>	<b>339,023</b>	<b>362,789</b>	<b>15,310</b>	<b>4.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	1,326-	10,000-	10,000-	10,000-	0	.0
5670. Recovered from Funds	53,585-	62,547-	61,024-	65,303-	2,756-	4.4
<b>TOTAL NET EXPENDITURES</b>	<b>242,785</b>	<b>274,932</b>	<b>267,999</b>	<b>287,486</b>	<b>12,554</b>	<b>4.6</b>



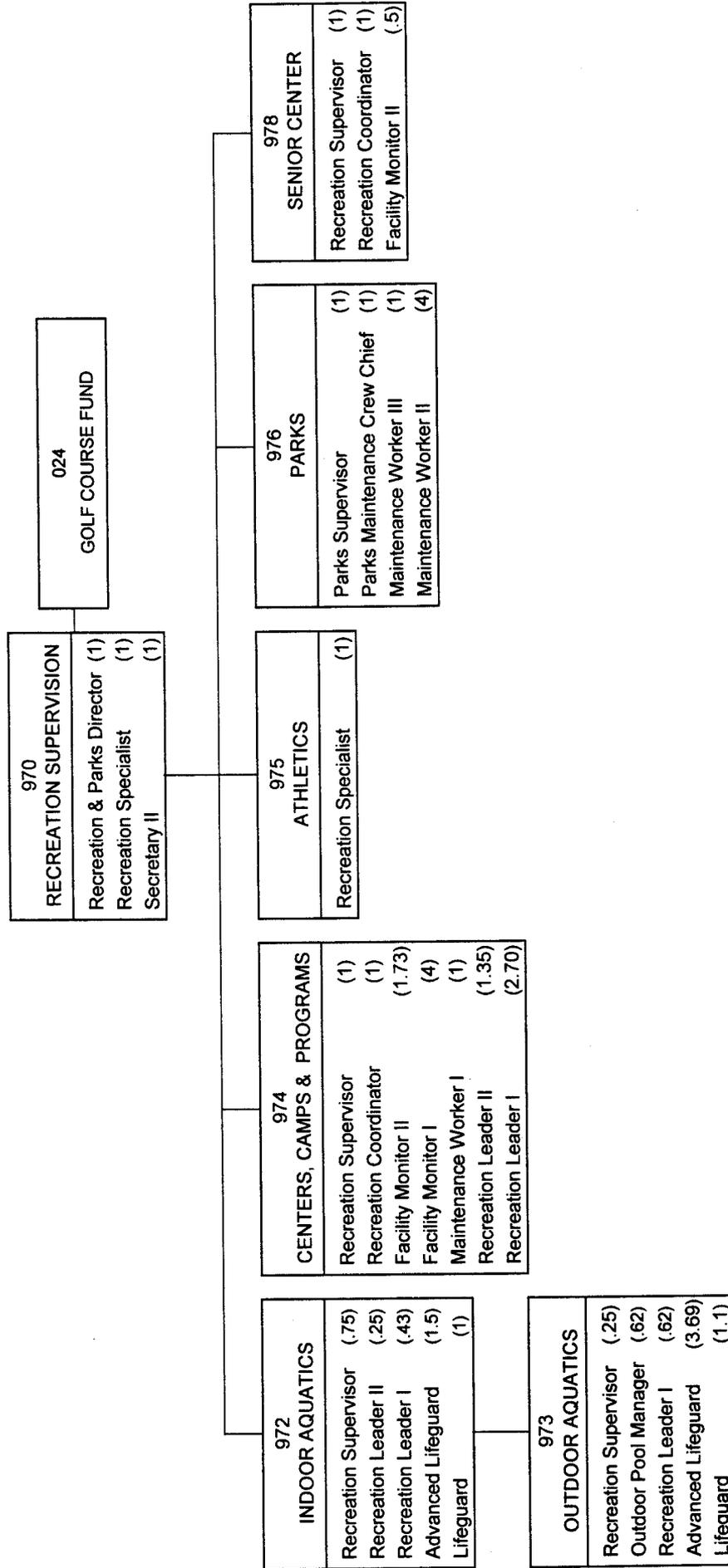


oak  
ridge



Recreation  
& Parks

# RECREATION AND PARKS DEPARTMENT



## RECREATION AND PARKS DEPARTMENT

The Recreation and Parks Department is responsible for planning, organizing, supervising, and conducting a comprehensive program of leisure activities and facilities for the citizens of Oak Ridge. The Department is comprised of 22 full-time and 63 part-time employees organized into the following activities: Supervision, Indoor Aquatics, Outdoor Aquatics, Centers, Camps and Programs, Athletics, Parks, and the Senior Center. Over 30 City-owned properties are maintained by the Department, including 15 parks, 17 athletic fields, 23 lighted tennis courts, three community centers, two pools (indoor and outdoor), 6 greenways and 1,200 acres of green belts.

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

Other events and programs offered through the Department include an annual Easter Egg hunt for children 3 years through 4<sup>th</sup> grade in which over 7,000 eggs are hidden containing over 200 prizes provided by area businesses and an annual Halloween Carnival. Fun in the Sun is held in the Scarboro Community Center in August with games, food vendors, crafts, pony rides and other entertainment. Mayfest is a month long event held each May whose mission is to foster pride and involvement in the Oak Ridge community by showcasing its diversity through cultural and athletic events and activities for people of all ages. Each summer the Department offers a Summer Camp and an Adventure Camp. Summer Camp is for children 7 to 12 with activities that include field trips, special events, games, arts & crafts, sports, swimming, snacks, hot lunches and a T-shirt. There is also a Scarboro playground program that is free of charge and is open to all Oak Ridge children 6 to 12. This program includes games, sports, crafts, snacks and a hot lunch program.

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

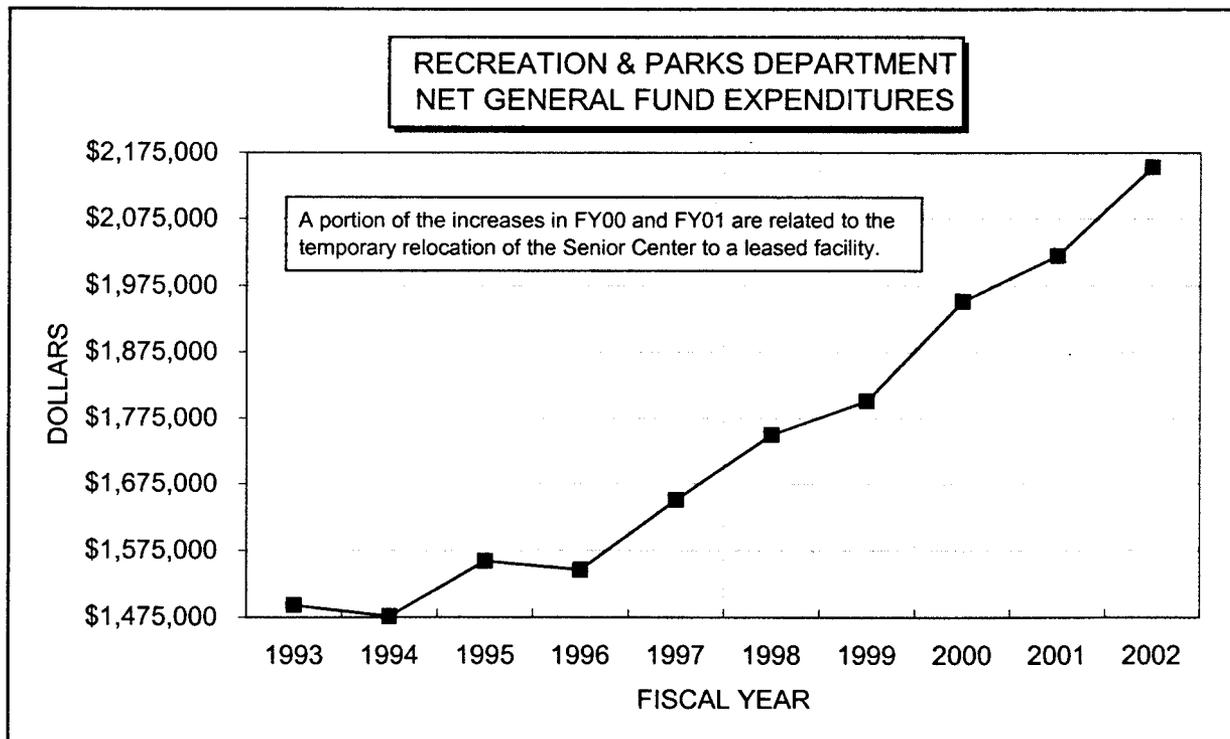
Departmental staff also supports the Youth Advisory Board, which is a sixteen member City Board that acts as a liaison between the Oak Ridge City Council and the youth of the community. The Board encourages the positive growth and development of area youth by inviting them to become involved in a wide range of programs and activities that are drug and alcohol free.

During the past year over 104,336 swimmers utilized the indoor and outdoor pools, 960 children attended Summer Camp, 982 youth and adults participated in organized athletic programs, 2,043 senior citizens enjoyed activities at the Senior Center on 44,298 visits and 1,500 children participated in special events.

As part of a multiyear program to enhance the City rights-of-way and other open spaces, the Department continued with its tree planting program with the City receiving Tree City USA designation for the 11<sup>th</sup> consecutive year. In conjunction with this program and Arbor Day, 500 Sugar Maple seedlings were distributed to all third grade elementary school students.

During fiscal 2002, the Department will oversee the construction of Phase 2 and 3 of the Melton Lake Greenways and the Emory Valley Greenways Projects, construction of a gym at the Scarboro Community Center and design and construction of a new Senior Center. Construction of the Senior Center is contingent on approval by City Council.

RECREATION & PARKS DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
<b>GENERAL FUND</b>						
970 Supervision	226,243	232,875	232,952	245,803	12,928	5.6
972 Indoor Aquatics	163,757	190,608	188,390	202,342	11,734	6.2
973 Outdoor Aquatics	152,172	181,484	169,735	182,568	1,084	0.6
974 Centers, Camps & Programs	538,587	597,427	572,997	630,935	33,508	5.6
975 Athletics	118,014	53,946	53,067	58,064	4,118	7.6
976 Parks	539,198	568,662	569,752	597,612	28,950	5.1
978 Senior Center	213,372	229,665	233,205	236,155	6,490	2.8
<b>TOTAL GENERAL FUND</b>	<b>1,951,343</b>	<b>2,054,667</b>	<b>2,020,098</b>	<b>2,153,479</b>	<b>98,812</b>	<b>4.8</b>
<b>OTHER FUNDS</b>						
024 Golf Course Fund	2,004,034	1,971,560	1,936,499	1,936,501	(35,059)	-1.8
<b>TOTAL RECREATION &amp; PARKS DEPARTMENT</b>	<b>3,955,377</b>	<b>4,026,227</b>	<b>3,956,597</b>	<b>4,089,980</b>	<b>63,753</b>	<b>1.6</b>



**CITY OF OAK RIDGE**

<b>FUND</b> General	<b>DEPARTMENT</b> Recreation and Parks	<b>ACTIVITY</b> Supervision	<b>NUMBER</b> 970
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**ACTIVITY DESCRIPTION**

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

**PERFORMANCE OBJECTIVES**

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

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Documented monthly inspections	12	12	12	12
City wide special events	8	8	8	8
Cold Facts Program participants	2,037	2,035	2,085	2,125

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$3,620, up 15.5%. Equipment Use Charges increased \$2,173 for maintenance costs on vehicles utilized by this activity, \$700 was added to the budget for copier rental and communication charges increased by \$455.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
970 Recreation Supervision

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	143,641	147,079	148,906	155,459	8,380	5.7
5131. Regular Overtime Pay	1,774	3,704	2,000	3,345	359	9.7
5141. Social Security	10,798	11,294	11,304	11,926	632	5.6
5150. Retirement	8,244	10,253	10,262	10,823	570	5.6
5160. Medical Insurance	12,155	12,127	12,127	12,174	47	.4
5175. Workers Compensation	396	396	396	396	0	.0
<b>Total Personal Services</b>	<b>177,008</b>	<b>184,853</b>	<b>184,995</b>	<b>194,123</b>	<b>9,270</b>	<b>5.0</b>
<b>Contractual Services</b>						
5201. Rents	686	0	0	700	700	.0
5207. Dues, Memberships & Sub.	890	925	925	925	0	.0
5211. Advertising & Publicity	200	200	200	200	0	.0
5212. Utility Services	3,773	3,110	3,045	3,565	455	14.6
5220. Travel, Schools, & Conf.	7,742	5,332	5,332	5,332	0	.0
5235. Repair & Maintenance	5,034	3,510	3,510	3,475	35	1.0
5236.13 Other Equipment Maint.	708	708	708	1,035	327	46.2
5289. Vehicle/Equip Use Charge	6,991	9,552	9,552	11,725	2,173	22.7
<b>Total Contractual Services</b>	<b>26,024</b>	<b>23,337</b>	<b>23,272</b>	<b>26,957</b>	<b>3,620</b>	<b>15.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	231	1,152	1,152	1,190	38	3.3
5320. Books/Education Material	167	175	175	175	0	.0
<b>Total Commodities</b>	<b>398</b>	<b>1,327</b>	<b>1,327</b>	<b>1,365</b>	<b>38</b>	<b>2.9</b>
<b>Other Charges</b>						
5410. Insurance	1,358	1,358	1,358	1,358	0	.0
5430. Grants/Subsidies/Contr.	22,466	22,000	22,000	22,000	0	.0
<b>Total Other Charges</b>	<b>23,824</b>	<b>23,358</b>	<b>23,358</b>	<b>23,358</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>227,254</b>	<b>232,875</b>	<b>232,952</b>	<b>245,803</b>	<b>12,928</b>	<b>5.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	1,011	0	0	0	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>226,243</b>	<b>232,875</b>	<b>232,952</b>	<b>245,803</b>	<b>12,928</b>	<b>5.6</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Recreation and Parks	Indoor Aquatics	972

**ACTIVITY DESCRIPTION**

The function of the Indoor Aquatics activity is to provide safe and healthy swimming facilities with a varied and comprehensive swimming program. A well-rounded aquatics program is provided which includes recreational, therapeutic, competitive and instructional aquatic programs. In the past year, this facility has accommodated approximately 16 different groups and/or swimming sessions. At present, 95 hours of swimming per week are scheduled at the Civic Center Pool, with only three hours open for additional programs. This activity also includes the maintenance and operations of the Civic Center Swimming Pool. The aquatics program is coordinated by a Recreation Supervisor, and admission fees and pool rental are used to recover a portion of operational costs.

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

**PERFORMANCE OBJECTIVES**

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

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Pool staff certified in first aid and pool Operation	100%	100%	100%	100%
Revenues as percentage of cost	22%	24%	24%	25%
Staff certified in Red Cross Lifeguard Training Course	100%	100%	100%	100%
Number of Participants	41,132	48,000	45,000	45,000
Gross Cost per Participant	4.46	4.41	4.65	4.96
Net Cost per Participant	3.98	3.97	4.19	4.50

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$1,174 for communication charges and alarm lines.

Reduction of costs includes fees for special programs conducted at the indoor pool.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
972 Indoor Aquatics

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	37,662	37,415	37,470	35,709	1,706-	4.6-
5120. Salaries-Temp. Employees	42,887	47,311	45,000	51,176	3,865	8.2
5131. Regular Overtime Pay	2,881	6,812	5,000	6,155	657-	9.6-
5141. Social Security	6,278	6,982	6,672	8,339	1,357	19.4
5150. Retirement	2,206	463	2,888	3,959	3,496	755.1
5160. Medical Insurance	934-	0	0	4,055	4,055	.0
5175. Workers Compensation	33,004	33,004	33,004	33,004	0	.0
<b>Total Personal Services</b>	<b>123,984</b>	<b>131,987</b>	<b>130,034</b>	<b>142,397</b>	<b>10,410</b>	<b>7.9</b>
<b>Contractual Services</b>						
5207. Dues, Memberships & Sub.	273	480	480	480	0	.0
5210. Prof. & Contractual Ser.	350	1,000	1,000	1,000	0	.0
5212. Utility Services	41,378	58,380	58,140	59,560	1,180	2.0
5220. Travel, Schools, & Conf.	558	495	495	495	0	.0
5235. Repair & Maintenance	5,638	12,185	12,175	12,195	10	.1
5236.13 Other Equipment Maint.	363	513	513	495	18-	3.5-
5289. Vehicle/Equip Use Charge	696	1,483	1,483	1,485	2	.1
<b>Total Contractual Services</b>	<b>49,256</b>	<b>74,536</b>	<b>74,286</b>	<b>75,710</b>	<b>1,174</b>	<b>1.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	3,932	4,120	4,120	4,245	125	3.0
5320. Books/Education Material	0	125	125	125	0	.0
5325. Uniforms/Safety Equip.	562	540	525	565	25	4.6
<b>Total Commodities</b>	<b>4,494</b>	<b>4,785</b>	<b>4,770</b>	<b>4,935</b>	<b>150</b>	<b>3.1</b>
<b>Other Charges</b>						
5410. Insurance	300	300	300	300	0	.0
<b>Total Other Charges</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540 Machinery & Equipment	5,620	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>5,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>183,654</b>	<b>211,608</b>	<b>209,390</b>	<b>223,342</b>	<b>11,734</b>	<b>5.5</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	19,897-	21,000-	21,000-	21,000-	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>163,757</b>	<b>190,608</b>	<b>188,390</b>	<b>202,342</b>	<b>11,734</b>	<b>6.2</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Recreation and Parks	Outdoor Aquatics	973

#### ACTIVITY DESCRIPTION

The Outdoor Aquatics activity includes the maintenance and operation of the Oak Ridge Municipal Swimming Pool. Municipal Pool operations begin on the last weekend in May on a weekend basis. Daily operations begin in early June and continue until mid August. In addition to recreational swimming, a variety of other activities are offered through the Outdoor Aquatics program including swimming lessons, taught by the American Red Cross and the Atomic City Aquatics Club, competitive swimming and scuba diving classes. Private swim time is also reserved by several community organizations. The coordination of this activity is performed by a Recreation Supervisor, who is responsible for both indoor and outdoor aquatic programs.

#### PERFORMANCE OBJECTIVES

1. Certify 100 percent of the Guard staff in American Red Cross Lifeguard Training.
2. Collect revenues equal to 40 percent of operating costs.
3. To increase attendance.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Staff certified in Red Cross Life Guard Training	100%	100%	100%	100%
Revenues as percentage of cost	45%	38%	40%	40%
Attendance	63,204	62,000	60,000	62,000
Hours of in-service training (first aid, rescue techniques, and pool maintenance)	60	60	60	60
Net cost per participant	\$2.41	\$2.93	\$2.83	\$2.94

#### SIGNIFICANT EXPENDITURE CHANGES

Personal Services declined \$8,334 to correct a calculation error in the budget for temporary employee salaries for fiscal 2001.

Contractual Services increased \$8,763, up 21.6%. The budget for routine repair and maintenance costs was increased by \$7,020 to reflect actually occurring requirements to maintain the outdoor pool. The last major renovation of the outdoor pool was in 1993, nearly 10 years ago. Utility Services is up \$1,060, primarily for electricity costs to reflect prior rate increases.

Reduction of costs includes fees for special programs conducted at the outdoor pool.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
973 Outdoor Aquatics

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	14,092	9,146	12,000	15,711	6,565	71.8
5120. Salaries-Temp. Employees	60,819	95,224	80,000	81,542	13,682-	14.4-
5131. Regular Overtime Pay	3,099	8,022	8,000	7,250	772-	9.6-
5141. Social Security	5,795	8,597	7,650	8,152	445-	5.2-
5150. Retirement	686	545	1,360	545	0	.0
5160. Medical Insurance	1,008	0	0	0	0	.0
<b>Total Personal Services</b>	<b>85,499</b>	<b>121,534</b>	<b>109,010</b>	<b>113,200</b>	<b>8,334-</b>	<b>6.9-</b>
<b>Contractual Services</b>						
5201. Rents	295	0	0	0	0	.0
5207. Dues, Memberships & Sub.	100	100	100	100	0	.0
5210.203 Mowing Contract	1,214	1,430	1,460	1,718	288	20.1
5212. Utility Services	26,983	24,720	25,500	25,780	1,060	4.3
5220. Travel, Schools, & Conf.	413	360	360	360	0	.0
5235. Repair & Maintenance	17,569	10,980	10,975	18,000	7,020	63.9
5236.13 Other Equipment Maint.	1,853	2,050	2,050	2,445	395	19.3
5289. Vehicle/Equip Use Charge	720	865	865	865	0	.0
<b>Total Contractual Services</b>	<b>49,147</b>	<b>40,505</b>	<b>41,310</b>	<b>49,268</b>	<b>8,763</b>	<b>21.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	12,667	20,165	20,165	20,770	605	3.0
5320. Books/Education Material	0	50	50	50	0	.0
5325. Uniforms/Safety Equip.	1,237	1,230	1,200	1,280	50	4.1
<b>Total Commodities</b>	<b>13,904</b>	<b>21,445</b>	<b>21,415</b>	<b>22,100</b>	<b>655</b>	<b>3.1</b>
<b>Other Charges</b>						
<b>Total Other Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540 Machinery & Equipment	5,620	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>5,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>154,170</b>	<b>183,484</b>	<b>171,735</b>	<b>184,568</b>	<b>1,084</b>	<b>.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	1,998-	2,000-	2,000-	2,000-	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>152,172</b>	<b>181,484</b>	<b>169,735</b>	<b>182,568</b>	<b>1,084</b>	<b>.6</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Recreation and Parks	Centers, Camps And Programs	974

**ACTIVITY DESCRIPTION**

This activity includes the operation and maintenance of the Civic Center Recreation Building and the Scarboro Community Center. It also includes all non-aquatic camps, programs and special events at these two facilities. The Civic Center has two rooms with space for 124 people and two rooms with space for 30 people. The game room, available for drop-in use, offers billiards, table tennis and cable television. The Shep Lauter Room (gymnasium) is used primarily for free play and league play but is also used for large events. The Scarboro Community Center includes a multipurpose room that holds up to 150 people and offers table tennis and billiards. The Ebony, A and B rooms hold 30 people each. The Scarboro Daycare is housed in the A and B rooms and utilizes the Ebony room on weekdays. Outdoor facilities include a park/playground, softball field, tennis court and basketball/volleyball courts. Rooms are available at both centers for rent by community groups except for the A and B rooms at the Scarboro Center.

The eight-week summer programs operate with a staff of 19 full-time seasonal employees to provide a variety of recreation and leisure activities to area children. Summer Camp, held at the Civic Center, includes sports, organized games, arts & crafts, field trips and special events. The Scarboro Playground program includes games, crafts, field trips and special events. A special Day Camp program is offered for handicapped children. An Adventure Camp for youth 13-15 includes climbing, rappelling, ropes course, caving, hiking and canoeing.

**PERFORMANCE OBJECTIVES**

1. Improve public awareness of leisure services and providers.
2. Include monthly activities in the Oak Ridger.
3. Conduct basic first aid training for all employees.
4. Conduct a Summer Camp with maximum enrollment of 960.
5. Conduct a Summer Playground Program at the Scarboro Center with maximum enrollment of 240.
6. Conduct an after school program for 6-12 year olds at the Scarboro Center.
7. Provide educational sessions for Senior Adults at the Scarboro Center.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Employees Certified:				
CPR	95%	95%	95%	95%
Multimedia First Aid	95%	95%	95%	95%
Instructors (Multimedia)	1	1	1	1
Instruction hours per employee	8	8	8	8
Summer Camp enrollment	960	960	960	960
Scarboro Community Center attendance	23,800	25,000	25,000	25,000

**SIGNIFICANT EXPENDITURE CHANGES**

Contractual Services increased \$16,663, up 6.3%. Routine Repair and Maintenance costs for the Civic and Scarboro Centers increased \$21,035 to reflect actually occurring maintenance requirements. Both of these publicly used facilities are over 30 years old. Custodial costs increased \$2,835 to reflect terms under the current contract. Funding for Utility Services decline \$6,570 to reflect actual usage patterns.

Commodities increased \$3,325, primarily for supplies used in the summer and after school children's programs.

Reduction of Costs includes fees for programs such as exercise for fitness, dog obedience and Camps offered at the Civic Center.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
974 Centers, Camps & Programs

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	188,343	209,273	190,940	221,935	12,662	6.1
5120. Salaries-Temp. Employees	57,053	68,113	74,500	70,714	2,601	3.8
5131. Regular Overtime Pay	14,449	13,925	12,500	12,580	1,345-	9.7-
5141. Social Security	19,080	21,807	20,785	22,975	1,168	5.4
5150. Retirement	11,161	15,176	13,834	16,038	862	5.7
5160. Medical Insurance	32,843	35,082	35,082	35,154	72	.2
5175. Workers Compensation	7,349	7,481	7,481	7,481	0	.0
<b>Total Personal Services</b>	<b>330,278</b>	<b>370,857</b>	<b>355,122</b>	<b>386,877</b>	<b>16,020</b>	<b>4.3</b>
<b>Contractual Services</b>						
5201. Rents	1,191	2,000	2,000	2,000	0	.0
5205. Printing & Dup. Charges	13-	1,200	1,200	1,200	0	.0
5207. Dues, Memberships & Sub.	290	210	210	210	0	.0
5210. Prof. & Contractual Ser.	6,778	13,900	13,900	13,900	0	.0
5210.202 Custodial Contract	57,886	71,760	71,725	74,595	2,835	4.0
5236.15 Street/Lot Sweeping	0	1,330	695	725	605-	45.5-
5211. Advertising & Publicity	0	300	300	300	0	.0
5212. Utility Services	92,699	125,750	117,650	119,180	6,570-	5.2-
5220. Travel, Schools, & Conf.	9,315	3,283	3,283	3,283	0	.0
5235. Repair & Maintenance	78,079	43,965	44,075	65,000	21,035	47.8
5236.13 Other Equipment Maint.	1,552	1,467	1,467	1,435	32-	2.2-
5289. Vehicle/Equip Use Charge	0	140	140	140	0	.0
<b>Total Contractual Services</b>	<b>247,777</b>	<b>265,305</b>	<b>256,645</b>	<b>281,968</b>	<b>16,663</b>	<b>6.3</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	26,276	20,510	20,510	23,625	3,115	15.2
5320. Books/Education Material	0	490	490	490	0	.0
5325. Uniforms/Safety Equip.	376	1,410	1,375	1,620	210	14.9
<b>Total Commodities</b>	<b>26,652</b>	<b>22,410</b>	<b>22,375</b>	<b>25,735</b>	<b>3,325</b>	<b>14.8</b>
<b>Other Charges</b>						
5410. Insurance	215	1,355	1,355	1,355	0	.0
<b>Total Other Charges</b>	<b>215</b>	<b>1,355</b>	<b>1,355</b>	<b>1,355</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>604,922</b>	<b>659,927</b>	<b>635,497</b>	<b>695,935</b>	<b>36,008</b>	<b>5.5</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	66,335-	62,500-	62,500-	65,000-	2,500-	4.0
<b>TOTAL NET EXPENDITURES</b>	<b>538,587</b>	<b>597,427</b>	<b>572,997</b>	<b>630,935</b>	<b>33,508</b>	<b>5.6</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Recreation and Parks	Athletics	975

**ACTIVITY DESCRIPTION**

This activity plans, organizes and directs adult and youth athletics and other programs with the cooperation of volunteer leaders, groups organized by the Recreation and Parks Department, and community groups serving as sponsors of an activity or for individual teams. Programs include baseball, softball, tennis, soccer, volleyball and basketball.

**PERFORMANCE OBJECTIVES**

1. Promote a variety of athletic activities for youth and adults.
2. Promote and encourage volunteers to help conduct the athletic programs.
3. Promote and sponsor two special events.
4. Promote more sporting events.

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Youth participants	156	225	135	150
Adult participants	826	1,300	1,047	1,125
Youth teams	14	20	13	15
Adult teams	52	90	74	80

**SIGNIFICANT EXPENDITURE CHANGES**

No significant expenditures changes are anticipated for this activity in fiscal 2002.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
975 Athletics

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	39,387	35,970	35,969	40,060	4,090	11.4
5120. Salaries-Temp. Employees	4,458	0	0	0	0	.0
5131. Regular Overtime Pay	1,124	2,724	2,700	2,460	264-	9.7-
5141. Social Security	3,057	2,960	2,508	2,866	94-	3.2-
5150. Retirement	2,259	2,631	2,229	2,909	278	10.6
5160. Medical Insurance	7,760	3,985	3,985	3,992	7	.2
5175. Workers Compensation	264	132	132	132	0	.0
<b>Total Personal Services</b>	<b>58,309</b>	<b>48,402</b>	<b>47,523</b>	<b>52,419</b>	<b>4,017</b>	<b>8.3</b>
<b>Contractual Services</b>						
5201. Rents	75	680	680	680	0	.0
5207. Dues, Memberships & Sub.	52	110	110	110	0	.0
5210. Prof. & Contractual Ser.	257	495	495	495	0	.0
5210.202 Custodial Contract	11,757	0	0	0	0	.0
5236.15 Street/Lot Sweeping	675	0	0	0	0	.0
5212. Utility Services	8,890	0	0	0	0	.0
5220. Travel, Schools, & Conf.	20	495	495	495	0	.0
5235. Repair & Maintenance	9,274	0	0	0	0	.0
5236.13 Other Equipment Maint.	345	345	345	345	0	.0
<b>Total Contractual Services</b>	<b>31,345</b>	<b>2,125</b>	<b>2,125</b>	<b>2,125</b>	<b>0</b>	<b>.0</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	31,192	3,339	3,339	3,440	101	3.0
5320. Books/Education Material	38	50	50	50	0	.0
<b>Total Commodities</b>	<b>31,230</b>	<b>3,389</b>	<b>3,389</b>	<b>3,490</b>	<b>101</b>	<b>3.0</b>
<b>Other Charges</b>						
5410. Insurance	1,170	30	30	30	0	.0
<b>Total Other Charges</b>	<b>1,170</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>122,054</b>	<b>53,946</b>	<b>53,067</b>	<b>58,064</b>	<b>4,118</b>	<b>7.6</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	4,040-	0	0	0	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>118,014</b>	<b>53,946</b>	<b>53,067</b>	<b>58,064</b>	<b>4,118</b>	<b>7.6</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Recreation and Parks	Parks	976

#### ACTIVITY DESCRIPTION

The Parks activity provides an opportunity for Oak Ridge citizens to enjoy the out-of-doors without traveling great distances from the City. This activity provides grounds, turf and equipment maintenance for 11 City-owned properties, 6 flower gardens, 17 athletic fields, 15 parks, 23 tennis courts, 10 greenway trails (22.35 miles), 1 National Recreation Trail (7 miles), and numerous greenbelt areas. Park design, landscaping and beautification programs are also performed by this activity. One of the overall goals of the activity is to provide monthly inspections and follow up maintenance for all outdoor facilities to ensure citizens and participants a safe environment for their recreational and leisure time activities.

#### PERFORMANCE OBJECTIVES

1. Maintain the percentage of man-hours allocated to maintenance activities at the current level.
2. Continue to inspect all facilities on a monthly basis.
3. Reduce man-hours for athletic field preparation.
4. Increase maintenance to park areas.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Athletic field maintenance (hours)	3,680	3,365	3,535	3,280
Flower garden maintenance (hours)	236	200	320	220
Building/grounds maintenance (hours)	2,535	2,675	2,485	2,500
Parks maintenance (hours)	3,477	3,825	3,912	4,225
Facilities (hours)	1,009	1,275	911	1,020
Administrative (hours)	1,727	1,400	1,533	1,550

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$13,546, up 5.4. The City has contractual agreements for mowing, litter pick-up and parking lot sweeping. Budgeted costs for services provided under these contracts increased \$3,921 based on service levels at the current contracted price. Equipment Use Charges increased \$8,510 to fund maintenance and future replacement of Park vehicles.

Commodities increased \$2,240, including the \$1,160 transfer of funding from the Personnel activity to this activity for the purchase of safety shoes for Parks employees.

Reduction of costs reflects donations made to the City for tree plantings and costs recovered for weekend preparation of athletic fields.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
976 Parks

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	209,203	222,649	223,906	234,912	12,263	5.5
5120. Salaries-Temp. Employees	8,817	0	0	0	0	.0
5131. Regular Overtime Pay	3,902	8,669	5,000	7,830	839-	9.7-
5141. Social Security	16,343	17,267	16,942	18,104	837	4.8
5150. Retirement	12,001	15,729	15,566	16,563	834	5.3
5160. Medical Insurance	23,767	27,622	27,622	27,691	69	.2
5175. Workers Compensation	5,708	5,708	5,708	5,708	0	.0
<b>Total Personal Services</b>	<b>279,741</b>	<b>297,644</b>	<b>294,744</b>	<b>310,808</b>	<b>13,164</b>	<b>4.4</b>
<b>Contractual Services</b>						
5201. Rents	7,467	10,930	10,930	11,250	320	2.9
5207. Dues, Memberships & Sub.	70	0	0	0	0	.0
5210. Prof. & Contractual Ser.	4,620	3,625	3,625	3,625	0	.0
5210.203 Mowing Contract	81,496	83,000	88,045	85,146	2,146	2.6
5210.205 Litter Contract	36,364	38,170	37,350	40,080	1,910	5.0
5236.15 Street/Lot Sweeping	825	1,020	850	885	135-	13.2-
5212. Utility Services	28,344	32,170	32,170	32,620	450	1.4
5220. Travel, Schools, & Conf.	555	364	364	364	0	.0
5235. Repair & Maintenance	52,549	44,952	44,952	44,952	0	.0
5236.13 Other Equipment Maint.	345	0	0	345	345	.0
5289. Vehicle/Equip Use Charge	26,528	35,070	35,070	43,580	8,510	24.3
<b>Total Contractual Services</b>	<b>239,163</b>	<b>249,301</b>	<b>253,356</b>	<b>262,847</b>	<b>13,546</b>	<b>5.4</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	41,980	36,000	36,000	37,080	1,080	3.0
5320. Books/Education Material	0	150	150	150	0	.0
5325. Uniforms/Safety Equip.	1,855	2,740	2,675	3,900	1,160	42.3
<b>Total Commodities</b>	<b>43,835</b>	<b>38,890</b>	<b>38,825</b>	<b>41,130</b>	<b>2,240</b>	<b>5.8</b>
<b>Other Charges</b>						
5410. Insurance	1,827	1,827	1,827	1,827	0	.0
<b>Total Other Charges</b>	<b>1,827</b>	<b>1,827</b>	<b>1,827</b>	<b>1,827</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>564,566</b>	<b>587,662</b>	<b>588,752</b>	<b>616,612</b>	<b>28,950</b>	<b>4.9</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	25,368-	19,000-	19,000-	19,000-	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>539,198</b>	<b>568,662</b>	<b>569,752</b>	<b>597,612</b>	<b>28,950</b>	<b>5.1</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Recreation and Parks	Senior Center	978

**ACTIVITY DESCRIPTION**

This activity includes expenditures for various programs conducted on behalf of the City's elderly, including all Senior Center expenditures and the Taxi Coupon Program. The goal is to provide and maintain programs which are available and accessible to all senior citizens and contribute to their physical, mental, social and cultural well-being.

The Senior Center temporarily occupies facilities leased from Anderson County located at 728 Emory Valley Road. The Senior Center has rooms for large and small groups, a kitchen, TV lounge, recreation room with billiard tables and other game tables available for use.

City staff is currently reviewing options for a more permanent location for the Senior Center that includes the possible construction of a new Center estimated to cost \$2 million.

**PROGRAM COMMENTS**

The scope of municipal services to senior citizens is not limited to General Fund expenditures in this activity. Many elder citizens benefit from a variety of service programs such as drug purchases, large print books in the Library, and home insulation assistance. The Business Office also processes applications for State-funded tax relief to elderly, low-income persons under the Property Assessment and Classification Act of 1973.

Other services available to senior citizens include a nutrition program through the East Tennessee Human Resource Agency (ETHRA), utility bill payments through Anderson County Community Action Commission, public housing and rental assistance through the Housing Authority, and services of the Anderson County Health Department.

The administration of the Taxi Coupon Program is performed by this activity, while expenditures are reflected in the Streets and Public Transportation Fund. The Taxi Coupon Program is expected to cost \$82,000 in FY 2002 with 40 percent of the costs being funded through a grant from the Tennessee Department of Transportation. The City's subsidizes the coupon price by \$1.95 per coupon.

**PERFORMANCE OBJECTIVES**

1. Effectively utilize local newspaper, radio and newsletters to advertise activities at the Center.
2. Utilize computer equipment to target outreach efforts to older Oak Ridgers.
3. Continue to promote "Cold Facts" program, utilizing volunteers for outreach and implementations.
4. Develop new fitness programs and promote Senior Games competition.

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General	Recreation and Parks	Senior Center	978

<b>PERFORMANCE MEASURES</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Senior Center users (non-duplicated)	2,043	3,000	1,800	2,500
Senior Center users (duplicated)	44,298	50,000	47,000	50,000
Physical fitness participants	371	600	400	425
Cost per participant (non-duplicated)	\$104.44	\$76.55	\$129.56	\$94.46
Taxi system users	612	650	560	525
Volunteer hours	4,038	5,000	4,500	5,000
Cold Facts participants	2,037	2,035	2,085	2,125

**SIGNIFICANT EXPENDITURE CHANGES**

No significant expenditure changes are anticipated for this activity in fiscal 2002.

City of Oak Ridge, Tennessee  
Activity Detail

00001 General Fund  
978 Senior Center

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	94,113	92,350	96,894	98,157	5,807	6.3
5131. Regular Overtime Pay	7,377	7,430	7,430	6,715	715-	9.6-
5141. Social Security	7,591	7,535	7,679	7,855	320	4.2
5150. Retirement	5,726	5,831	6,913	6,167	336	5.8
5160. Medical Insurance	6,165	7,974	7,974	8,002	28	.4
5175. Workers Compensation	2,519	2,519	2,519	2,519	0	.0
<b>Total Personal Services</b>	<b>123,491</b>	<b>123,639</b>	<b>129,409</b>	<b>129,415</b>	<b>5,776</b>	<b>4.7</b>
<b>Contractual Services</b>						
5201. Rents	39,950	56,400	56,400	56,400	0	.0
5207. Dues, Memberships & Sub.	195	10	10	10	0	.0
5210. Prof. & Contractual Ser.	1,869	760	760	760	0	.0
5210.202 Custodial Contract	14,336	16,530	16,600	17,260	730	4.4
5236.15 Street/Lot Sweeping	375	460	0	0	460-	100.0-
5212. Utility Services	17,262	15,030	13,740	13,860	1,170-	7.8-
5220. Travel, Schools, & Conf.	0	648	648	648	0	.0
5235. Repair & Maintenance	7,600	7,910	7,370	7,370	540-	6.8-
5236.13 Other Equipment Maint.	746	1,091	1,091	3,035	1,944	178.2
<b>Total Contractual Services</b>	<b>82,333</b>	<b>98,839</b>	<b>96,619</b>	<b>99,343</b>	<b>504</b>	<b>.5</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	8,517	6,655	6,655	6,855	200	3.0
5320. Books/Education Material	0	50	50	50	0	.0
5325. Uniforms/Safety Equip.	0	210	200	220	10	4.8
<b>Total Commodities</b>	<b>8,517</b>	<b>6,915</b>	<b>6,905</b>	<b>7,125</b>	<b>210</b>	<b>3.0</b>
<b>Other Charges</b>						
5410. Insurance	272	272	272	272	0	.0
<b>Total Other Charges</b>	<b>272</b>	<b>272</b>	<b>272</b>	<b>272</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>214,613</b>	<b>229,665</b>	<b>233,205</b>	<b>236,155</b>	<b>6,490</b>	<b>2.8</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	1,241-	0	0	0	0	.0
<b>TOTAL NET EXPENDITURES</b>	<b>213,372</b>	<b>229,665</b>	<b>233,205</b>	<b>236,155</b>	<b>6,490</b>	<b>2.8</b>

**CITY OF OAK RIDGE**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
Golf Course	General Government	Golf Course	24

**ACTIVITY DESCRIPTION**

In fiscal 1995, the City established the Golf Course Fund to account for the construction and operation of a Municipal Golf Course. The City issued \$7,275,000 in Golf Course Revenue and Tax Bonds to finance the construction and equipping of an 18-hole Golf Course, named the Tennessee Centennial Golf Course. The course is located on a 700 acre tract know as "Parcel A" which was purchased by the City from the Department of Energy. Over the past several years, the City has been developing a master plan for "Parcel A" which meets long-term community goals and will be attractive for private development. The course occupies approximately 200 acres with the remaining 500 acres suitable for residential development including single-family homes, town homes and apartments. To date, two private developers have purchased 225 of the 500 acres for construction of residential dwelling units.

The Tennessee Centennial Golf Course became operational in late-June 1997. Billy Casper Golf Management is currently under contract for operation and management of the course. Operations of the golf course, as well as proceeds from land sales on Parcel A for residential development, are accounted for in the Golf Course Fund. Fiscal 2002 revenues are budgeted at \$1,692,541 and expenses budgeted at \$1,936,501, resulting in a deficit of \$243,960. This deficit will be offset by a \$200,000 operating transfer from the General Fund.

A net income for the Golf Course Fund is contingent on a higher level of land sales than is currently occurring. The local economy has been flat for several years due to downsizing of the federal sector within Oak Ridge and land sales have been below original projections. Staff is currently reviewing options to accelerate land sales and alleviate the Golf Course Fund's dependency on General Fund revenues. The Bonds issued to construct the course are backed by the full faith and credit of the City as well as the proceeds for operation of the Course and "Parcel A" land sales. Ultimately if the Fund cannot generate a positive cash flow, then the City's taxing authority will have to be utilized to fund the annual debt service payments on the Bonds. See Schedule XVIII in Section III, Budget Summaries, for detailed budgeted revenues and expenditures.

**SIGNIFICANT CHANGES IN EXPENSES**

Budgeted operating expenses for the Golf Course declined \$35,059, down 1.8% for fiscal 2002. The budgeted costs for leasing of golf carts/equipment declined \$15,652 due to completion of the lease terms. The budgeted costs for water declined \$45,000 based on the installation of a pump in late calendar 2002 that will bring untreated water from Melton Lake to service the Golf Course fairways/greens. Currently, the Course must use treated water to augment pond water for the courses needs. Installation of the pump should result in a significant decline in water costs. The water pumped from the river will also service the soccer fields planned for construction on Haw Ridge Park across from "Parcel A" and will be funded by the Capital Projects Fund.

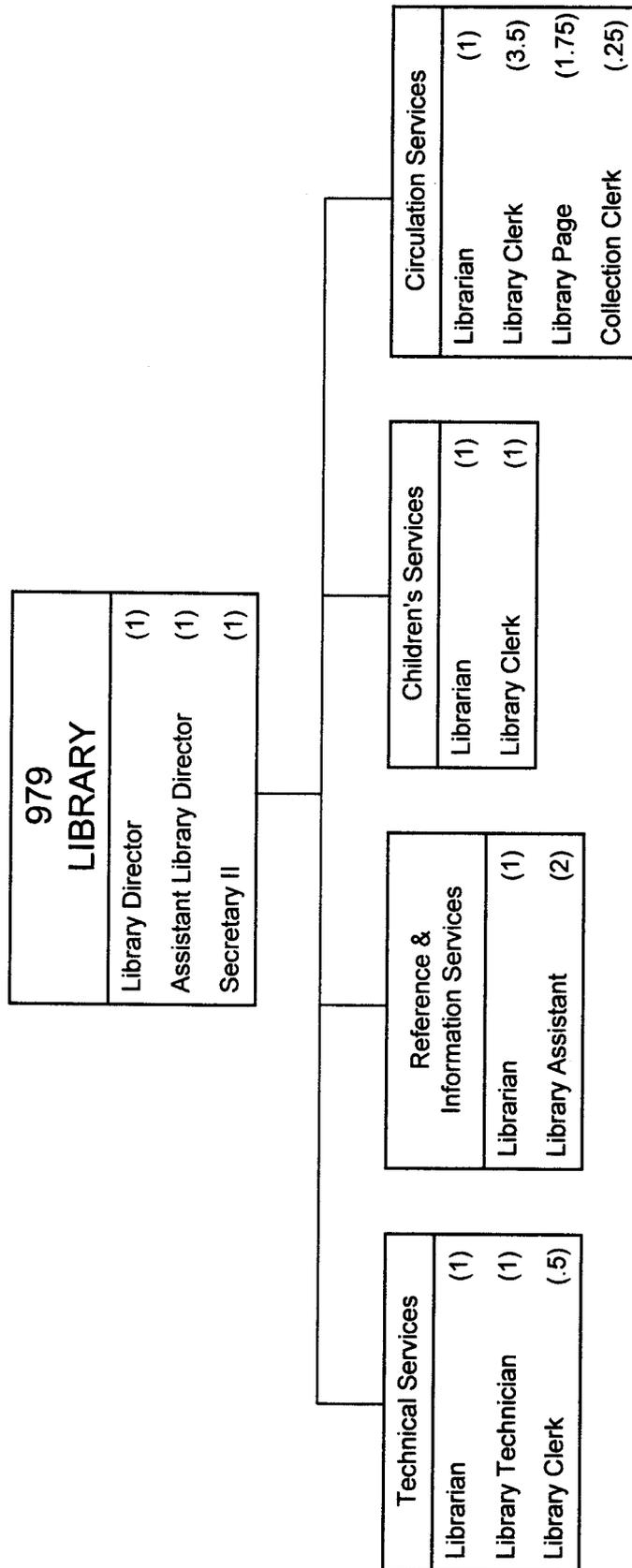
GOLF COURSE FUND EXPENSES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
<b><u>GOLF COURSE OPERATIONS</u></b>						
5210.81 Cost of Goods Sold	151,771	170,925	165,069	166,822	(4,103)	-2.4
5210.82 Course Operations	232,447	234,596	226,450	256,355	21,759	9.3
5210.82 Water Costs	79,233	85,000	75,000	40,000	(45,000)	-52.9
5210.83 Course Maintenance	432,182	431,698	414,670	423,537	(8,161)	-1.9
5210.84 Marketing	34,076	36,190	34,536	33,725	(2,465)	-6.8
5210.85 Food & Beverage Operations	72,980	59,009	66,742	70,129	11,120	18.8
5210.86 General & Administrative	184,526	189,290	186,815	203,733	14,443	7.6
5210.88 Cart/Equipment Expense	83,751	34,852	47,217	19,200	(15,652)	-44.9
Total Golf Course Operations	<u>1,270,966</u>	<u>1,241,560</u>	<u>1,216,499</u>	<u>1,213,501</u>	<u>(28,059)</u>	<u>-2.3</u>
<b><u>OTHER CHARGES</u></b>						
5439 Interest Expense	344,349	357,000	354,000	357,000	0	0.0
5460 Depreciation	347,528	355,000	348,000	348,000	(7,000)	-2.0
5999 Miscellaneous Expense	41,191	18,000	18,000	18,000	0	0.0
Total Other Charges	<u>733,068</u>	<u>730,000</u>	<u>720,000</u>	<u>723,000</u>	<u>(7,000)</u>	<u>-1.0</u>
<b>TOTAL GOLF COURSE FUND EXPENSES</b>	<u><b>2,004,034</b></u>	<u><b>1,971,560</b></u>	<u><b>1,936,499</b></u>	<u><b>1,936,501</b></u>	<u><b>(35,059)</b></u>	<u><b>-1.8</b></u>

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Library

# LIBRARY



## LIBRARY

The Oak Ridge Public Library provides informational and recreational material in order to meet the needs of the community. The Library is staffed by a combination of 23 full-time and part-time employees, and also recruits and trains volunteers to support the staff and services offered at the Library. During fiscal 2000, 103 volunteers provided 5,065 hours of service and support. The Library's total collection consists of approximately 103,500 volumes and 19,200 other non-print material. The Library is open 65 hours a week during the school months and 61 hours a week during the summer months.

In fiscal 2000, Library staff circulated 229,255 books and audiovisual materials. Library patrons borrowed 388 books from other libraries through the Interlibrary Loan Service, while the Library loaned 630 books to other libraries. The staff answered over 38,000 reference questions.

The Library offers public access to the Internet in the Main Library and the Children's Room. Access is limited to 30-minute periods with an option to sign up for additional 30-minute periods if no one is waiting. The Library also contains the Oak Ridge Room, which is a collection of materials pertaining to the history and development of the Oak Ridge area. One of the features of the Oak Ridge Room is the DOE photograph collection which contains approximately 1,000 photos of the early years of the city.

The Children's Room provides material and services to children through the sixth grade. Special children's programs include Storytime, Toddler Time, and the Summer Reading/Listening program. Participation in these programs in fiscal 2000 totaled 3,505 children with 2,781 for Storytime, 289 for Toddler Time, and 435 for Summer Reading and Listening.

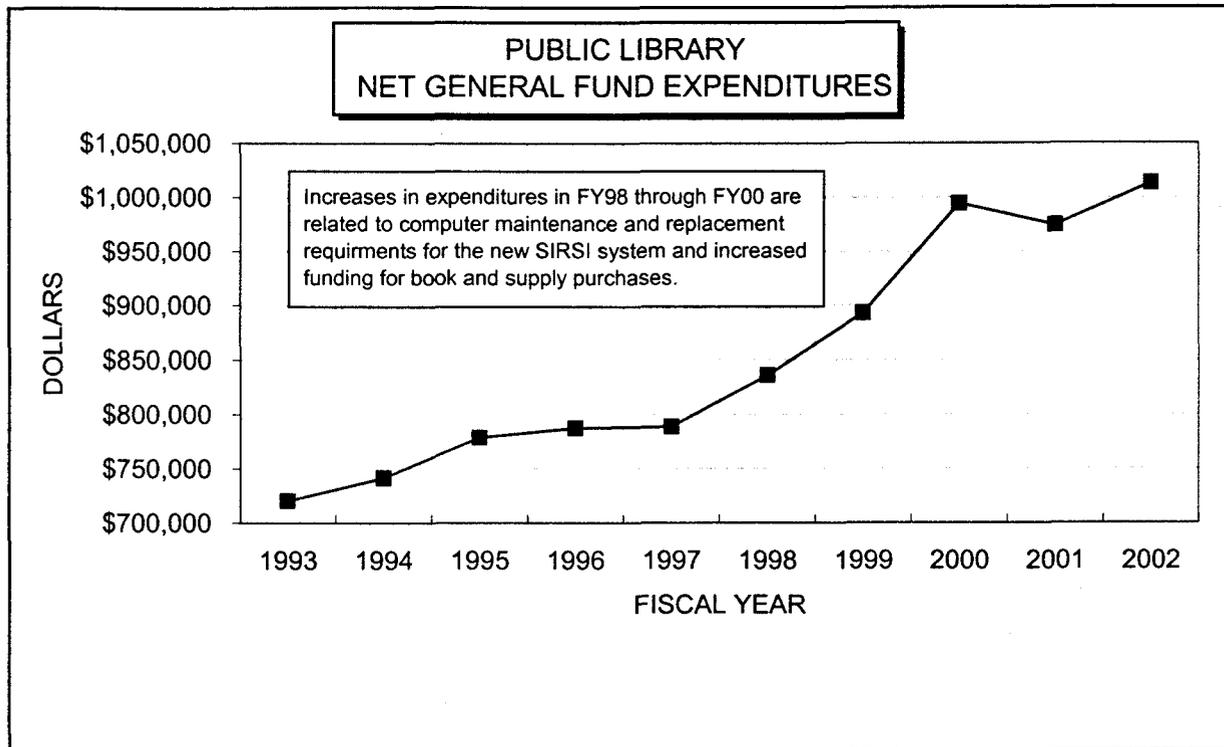
The Library provides a book delivery service to the senior residences in town through its Service to Seniors program. Books are exchanged once a month at the five residences bringing reading materials to those who cannot come to the Library.

During fiscal 1998, the Library purchased an automated integrated library system, SIRSI. This system allows the Library to automate acquisitions, cataloging, and catalog and provide a user-friendly system for Library patrons. The catalog is also available for searching over the Internet. During fiscal 1999, the Bill and Melinda Gates Foundation provided the Library with four computers for public use which offer word processing, reference and children's software as well as access to the Internet.

PUBLIC LIBRARY	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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GENERAL FUND

979 Public Library	<u>994,559</u>	<u>980,273</u>	<u>974,437</u>	<u>1,013,102</u>	<u>32,829</u>	<u>3.3</u>
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CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
General	Public Library	Public Library	979

#### ACTIVITY DESCRIPTION

The Oak Ridge Public Library provides informational and recreational materials to meet the needs of the community. The Library acquires printed and non-printed materials, organizes them for convenient use and assists the public in using the materials. The Library maintains a collection of materials covering the history of Oak Ridge.

The Library supports programming designed to connect books and information with the user. These programs provide access to Library resources for residents of all ages. The Library offers Toddler and Preschool Storytime programs, Summer Reading/Listening Programs, and Service to Seniors, which is a book delivery service to the senior residences.

#### PERFORMANCE OBJECTIVES

1. Provide current, up-to-date collection of materials, covering varied subjects and points of view.
2. Maintain an up-to-date database of local organizations. Assist in having this database printed annually in the Oak Ridger.
3. Continue development of the Oak Ridge Room historical collection.
4. Continue programming designed to encourage use of Library services and collections.
5. Continue to make the Library an important asset in the community.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
Total Circulation	229,255	225,000	205,000	225,000
Registered Patrons	12,474	13,000	13,800	13,000
Book Collector Retrieval	4,508	3,500	3,500	3,500
Items Added to the Collection	8,185	5,000	7,000	5,000
Items Withdrawn from the Collection	4,086	3,000	3,500	3,000
Reference Questions and Readers Service	38,902	38,000	38,000	38,000
Storytime Attendance	2,781	3,000	3,000	3,000

#### SIGNIFICANT EXPENDITURE CHANGES

Contractual Services increased \$7,816, up 3.6%. Costs for Utility Services are projected up \$8,355 for electricity and natural gas charges based on recent rate increases. Custodial Services are projected to increase \$1,150 based on service levels under a current contractual agreement.

City of Oak Ridge, Tennessee  
Activity Detail

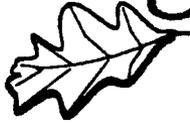
00001 General Fund  
979 Public Library

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	429,507	467,246	455,026	486,035	18,789	4.0
5120. Salaries-Temp. Employees	27,742	30,739	30,660	33,363	2,624	8.5
5131. Regular Overtime Pay	40	0	0	0	0	.0
5141. Social Security	34,177	37,912	36,858	39,584	1,672	4.4
5150. Retirement	21,333	28,705	30,942	29,756	1,051	3.7
5160. Medical Insurance	47,384	51,347	51,347	51,434	87	.2
5175. Workers Compensation	2,695	2,695	2,695	2,695	0	.0
<b>Total Personal Services</b>	<b>562,878</b>	<b>618,644</b>	<b>607,528</b>	<b>642,867</b>	<b>24,223</b>	<b>3.9</b>
<b>Contractual Services</b>						
5201. Rents	4,870	6,944	6,944	6,945	1	.0
5207. Dues, Memberships & Sub.	12,867	19,351	19,351	19,351	0	.0
5210. Prof. & Contractual Ser.	26	11,810	11,810	11,810	0	.0
5210.202 Custodial Contract	27,885	28,670	28,675	29,820	1,150	4.0
5236.15 Street/Lot Sweeping	563	690	580	605	85	12.3
5212. Utility Services	70,792	67,990	74,075	76,345	8,355	12.3
5220. Travel, Schools, & Conf.	6,300	1,710	1,710	1,710	0	.0
5235. Repair & Maintenance	33,139	30,901	30,201	30,216	685	2.2
5236.13 Other Equipment Maint.	50,333	51,230	51,230	50,310	920	1.8
<b>Total Contractual Services</b>	<b>206,723</b>	<b>219,296</b>	<b>224,576</b>	<b>227,112</b>	<b>7,816</b>	<b>3.6</b>
<b>Commodities</b>						
5310. Commodities/Tools/Supplies	38,583	26,330	26,330	27,120	790	3.0
5320. Books/Education Material	168,279	110,342	110,342	110,342	0	.0
<b>Total Commodities</b>	<b>206,862</b>	<b>136,672</b>	<b>136,672</b>	<b>137,462</b>	<b>790</b>	<b>.6</b>
<b>Other Charges</b>						
5410. Insurance	5,661	5,661	5,661	5,661	0	.0
<b>Total Other Charges</b>	<b>5,661</b>	<b>5,661</b>	<b>5,661</b>	<b>5,661</b>	<b>0</b>	<b>.0</b>
<b>Capital Expenditures</b>						
5540 Machinery & Equipment	12,435	0	0	0	0	.0
<b>Total Capital Expenditures</b>	<b>12,435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>994,559</b>	<b>980,273</b>	<b>974,437</b>	<b>1,013,102</b>	<b>32,829</b>	<b>3.3</b>
<b>Reduction of Costs</b>						
<b>TOTAL NET EXPENDITURES</b>	<b>994,559</b>	<b>980,273</b>	<b>974,437</b>	<b>1,013,102</b>	<b>32,829</b>	<b>3.3</b>



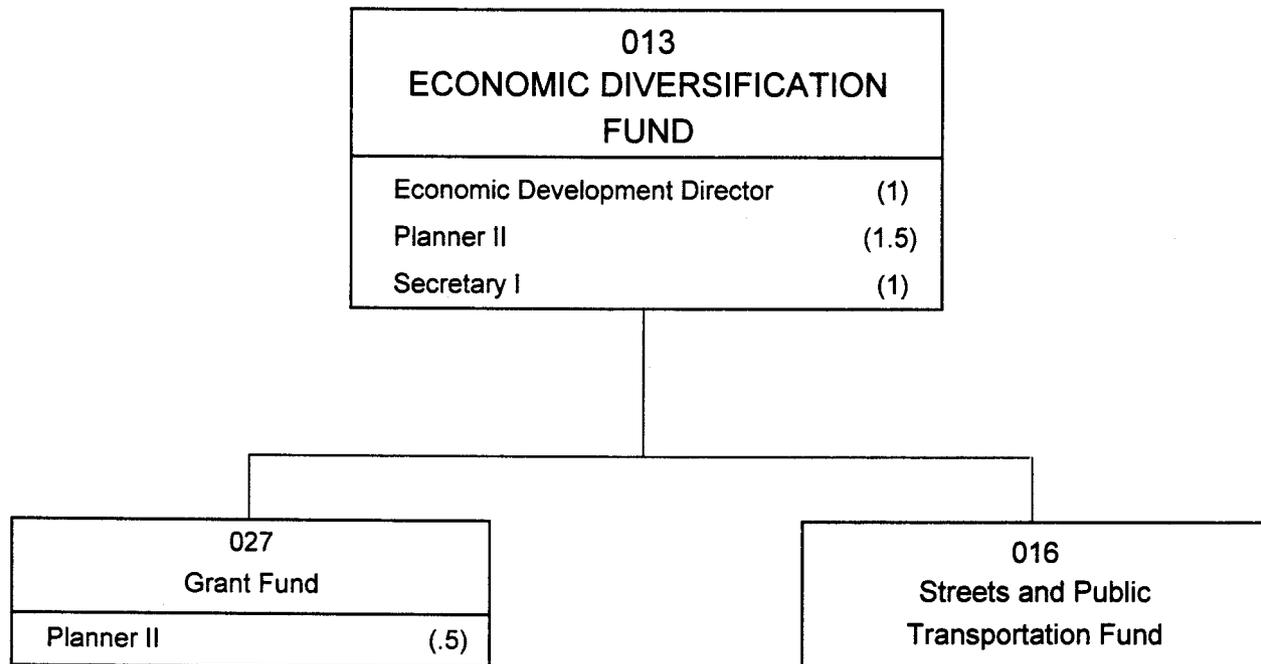


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Economic Development

# ECONOMIC DEVELOPMENT DEPARTMENT



## ECONOMIC DEVELOPMENT DEPARTMENT

In fiscal 2000, City Council approved funding and establishment of the Economic Diversification (ED) Fund with revenues primarily provided from operating transfers from the General, Electric and Waterworks Funds. The department is responsible for the economic development activities of the City including financial and staff support for organizations directly involved with economic development, the provision of buildings and land to be used in promoting growth, and liaison work with various organizations engaged in development-related activities in the Oak Ridge area. Agencies contracted for economic development services include the Oak Ridge Chamber of Commerce, Oak Ridge Convention and Visitors' Bureau and Melton Hill Regional Industrial Development Association.

Each year approximately \$300,000 will be allocated in the ED Fund to finance capital investment, marketing or economic development incentives. The specific items funded will be identified and submitted for Council approval as opportunities arise. Items funded in fiscal 2001 included \$91,000 to the New Century Alliance toward a study of Oak Ridge's industrial marketing programs and \$86,400 in location incentives for Home Depot. In fiscal 2001, approximately \$1,589,387 in one-time land sale proceeds was deposited in the ED Fund to be used toward economic development.

In fiscal 2000, the City contracted with Lose & Associates to develop a City Center Master Plan, assist in community visioning and consensus building and provide professional recommendations of concepts for later use. Included under this contract, was a retail and housing market research analysis with the retail portion including a cost-revenue study and a retail market study of the City Center, with particular attention to the mall, and to recommend market niches with potentials that were untapped or undertapped. This plan was presented by Lose to the City during fiscal 2001. A goal for the Economic Development Department for fiscal 2002 is to develop and implement an action plan for revitalization of the City Center of Oak Ridge. Other departmental goals for fiscal 2002 include supporting the development of five large tracts of land on the west end of the City and working with the Oak Ridge Housing Task Force to create strategies and implementation plans for enhancement of housing in the City.

The Economic Development Department is also responsible for coordinating the City's Public Transit program accounted for in the Streets and Public Transportation Fund which consists of two transit buses operated under a contract with the East Tennessee Human Resource Agency (ETHRA) and the senior citizen taxi coupon program. Forty percent of the costs for these two programs is provided through a grant from the Tennessee Department of Transportation.

Expenditures previously accounted for in General Fund activity 980, Community Services, were accounted for in the ED Fund beginning in fiscal 2001. These expenditures are primarily related to the City's social service programs and ongoing grant programs that assist primarily low-income persons located in Oak Ridge. Functions includes oversight responsibility of the management of the City's \$150,000 social services contract with Aid to Distressed Families of Appalachian Counties (ADFAC), which provides housing assistance (rent, mortgage and /or utility payments), medical assistance for prescription drugs (excluding controlled substances), transportation for doctor appointments or job interviews, counseling toward self-sufficiency and referrals to appropriate agencies for further assistance (such as food and clothing banks) to eligible clients. Other responsibilities include administering some of the state and federal grants accounted for in the Grant Fund. These include grants from the U.S. Department of Housing and Urban Development (HUD) for housing rehabilitation and other programs that benefit very low to moderate income persons and an emergency shelter grant from the Tennessee Department of Human Services.

ECONOMIC DEVELOPMENT DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
OTHER FUNDS						
980 Community Services **	182,735	0	0	0	0	0.0
013 Economic Diversification Fund **	1,084,477	2,333,613	1,165,582	3,971,832	1,638,219	70.2
027 Grant Fund	234,855	5,721,976	2,233,066	5,891,749	169,773	3.0
016 Streets & Public Transportation Fund	<u>120,719</u>	<u>188,000</u>	<u>145,000</u>	<u>188,000</u>	<u>0</u>	<u>0.0</u>
TOTAL ECONOMIC DEVELOPMENT DEPARTMENT	<u>1,622,786</u>	<u>8,243,589</u>	<u>3,543,648</u>	<u>10,051,581</u>	<u>1,807,992</u>	<u>21.9</u>

\*\* For comparative reasons, expenditures for General Fund activity 980 are shown above for fiscal 2000.  
Reporting for the expenditures related to this activity were transferred to the Economic Diversification Fund.

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
Economic Diversification	Economic Development	Economic Diversification	13

#### ACTIVITY DESCRIPTION

A primary objective of the City is to promote diversification of the local Oak Ridge economic base, create and protect jobs, and provide for the common wealth of current and future Oak Ridgers. To assist in the attainment of this objective, the Economic Diversification (ED) Fund was established in fiscal 2000 with revenues primarily provided from operating transfers from the General, Electric and Waterworks Funds.

The Economic Development Department's goals are to coordinate interagency community relation activities, and economic development oversight including, but not necessarily limited to, managing contractual services and updating and supporting the implementation of the City's strategic economic development plan. The department is responsible for the economic development activities of the City including financial and staff support for organizations directly involved with economic development, the provision of buildings and land to be used in promoting growth, and liaison work with various organizations engaged in development-related activities in the Oak Ridge area.

Directives of the economic diversification function include maintaining the existing tax base and attracting new, taxable industrial/commercial operations and/or destination attractions to Oak Ridge. Program direction centers around the City's appropriate role as a facilitator of quality growth and development. In addition to its traditional purpose of maintaining the existing tax base and attracting new businesses and industries, this program activity facilitates new residential development. Whenever possible, funds are used to leverage other resources to maximize program impact.

#### PERFORMANCE OBJECTIVES

1. Develop and implement an action plan for revitalization of the City Center of Oak Ridge.
2. Work with the Oak Ridge Housing Task Force to create strategies and implementation plans for enhancement of housing in the City.
3. Develop and Economic Development Incentive Policy for the City.
4. Support the development of five large tracts of industrial land on the west end of the City.
5. Apply and receive funding through the Tennessee Department of Human Services Emergency Shelter grant program to assist families in securing shelter and guide them towards family self-sufficiency.
6. Develop and implement programs/plans to assist nonprofit agencies in gaining access to grants and other funding resources.
7. Guide and assist nonprofit agencies through HUD's Continuum of Care planning process to aid these agencies in obtaining HUD grants.
8. Support the Recreation and Parks Department and the Community Development Department in the acquisition of additional grant funding for the development of greenways throughout the City.

## PROGRAM COMMENTS

The ED Fund has \$3,971,832 in budgeted expenditures for fiscal 2002. This includes \$2,841,128 to fund economic development initiatives and/or capital investment. Of this amount, \$300,000 will be provided from operating transfers from other City Funds and \$1,541,128 provided from the proceeds generated from the sale of City property during fiscal 2000 and 2001, with the remaining \$1,000,000 contingent on a grant through a state/federal agency. Specific projects to be funded will be outlined as opportunities arise. To-date, no specific projects have been identified for fiscal 2002. Funding to other agencies for economic development services include the Oak Ridge Chamber of Commerce (\$215,415), Oak Ridge Convention and Visitors' Bureau (\$296,202) and Melton Hill Regional Industrial Development Association (\$15,000).

This activity is responsible for the management of the City's social services contract, currently with Aid to Distressed Families of Appalachian Counties (ADFAC), which provides housing assistance (rent, mortgage and /or utility payments), medical assistance for prescription drugs (excluding controlled substances), transportation for doctor appointments or job interviews, counseling toward self-sufficiency and referrals to appropriate agencies for further assistance (such as food and clothing banks) to eligible clients. The ED Fund includes \$185,000 in funding for social services programs, which include \$150,000 to ADFAC and \$35,000 in assistance to the Healthy Start program.

Other responsibilities include administering some of the state and federal grants accounted for in the Grant Fund. These include a grant from the U.S. Department of Housing and Urban Development (HUD) for housing rehabilitation and other programs that benefit very low to moderate-income persons and an emergency shelter grant from the Tennessee Department of Human Services.

## SIGNIFICANT EXPENDITURE CHANGES

The budgeted expenditures for this activity increased by \$1,638,219 from fiscal 2001. Funding for the Convention & Visitors' Bureau (CVB) increased by \$99,483. The Lose & Associates study recommended the City fund the CVB at the actual level of Hotel/Motel Tax collections. Funding for the CVB for fiscal 2002 is set at \$296,202, which is the actual fiscal 2000 Hotel/Motel Tax collections. Funding of \$3,000 was eliminated for the Sexual Assault Crisis Center and \$35,000 in assistance was added for the Healthy Start Program of Anderson County.

Budgeted funding for economic development initiatives increased by \$1,558,128. The appropriation was established at a level so that projects could be funded as the opportunities arise without requiring reappropriation of the budget. While no specific projects have been identified, one of the goals of the ED Department in fiscal 2002 is to assist with the development of five large tracts of land on the west end of Oak Ridge. Development of some of these tracts will require the installation of infrastructure.

City of Oak Ridge, Tennessee  
Economic Diversification Fund

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs. 01	% CHG
<b>Expenditures</b>						
<b>Salaries &amp; Fringe Benefits</b>						
5111.	Salaries-Reg. Employees	124,346	167,819	167,819	182,077	14,258 8.5
5130.	Salaries-Overtime Pay	2,239	2,000	2,000	2,000	0 .0
5141.	Social Security Contribu	9,849	12,991	12,991	14,047	1,056 8.1
5150.	Retirement Contribution	7,105	11,548	11,548	12,516	968 8.4
5160.	Health Insurance	11,801	13,831	13,831	15,738	1,907 13.8
5170.	Life Insurance Benefit	560	308	560	352	44 14.3
5175.	Workers Compensation	0	462	429	429	33- 7.1-
	<b>Salaries &amp; Fringe Benefit</b>	<b>155,900</b>	<b>208,959</b>	<b>209,178</b>	<b>227,159</b>	<b>18,200 8.7</b>
<b>Contractual Services</b>						
5205.	Printing	2,050	0	0	0	0 .0
5207.	Charges for Dues, Member	1,256	1,750	2,500	1,750	0 .0
5210.	Prof. & Consultant Servi	41,143	6,590	12,000	7,090	500 7.6
5210.203	Mowing Contract	4,049	7,180	610	7,180	0 .0
5236.15	Street/Lot Sweeping	1,637	1,680	1,685	1,750	70 4.2
5211.	Advertising & Publicity	8,493	5,500	5,500	5,000	500- 9.1-
5212.	Utility Services	1,365	4,080	3,000	4,080	0 .0
5220.	Travel, Schools, & Confe	4,488	19,500	10,000	19,500	0 .0
5235.	Repair & Maintenance	11,194	3,140	3,875	890	2,250- 71.7-
5289.	Vehicle/Equip Use Charge	81	0	0	2,600	2,600 .0
	<b>Contractual Services</b>	<b>75,756</b>	<b>49,420</b>	<b>39,170</b>	<b>49,840</b>	<b>420 .8</b>
<b>Commodities</b>						
5310.	Commodities-Tools-Suppli	4,450	6,000	11,500	6,000	0 .0
5320.	Books	268	1,000	500	1,000	0 .0
	<b>Commodities</b>	<b>4,718</b>	<b>7,000</b>	<b>12,000</b>	<b>7,000</b>	<b>0 .0</b>
<b>Other Charges</b>						
5410.	Insurance	0	100	100	88	12- 12.0-
5430.	Social Service Grants	0	153,000	153,000	185,000	32,000 20.9
5432.1	Economic Development	0	1,283,000	92,600	2,841,128	1,558,128 121.4
5432.10	City Center Plan	188,999	180,000	0	0	180,000- 100.0-
5432.11	Chamber of Commerce	211,750	215,415	215,415	215,415	0 .0
5432.12	Conv. & Visitors Bureau	150,000	196,719	196,719	296,202	99,483 50.6
5432.13	New Century Alliance	100,000	0	91,000	0	0 .0
5432.2	Marketing Plans	158,500	0	30,000	135,000	135,000 .0
5432.3	Location Incentives	0	0	86,400	0	0 .0
5432.6	Tennessee Resource Valle	25,000	25,000	25,000	0	25,000- 100.0-
5432.7	MHRIDA	15,000	15,000	15,000	15,000	0 .0
	<b>Other Charges</b>	<b>849,249</b>	<b>2,068,234</b>	<b>905,234</b>	<b>3,687,833</b>	<b>1,619,599 78.3</b>
<b>Capital Expenditures</b>						
	<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 .0</b>
<b>Reduction of Costs</b>						
5610.	Costs Recovered from Use	1,146-	0	0	0	0 .0
	<b>Reduction of Costs</b>	<b>1,146-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 .0</b>
	<b>Expenditures</b>	<b>1,084,477</b>	<b>2,333,613</b>	<b>1,165,582</b>	<b>3,971,832</b>	<b>1,638,219 70.2</b>

CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
Grant	Economic Development	State & Federal Grants	27

**ACTIVITY DESCRIPTION**

The Grant Fund is utilized by the City to account for projects and programs funded through the proceeds of state and federal grants, including those for community assistance programs. Grant awards for community assistance programs include the United States Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program for housing rehabilitation and other projects that benefit very low-income persons and an Emergency Shelter Grant (ESG) from the Tennessee Department of Human Services. In fiscal 2002, the CDBG award is projected at \$299,000 and the ESG award at \$24,528. The 2002 CDBG subrecipient awards include an \$18,200 carryover of funding provided from prior year CDBG grant awards. In previous fiscal years, the City received a grant for housing assistance from the Tennessee Housing Development Agency (THDA). Due to budget cuts on the state level, this grant will not be received in fiscal 2002.

With the passage of the Housing and Urban-Rural Recovery Act of 1983, Oak Ridge became eligible for an automatic annual block grant entitlement. The CDBG entitlement must be used for projects that serve the following national objectives: (1) benefit low level income persons; (2) eliminate or prevent slums; or (3) eliminate conditions detrimental to the health, safety and public welfare. A qualifying target area for CDBG projects is located within the center of the urban portion of the City. The following Council-approved local objectives are used in establishing priorities for the expenditures of these funds:

1. Selected projects should benefit the greatest number of low-to-moderate income persons possible within the CDBG target area.
2. In order to effectively deal with HUD regulations while keeping administrative costs at a minimum, the number of approved projects should be generally limited in number each year.
3. The construction of public facilities or improvements should receive funding priority over projects that directly benefit private operations or functions unless the proposed investment generates significant employment opportunities for low-to-moderate income persons, or unless such funding can leverage other non-public resources to provide essential human services to low-to-moderate income persons.
4. Any project that stimulates or leverages community or economic development within the target area neighborhood should be given a high priority.
5. Programs that improve the condition and supply of affordable housing for low-to-moderate income persons should be given priority.

In fiscal 2002, \$1,850,000 is budgeted for expenditures to mitigate natural hazards, including sinkholes, which exist in Oak Ridge. In fiscal 2001, the City received a grant from the Federal Emergency Management Association (FEMA) for this purpose for the Mona Lane area in Oak Ridge. The fiscal 2002 budget is based on the City's application for additional grant funding to expand into other areas in Oak Ridge that may require mitigation. The City will not receive FEMA's approval or denial of additional grant funding until fiscal 2002.

In fiscal 2002, \$10,014 is budgeted from a prior federal grant award from DOE to complete remediation of Parcel 412. \$40,000 is budgeted for expenditures from grant awards to the Police Department, primarily from the federal Department of Justice. Previously, these Police grants were accounted for in the General Fund. \$480,000 is budgeted for expenditures to construct sidewalks in Oak Ridge from the proceeds of a grant awarded by the Tennessee Department of Transportation. This grant was budgeted for in fiscal 2001, but expenditures will not occur until fiscal 2002.

## PROGRAM COMMENTS

Outlined below are programs that are budgeted to receive funding in fiscal 2002:

1. ADFAC - \$83,700

This funding will continue the fourteenth year of a program to rehabilitate owner occupied low-income households in the City. The program is administered by Aid to Distressed Families of Appalachian Counties (ADFAC) which uses CDBG funds to leverage additional public/private funding to support the program. ADFAC, an independent nonprofit agency affiliated with United Way, was established to coordinate efforts of church, civic and charitable organizations to more effectively respond to the needs of distressed families. \$4,500 of the award will be used to supplement the administration of a continuum care program to guide the homeless to self-sufficiency through the use of various strategies and partnering with other agencies. ADFAC receives additional grant funding from HUD for continuum care and this \$4,500 will assist toward the administration of that program.

2. Housing Development Corporation of the Clinch Valley (HDCCV) - \$45,000

The Housing Development Corporation of the Clinch Valley (HDCCV), created in 1992, provides solutions to affordable housing needs in Oak Ridge. \$21,000 of CDBG funds will be used for the operation of three transitional housing units for homeless individuals in the City of Oak Ridge. This will provide funding for furnishings, rent and utilities with the goal of moving the families onto a more permanent housing solution. \$14,000 is for housing counseling services including foreclosure counseling and intervention, rental placement, homelessness and pre and post homeownership purchase counseling. \$10,000 of the award is to create a partnership with the Highland View Neighborhood Association to establish a "Take Stock" program. This program will inventory all properties (approximately 1,000) in the neighborhood on a variety of issues including many codes enforcement related items. Information regarding the structures will be kept on file and also provided in total to the City Codes Enforcement Department for activity in the improvement and upgrading of the properties in this target neighborhood.

3. Ridgeview Psychiatric Hospital and Center, Inc. - Transitional Housing Program - \$19,000

\$19,000 of CDBG funds will be utilized by Ridgeview Psychiatric Hospital to support two transitional housing units. Ridgeview staff resources are available to monitor, provide general supervision and mental health support, as well as assist in daily living skills training activities.

4. Oak Ridge Housing Authority (ORHA) - \$30,850

\$30,850 in CDBG funds will be utilized for case management activities that move public housing and Section 8 residents from public assistance to self-sufficiency.

5. Oak Ridge Housing Training Corporation (ORHTC) - \$36,500

\$36,500 of CDBG funds will be utilized for job training programs which provide low to moderate income persons, including public housing residents and assisted housing residents, in job training and placement. Activities include working with the region's homeless, the area's dislocated workers, working with companies interested in locating in Oak Ridge, particularly the K-25 site, and assisting individuals in the creation of new business. ORHTC's primary job training and placement program has been a truck driving school.

Grant Fund Program Comments Continued:

6. Scarboro Community Development - \$925,000

\$131,000 of current CDBG funds is allocated to the City of Oak Ridge for expansion of the Scarboro Community Center. \$78,000 is budgeted for architectural and engineering costs and the remainder to fund the annual debt service on an approximate \$794,000 long-term debt issuance by the City to finance the expansion to the Center, including a gymnasium. The City is grandfathered as a CDBG entitlement recipient and HUD has approved \$75,000 in annual funding for the next 15 years to finance the debt service payments on the City's debt to construct this project.

7. Grants Coordinator and Administrative Costs - \$34,000

The Economic Development Department administers the grants accounted for in this Fund. \$34,000 in CDBG funds will be utilized to cover approximately 50 percent of the City's expenditures related to grant administration.

8. Rural Legal Services - \$7,000

\$7,000 of CDBG funding will be used by Rural Legal Services to administer programs charged to remove impediments to fair housing. Program activities would include advising and assisting persons who believe they face fair housing issues, community education sessions and compilation of statistical data on local fair housing complaints and their resolutions.

9. Tech 2020 - \$61,150

\$61,150 of CDBG funding will be used by Tech 2020 for a low to moderate-income business loan program.

10. Emergency Shelter Grant Program - \$24,528

The Tennessee Department of Human Services, through the U.S. Department of Housing and Urban Development Emergency Shelter Grant Program (ESGP), has awarded \$24,528 for fiscal 2002 to the City of Oak Ridge for emergency shelters for the homeless, prevention activities and social services expenses. The grant will provide funds for emergency assistance to very low and low-income people threatened with displacement. Aid to Distressed Families of Appalachian Counties (ADFAC) will administer the program and provide matching funds or in-kind goods and services in the amount of \$23,360. The remaining \$1,168 will be utilized by the City to cover administrative costs of the ESGP program.

11. TEMA/FEMA Grants - \$1,850,000

\$1,850,000 is budgeted in fiscal 2002 to mitigate natural hazards, including sinkholes, which exist in Oak Ridge. Mitigation is contingent on obtainment of grant funding from the Federal (FEMA) and Tennessee (TEMA) Emergency Management Agencies.

12. Remediation of Parcel 412 - \$10,021

\$10,021 is budgeted to fund the fiscal 2002 portion of a multi-year project to remediate the hydrocarbon contamination on this ten-acre tract of property located in the middle of Oak Ridge. The contamination resulted from a bulk fuel storage facility that was formerly operated by the Atomic Energy Commission on this site. The City was provided an \$843,788 reimbursement grant from the Department of Energy, which provides full funding for the clean-up. The sale of five acres of this ten-acre tract of property is proposed when remediation is complete.

Grant Fund Program Comments Continued:

13. Police Grants - \$40,000

\$40,000 is budgeted for miscellaneous grants that may be received during the fiscal year for projects administered by the City's Police Department. Historically, these grants have primarily been awarded through the federal Department of Justice. Previously, these grants were accounted for in the General Fund. Accounting for these grants were transferred to the Grants Fund since they have no impact on the property tax rate.

14. Sidewalk Construction - \$480,000

The City has been awarded a \$480,000 grant by the Tennessee Department of Transportation for the construction of sidewalks within the City. The City's \$120,000 grant match will be applied to engineering services and funded by the Capital Projects Fund.

15. Future Grants - \$2,245,000

The inclusion of future grant amounts allows the City to aggressively pursue and implement additional funding for the City.

GRANT FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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Community Development Block Grant:

27000 Unprogrammed/Carried Forward	0	0	42,000	0	0	0.0
27406 Grants Coordinator	31,108	30,449	30,449	34,000	3,551	11.7
27408 Oak Ridge Housing Authority	0	30,750	30,750	30,850	100	0.0
27410 YWCA Transitional Housing Program	5,376	0	0	0	0	0.0
27411 Ridgeview Psychiatric Hospital	8,276	18,000	18,000	19,000	1,000	5.6
27412 Tech 2020	0	0	0	61,150	61,150	100.0
27413 Rural Legal Services	0	0	0	7,000	7,000	100.0
27215 Scarboro Center (Loan Construction)	0	650,000	0	794,000	144,000	22.2
27215 Scarboro Center (CDBG Proceeds)	3,500	52,000	10,000	131,000	79,000	151.9
27420 ORHTC	54,001	71,001	71,001	36,500	(34,501)	-48.6
27501 ADFAC	37,970	49,800	49,800	83,700	33,900	68.1
27505 Housing Development Corporation	16,000	46,000	46,000	45,000	(1,000)	-2.2
Total CDBG Grants	<u>156,231</u>	<u>948,000</u>	<u>298,000</u>	<u>1,242,200</u>	<u>294,200</u>	<u>31.0</u>

THDA Grants:

27502 ADFAC	30,759	28,749	28,749	0	(28,749)	-100.0
27504 Emergency Shelter Grant	<u>24,339</u>	<u>35,000</u>	<u>35,000</u>	<u>24,528</u>	<u>(10,472)</u>	<u>-29.9</u>
Total THDA Grants	<u>55,098</u>	<u>63,749</u>	<u>63,749</u>	<u>24,528</u>	<u>(39,221)</u>	<u>-61.5</u>

Other Grants:

27601 Parcel 412 Remediation	22,668	47,060	20,000	10,021	(37,039)	-78.7
27603 Mona Lane/Carst Remediation	858	1,811,317	1,811,317	1,850,000	38,683	2.1
27604 Police Grants	0	0	40,000	40,000	40,000	100.0
27606 TDOT Sidewalk Grant	0	480,000	0	480,000	0	0.0
27900 Future Grants	0	2,371,850	0	2,245,000	(126,850)	-5.3
Total Other Grants	<u>23,526</u>	<u>4,710,227</u>	<u>1,871,317</u>	<u>4,625,021</u>	<u>-85,206</u>	<u>-1.8</u>

TOTAL GRANT FUND EXPENDITURES	<u>234,855</u>	<u>5,721,976</u>	<u>2,233,066</u>	<u>5,891,749</u>	<u>169,773</u>	<u>3.0</u>
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**CITY OF OAK RIDGE**

FUND	DEPARTMENT	ACTIVITY	NUMBER
Streets and Public Transportation	Economic Development	Streets and Public Transportation	16

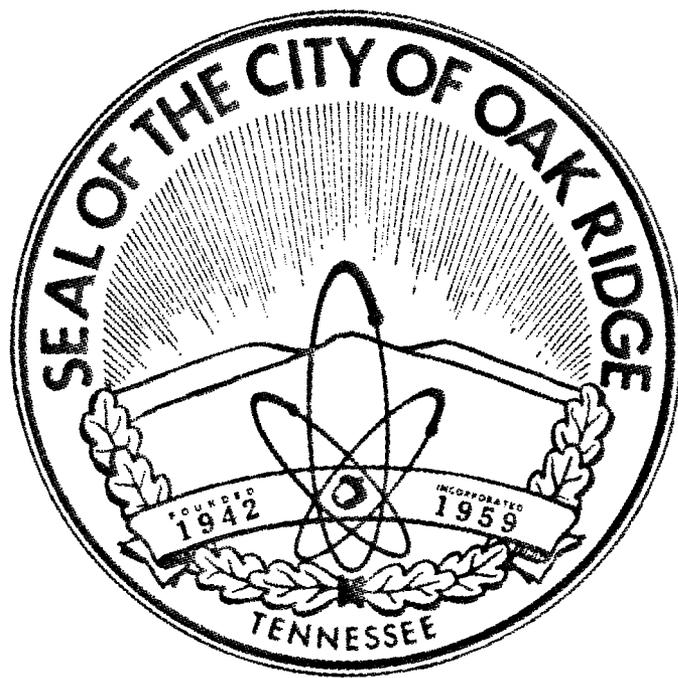
**ACTIVITY DESCRIPTION**

The primary revenue sources for this fund are a special 1 cent/gallon inspection fee levied on all petroleum products bought, sold or stored in the state and an operating assistance grant from the Tennessee Department of Transportation (TDOT). The State of Tennessee distributes the inspection fee on a per-capita basis to assist municipalities with street construction, maintenance and repair, and public transportation. The TDOT operating assistance grant reimburses the City for 40% of the net operating expenses for the combined Public Transportation Program up to a maximum grant amount that is adjusted annually. To-date, eligible expenses have been well below the grant maximum resulting in the full 40% reimbursement allowed under the grant.

**PROGRAM COMMENTS**

1. Taxi Coupon Program. The Taxi Coupon Program, administered in the Senior Center (Activity 978), provides for the purchase of coupons by the elderly for reduced taxi fares. \$82,000 is budgeted for this program for FY 2002. The value of each taxi coupon increased from \$2 to \$3 effective July 1, 2000. The participant's share of the coupon is 75 cents for the rider, 30 cents for the cab company and \$1.95 for the City.
  
2. Public Transit Program. The Public Transit Program provides for the operation of two fourteen passenger modified minibuses and a fifteen passenger wheelchair lift equipped van. The program is demand responsive and provides service within the City's corporate limits on a 24-hour advance reservation basis. Service is provided six days a week, Monday through Saturday, from 8:00 a.m. until 5:30 p.m. for a fare of \$1.50 per one-way trip. The system is operated under contract with the East Tennessee Human Resources Agency (ETHRA), who is responsible for all facets of operation, including hiring and training of personnel, scheduling, dispatch functions, vehicle maintenance and financial report/record keeping. \$100,000 is budgeted for this program in FY 2002.

STREETS & PUBLIC TRANSPORTATION FUND EXPENDITURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
16102 Traffic Sign Maintenance	2,483	6,000	5,000	6,000	0	0.0
16200 Taxi Coupon Program	43,854	82,000	55,000	82,000	0	0.0
16200 Public Transit Program	<u>74,382</u>	<u>100,000</u>	<u>85,000</u>	<u>100,000</u>	<u>0</u>	<u>0.0</u>
TOTAL STREETS & PUBLIC TRANSPORTATION FUND EXPENDITURES	<u>120,719</u>	<u>188,000</u>	<u>145,000</u>	<u>188,000</u>	<u>0</u>	<u>0.0</u>



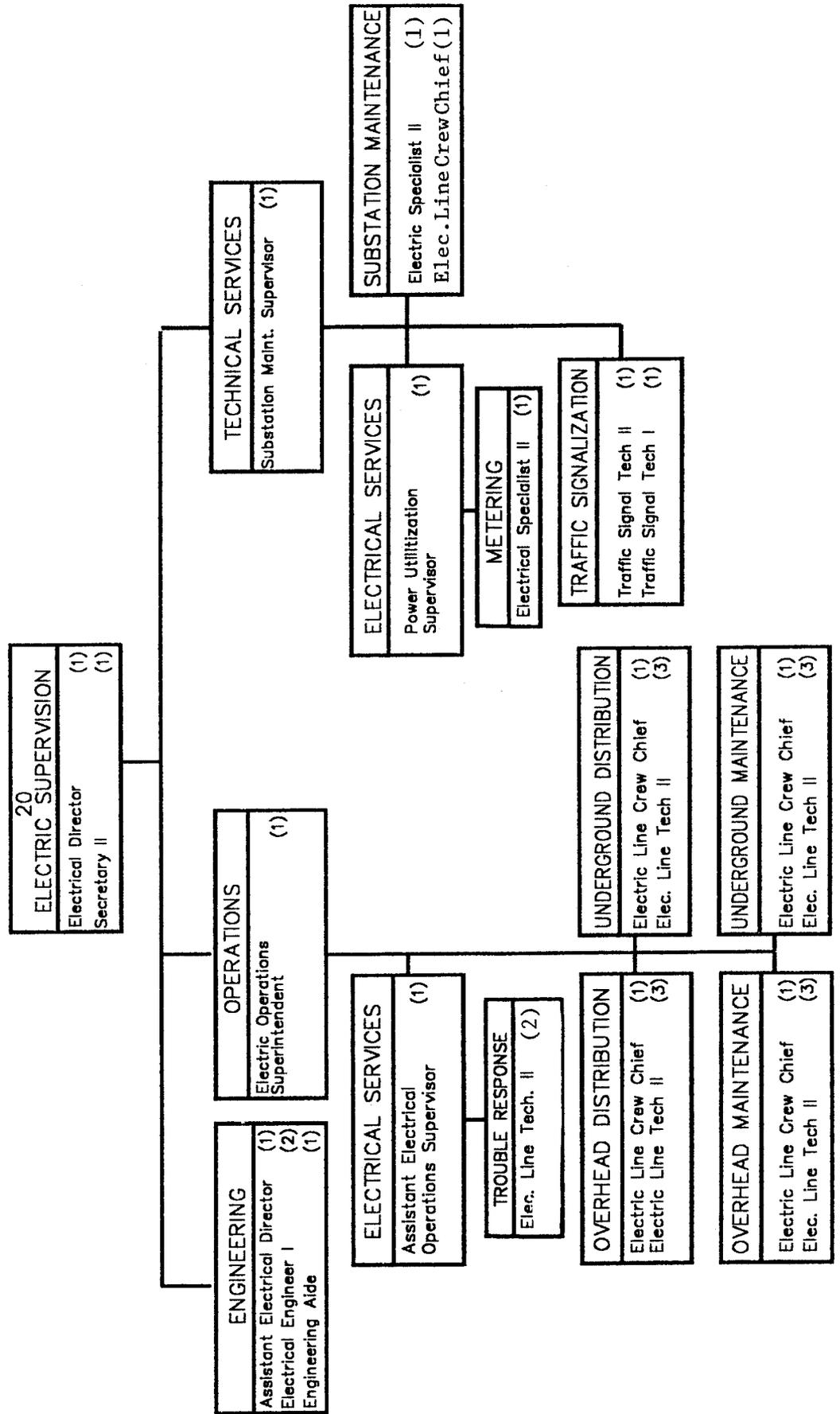


oak  
ridge



Electric

# ELECTRIC DEPARTMENT



## ELECTRIC DEPARTMENT

The Electric Department is responsible for providing electrical service to the City's 14,624 electric customers and for constructing and maintaining the electric utility, traffic signals, and street lights in addition to the electrical portions of municipal facilities. These services are provided in accordance with three guiding principals: safety for employees and City customers; quality; and efficiency of operations.

The City purchases electrical power from the Tennessee Valley Authority (TVA), which is received at the City's 161-KV primary substation and distributed to commercial and residential customers through six distribution substations. The substations are supplied electricity through 14.5 miles of 69KV transmission lines, at which point the voltage is stepped down to 13.2 KV for utilization in the distribution circuits. The distribution system consists of 1,044 miles of overhead primary and 238 miles of various underground conductors.

The Department is divided into three divisions and is staffed by 33 employees. The system's physical plant is maintained by a variety of specialized crews supplemented by contract labor.

The primary expenditure for the Department is the purchase of electric power, which accounts for approximately 78.8 percent of the total operating expenses. For fiscal 2002, \$26.1 million is budgeted for purchased power.

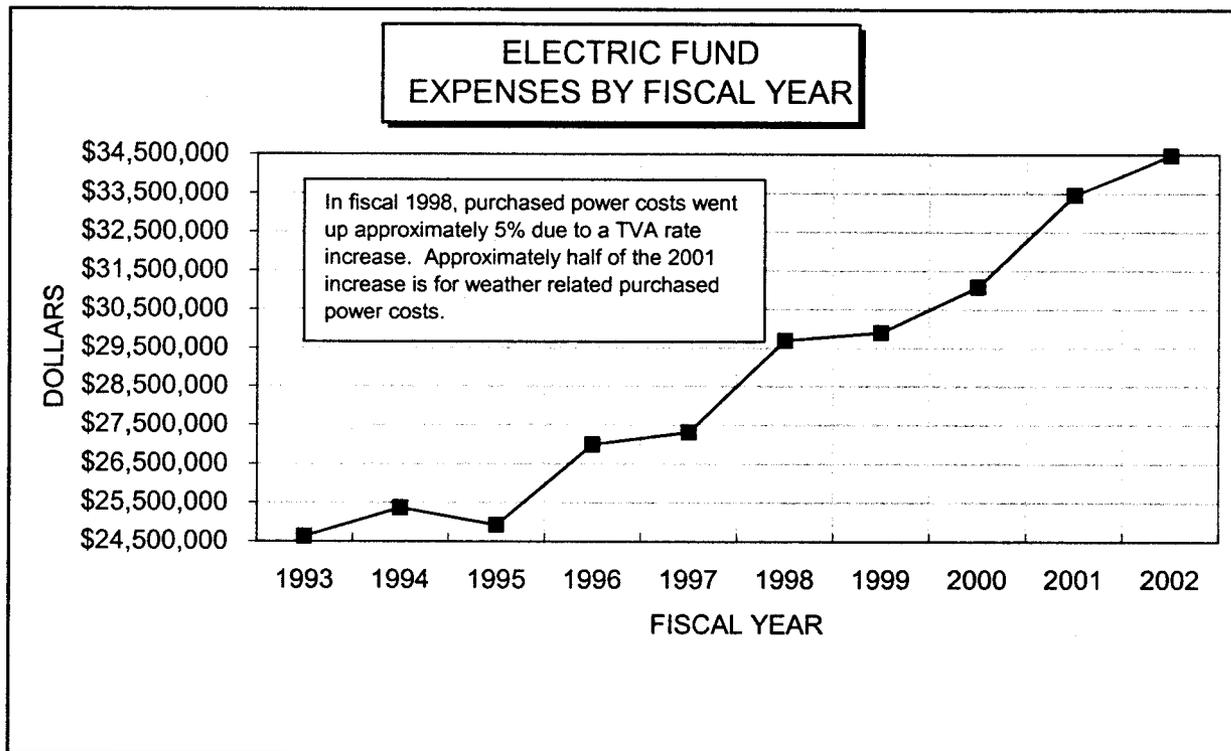
TVA acts as the regulatory agency for the City's rates and must approve proposed rate increases. Adjustments to TVA power charges are normally passed on to consumers within a revised rate structure. Electric rates are generally reviewed and adjusted on a biennial basis. A 5% electric rate increase was effective May 1, 2000.

Operating revenues for the system stems from the sale of electricity to residential and commercial customers. Among the variables that affect sales revenue are weather, electric rates and the quantity of power sold. Based on historical trends, residential sales have increased at approximately one percent annually. Due to current and proposed new residential developments, this growth pattern is expected to continue for future fiscal years. Commercial sales have increased more rapidly than residential sales due to new development in the community, although commercial growth is more sporadic than residential growth. Commercial activities account for 65 percent of total power sales.

ELECTRIC DEPARTMENT	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002	BUDGET 02 vs 01	% CHANGE
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**ELECTRIC FUND**

Purchased Power	24,190,547	25,380,000	25,611,200	26,136,371	756,371	3.0
Other Expenses (Depreciation, Tax Equivalent & Interest Expense)	3,422,397	3,809,059	3,792,115	4,182,567	373,508	9.8
Substation Costs	166,999	228,322	245,093	247,812	19,490	8.5
Line Maintenance	876,066	1,017,207	1,096,586	1,116,427	99,220	9.8
Street Lighting/Traffic Signals	209,846	254,248	264,114	266,577	12,329	4.8
General and Administration	2,222,122	2,351,488	2,457,875	2,537,761	186,273	7.9
<b>TOTAL EXPENSES</b>	<b>31,087,977</b>	<b>33,040,324</b>	<b>33,466,983</b>	<b>34,487,515</b>	<b>1,447,191</b>	<b>4.4</b>
Capital Projects	3,043,065	6,553,000	3,390,000	6,890,000	337,000	5.1
Equipment	97,323	149,000	49,000	198,000	49,000	32.9
<b>TOTAL CAPITAL</b>	<b>3,140,388</b>	<b>6,702,000</b>	<b>3,439,000</b>	<b>7,088,000</b>	<b>386,000</b>	<b>5.8</b>
<b>TOTAL EXPENSES &amp; CAPITAL</b>	<b>34,228,365</b>	<b>39,742,324</b>	<b>36,905,983</b>	<b>41,575,515</b>	<b>1,833,191</b>	<b>4.6</b>



CITY OF OAK RIDGE			
FUND	DEPARTMENT	ACTIVITY	NUMBER
Electric	Electric	Electric Distribution	20

#### ACTIVITY DESCRIPTION

The Electric Department purchases power from TVA and provides electric distribution services to all residential and commercial customers within the City limits. The department is responsible for operating and maintaining the distribution system, the street lighting system, traffic signal system, fire alarm system, water distribution telemetering controls, electric instruments at the water booster stations and sewer lift stations and for providing electric maintenance of all City buildings. The electric system consists of two primary receiving substations and six distribution substations located throughout the City.

For budgeting purposes, the departmental operating expenses are divided into five activities including (1) Purchased Power and Other Cost (depreciation and tax equivalents); (2) Substation Cost; (3) Line Maintenance; (4) Street Lighting and Traffic Signals; and (5) General and Administration (includes Bad Debt and Services from the General Fund).

#### PERFORMANCE OBJECTIVES

1. Respond to all customer requests for meter accuracy verification within 2 working days.
2. Respond to 90% of street light complaints within 2 working days of receipt.
3. Meet or exceed state law requirements in response to all requests for underground line location.
4. Respond to all requests for tree trimming or removal within 1 week of request.

PERFORMANCE MEASURES	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	BUDGET FY 2002
KWH Purchase (Millions)	519	525	525	525
Maximum Load (Demand)	109,867	110,000	110,000	110,000
KWH Sold (Millions)	502	500	502	502
Residential Customers	12,700	12,900	12,600	12,900
Commercial Customers	1,924	1,875	1,850	1,875
Electrical Plant:				
Overhead Conductors	1,044	1,050	1,050	1,050
Underground Conductors	238	240	238	240
Meters On Line	14,685	14,775	14,700	14,775

## SIGNIFICANT EXPENDITURE CHANGES

Actual electric sales revenues can vary greatly from year-to-year due solely to weather conditions, therefore the amounts projected for electric sales revenues and purchased power are only estimates based on current weather trends. Historically, purchased power costs are about 76% to 79% of electric sales revenues.

In fiscal 2002, purchased power is budgeted at \$26,136,371 and accounts for 78.8 percent of the total Electric Fund operating expenses. Operating expenses are projected to be up \$315,821 or 8.0%. Increases include maintenance on substations (\$19,490), overhead and underground lines (\$99,220), and street and traffic lights (\$12,329). Other General and Administrative cost increases include \$54,325 for BNFL lines, \$100,000 for tree trimming due to the pine beetle infestation and \$42,829 for administrative services provided by the General Fund.

Capital projects were the major driver of the 5% electric rate increase effective on May 1, 2000. Major capital improvements for fiscal 2002 total \$7,088,000, a listing of which is detailed on page VIII-7. Budgeted increases in depreciation (\$43,000) and tax equivalent payments (\$75,000) are based on recent and planned capital improvements in the electric system. Tax equivalent payments from the electric system are established by Tennessee State Law and are based on revenues for the past three years and the net book value of fixed assets.

The City has an authorized draw loan through the TN-LOANS program to finance electric system capital improvements. Loan draws are made as expenditures occur. There is approximately \$4.7 million in funds remaining available for draw. Interest expense is incurred on the amount drawn. Interest expense is budgeted to increase \$257,000 based on anticipated fiscal 2002 loan draws.

City of Oak Ridge, Tennessee  
Activity Detail  
Electric Fund

00020 Electric Fund

	ACTUAL FY 2000	BUDGET FY 2001	PROJECTED FY 2001	PROPOSED FY 2002	BUDGET 02 vs 01	% CHG
<b>Personal Services</b>						
5111. Salaries-Reg. Employees	282,846	322,473	304,975	320,975	1,498-	.5
5141. Social Security	58,572	78,454	78,454	75,332	3,122-	4.0
5150. Retirement	44,076	54,093	62,975	69,898	15,805	29.2
5160. Health Insurance	59,724	72,677	74,540	74,202	1,525	2.1
5175. Workers Compensation	15,576	18,902	16,780	16,802	2,100-	11.1
<b>Total Personal Services</b>	<b>460,794</b>	<b>546,599</b>	<b>537,724</b>	<b>557,209</b>	<b>10,610</b>	<b>1.9</b>
<b>Contractual Services</b>						
5201. Rents	558,401	586,968	642,493	642,553	55,585	9.5
5205. Printing & Dup. Charges	151	1,500	1,500	1,500	0	.0
5206. Mailing & Delivery	1,951	3,500	3,500	3,500	0	.0
5207. Dues, Memberships & Sub.	25,378	35,000	36,180	36,180	1,180	3.4
5210. Prof. & Contractual Ser.	18,164	121,800	131,805	131,350	9,550	7.8
5211. Advertising & Publicity	0	1,000	1,000	1,000	0	.0
5212. Utility Services	29,305	27,110	27,125	27,035	75-	.3
5220. Travel, Schools, & Conf.	26,631	30,200	31,300	31,300	1,100	3.6
5235. Routine Rep. & Maint.	944,340	1,096,950	1,156,212	1,179,059	82,109	7.5
5262. Nonroutine Rep. & Maint.	309,231	256,000	363,000	363,000	107,000	41.8
5289. Equipment Use Charge	8,584	0	12,900	12,900	12,900	.0
<b>Total Contractual Services</b>	<b>1,922,136</b>	<b>2,160,028</b>	<b>2,407,015</b>	<b>2,429,377</b>	<b>269,349</b>	<b>12.5</b>
<b>Commodities</b>						
5310. Supplies	9,467	10,150	11,650	12,150	2,000	19.7
5320. Books/Education Material	1,162	1,000	1,000	1,000	0	.0
5325. Uniforms/Safety Equip.	17,036	16,790	15,000	21,470	4,680	27.9
5330. Small Tools/Equipment	975	7,000	7,000	7,000	0	.0
5350. Facilities Materials	15,479	8,500	8,500	8,500	0	.0
5398. Computer Software	90	0	0	0	0	.0
5399. Other Commodities	909	0	0	0	0	.0
<b>Total Commodities</b>	<b>45,118</b>	<b>43,440</b>	<b>43,150</b>	<b>50,120</b>	<b>6,680</b>	<b>15.4</b>
<b>Other Charges</b>						
5410. Insurance	17,412	34,102	30,455	30,455	3,647-	10.7
5420. Litigation/Judicial Cost	216	500	500	500	0	.0
5431.3 Economic Development/TVA	0	12,100	12,100	12,100	0	.0
5439. Debt Service	951,395	1,043,000	1,110,000	1,300,000	257,000	24.6
5455. Bad Debt	100,000	60,000	60,000	60,000	0	.0
5456. Collection Fees	14,047	12,900	12,900	12,900	0	.0
5460. Depreciation	1,225,542	1,360,000	1,360,000	1,403,000	43,000	3.2
5460.10 Amort. Electric Plant	11,081	0	0	0	0	.0
5460.30 Amortization Debt Exp.	14,384	0	0	0	0	.0
5465. Purchased Power TVA	24,190,547	25,380,000	25,611,200	26,136,370	756,370	3.0
5470. Ser. from General Fund	1,065,965	1,098,155	1,085,661	1,140,984	42,829	3.9
5490. Tax Equivilents	1,124,710	1,290,000	1,206,778	1,365,000	75,000	5.8
<b>Total Other Charges</b>	<b>28,715,299</b>	<b>30,290,757</b>	<b>30,489,594</b>	<b>31,461,309</b>	<b>1,170,552</b>	<b>3.9</b>
<b>Capital Expenditures</b>						
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL GROSS EXPENDITURES</b>	<b>31,143,347</b>	<b>33,040,824</b>	<b>33,477,483</b>	<b>34,498,015</b>	<b>1,457,191</b>	<b>4.4</b>
<b>Reduction of Costs</b>						
5610. Recovered from Users	53,520-	500-	10,500-	10,500-	10,000-	2,000.0
5670. Recovered from Funds	1,850-	0	0	0	0	.0
<b>Total Reduction of Costs</b>	<b>55,370-</b>	<b>500-</b>	<b>10,500-</b>	<b>10,500-</b>	<b>10,000-</b>	<b>2,000.0</b>
<b>TOTAL NET EXPENDITURES</b>	<b>31,087,977</b>	<b>33,040,324</b>	<b>33,466,983</b>	<b>34,487,515</b>	<b>1,447,191</b>	<b>4.4</b>

ELECTRIC FUND

CAPITAL PROJECTS AND EQUIPMENT

	BUDGET 2001	PROJECTED 2001	BUDGET 2002
<b><u>CAPITAL PROJECTS:</u></b>			
Southwest Quadrant	\$ 400,000	\$ 430,000	\$ -
Soccer Complex	40,000	-	40,000
Rutgers Ave at Manhattan Ave	-	-	55,000
Edgemoor Rd (State Route 170) at Melton Lake Dr	-	-	40,000
Intersection Improvements	-	-	40,000
S. Illinois Ave Improvements (SR62)	478,000	278,000	550,000
State Route 95/58 Road Improvements	-	-	100,000
West End Electrical Development	600,000	50,000	1,800,000
System Expansion - Private Parcels	400,000	150,000	150,000
Street Lighting Improvements	150,000	50,000	100,000
SCADA System	100,000	-	200,000
Facilities Expansion for New Loads and Services	300,000	300,000	300,000
Distribution System Improvements	250,000	250,000	600,000
Distribution Substation Improvements/Transformers	1,200,000	110,000	1,700,000
Traffic Signal Improvements/Public & Private Lt Mtn	255,000	125,000	125,000
Transmission System Improvements	410,000	507,000	100,000
Routine Expansion, Maintenance, Replacement and Minor Additions	1,630,000	950,000	950,000
Meter Work - Seal Changeout/Inspection	40,000	40,000	40,000
Flood Control at Substation 200	150,000	-	-
Remote Automation & System Automation	150,000	150,000	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 6,553,000</b>	<b>\$ 3,390,000</b>	<b>\$ 6,890,000</b>
<b><u>EQUIPMENT</u></b>			
Furniture Purchases	\$ 1,000	\$ 1,000	\$ 1,000
Pole Trailer w/Leaf Spring	8,000	-	-
4WD All-Purpose Utility Vehicle (Addition/Eng)	24,000	24,000	-
Right-Of-Way Maintenance (Tractor w/Bush hog)	8,000	-	-
Cable Fault Locator	10,000	10,000	-
Hand-Held Radio Replacement	5,000	5,000	5,000
Underground Equipment	6,000	6,000	6,000
Electronic Equipment	6,000	3,000	8,000
Bucket Loader with Backhoe #434	52,000	-	52,000
Wire Puller	29,000	-	29,000
4WD All-Purpose Utility Vehicle #205	-	-	26,000
Chevrolet Extend Cab Pickup, 1993 #218	-	-	26,000
Bucket Loader with Backhoe #441	-	-	45,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 149,000</b>	<b>\$ 49,000</b>	<b>\$ 198,000</b>
<b>TOTAL CAPITAL PROJECTS &amp; EQUIPMENT</b>	<b>\$ 6,702,000</b>	<b>\$ 3,439,000</b>	<b>\$ 7,088,000</b>



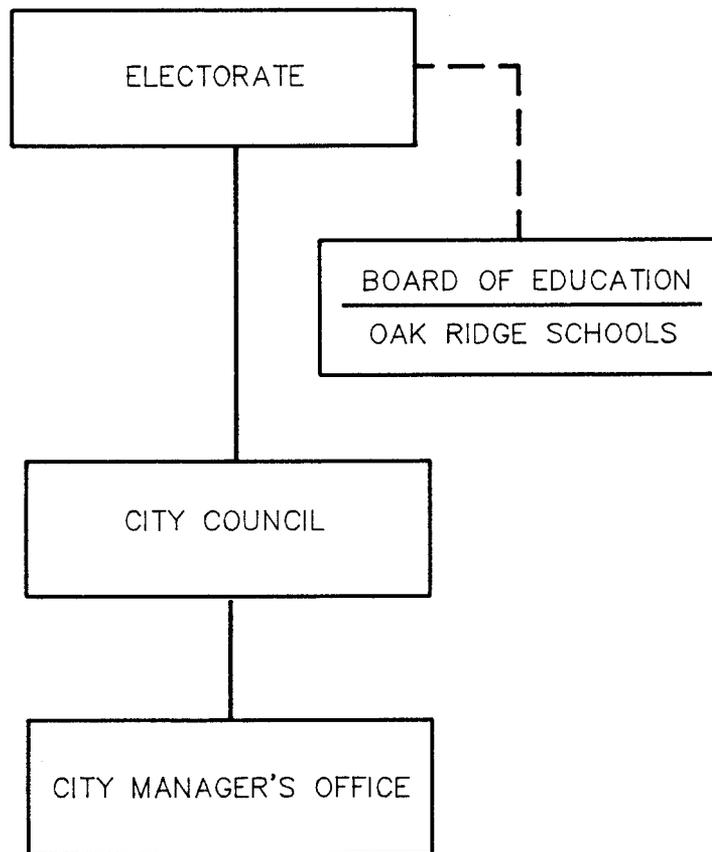


oak  
ridge



Operating Transfers

# *OPERATING TRANSFERS*



## OPERATING TRANSFERS

Operating Transfers are defined as authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended. Budgeted Operating Transfers by fund for fiscal year 2002 are outlined below:

TRANSFER FROM:	TRANSFER TO:							Total Operating Transfers
	Debt Service Fund	General Purpose School Fund	State Street Aid Fund	Economic Diversification Fund	Solid Waste Fund	Capital Projects Fund	Golf Course Fund	
General Fund:								
Debt Service	\$4,621,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,621,305
Oak Ridge Schools								
Operations	-	9,949,638	-	-	-	-	-	9,949,638
Street Resurfacing	-	-	565,000	-	-	-	-	565,000
Economic Development	-	-	-	1,031,688	-	-	-	1,031,688
Solid Waste Disposal	-	-	-	-	1,048,650	-	-	1,048,650
Capital Maintenance	-	-	-	-	-	617,000	-	617,000
Debt Service	-	-	-	-	-	-	200,000	200,000
General Purpose School Fund	86,367	-	-	-	-	-	-	86,367
Capital Projects Fund	260,000	-	54,065	-	-	-	-	314,065
Electric Fund	-	-	-	217,645	-	-	-	217,645
Capital Projects Fund	-	-	-	181,371	-	-	-	181,371
<b>Total Operating Transfers</b>	<b>\$4,967,672</b>	<b>\$9,949,638</b>	<b>\$ 619,065</b>	<b>\$ 1,430,704</b>	<b>\$1,048,650</b>	<b>\$ 617,000</b>	<b>\$ 200,000</b>	<b>\$ 18,832,729</b>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Fund	Debt Service Fund	Debt Service	997
General Purpose School Fund			-
State Street Aid Fund			015
Capital Projects Fund			029

**ACTIVITY DESCRIPTION**

The City's general obligation indebtedness produces an annual requirement for payment of principal and interest on outstanding General Obligation Bonds, Capital Outlay Notes and Long-Term Loans. This includes long-term debt issued for school construction projects. The debt service for all City General Long-Term Debt is recorded in the Debt Service Fund. Other City Funds, primarily the General Fund, transfer sufficient proceeds to cover the annual debt service payments. The \$86,367 transfer from the General Purpose School Fund is to fund debt service on a loan for energy efficiency renovations at the Schools. The Schools were to pay the debt service on the loan from resulting utility cost savings. The \$260,000 transfer from the Capital Projects Fund is the final transfer of bond proceeds from a 1992 Anderson County bond issuance that was used to fund debt service on School projects. The prior year transfer from the State Street Aid Fund was to fund debt service on borrowings for street resurfacing. The revenue stream of the State Street Aid Fund is insufficient to finance this debt service and the General Fund will provide funding in fiscal 2002 and subsequent years.

**PROGRAM COMMENTS**

The debt service requirement is comprised of principal, interest and fiscal charges on the City's outstanding General Long-Term Debt. A description of outstanding General Long-Term Debt is provided in the Program Comments for the Debt Service Fund located on page IV-32 of this document. The outstanding principal balance of General Long-Term Debt is projected to be \$52,625,888 at June 30, 2001.

The City's General Obligation Bonds are rated "Aa3" by Moody's Investor Service and "A+" by Standard and Poor's.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
General Fund	\$ 3,903,938	\$ 4,747,305	\$ 4,722,901	\$ 4,621,305
General Purpose School Fund	86,367	86,367	80,206	86,367
State Street Aid Fund	45,470	90,000	58,000	0
Capital Projects Fund	<u>275,000</u>	<u>210,000</u>	<u>216,161</u>	<u>260,000</u>
<b>TOTAL OPERATING TRANSFERS</b>	<u>\$ 4,310,775</u>	<u>\$ 5,133,672</u>	<u>\$ 5,077,268</u>	<u>\$ 4,967,672</u>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b> General Fund	<b>TRANSFER TO</b> General Purpose School Fund	<b>ACTIVITY</b> Schools	<b>NUMBER</b> 999
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**ACTIVITY DESCRIPTION**

The Oak Ridge School System receives general operating revenues from the City, Anderson and Roane Counties, and the State of Tennessee, and special project revenues from the federal and state governments. The budget for the General Purpose School Fund is approved by the Board of Education and submitted to City Council with a request for City funding to meet program expenditure estimates in the adopted Schools budget.

**PROGRAM COMMENTS**

This activity provides for the annual General Fund contribution to the School System to fund operating expenses. The budgeted city contribution of \$9,949,638 to the Schools for general operations in fiscal 2002 represents a 4.1% increase of \$395,870 over the fiscal 2001 contribution. The City's contribution accounts for 25.7% of the School's fiscal 2002 total budget. A summary of the General Purpose School Fund budget is provided in SCHEDULE VII in Section III, Budget Summaries, of this document.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
General Fund	<u>\$ 8,830,065</u>	<u>\$ 9,553,768</u>	<u>\$ 9,553,768</u>	<u>\$ 9,949,638</u>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Fund	State Street Aid Fund	State Street Aid	991

**ACTIVITY DESCRIPTION**

In fiscal 1995, the City began a major street pavement management program accounted for in the State Street Aid Fund which requires approximately \$550,000 in annual funding. Revenues in the State Street Aid Fund are received from the State of Tennessee's twenty-one-cent gasoline and motor fuel tax. These revenues are insufficient to maintain the level of funding required for the expanded street pavement management program. Initial funding for this program was provided from \$1,137,849 in long-term debt proceeds in fiscal 1998, with subsequent debt proceeds funding in fiscal 2000 and 2001 as shown below as transfers from the Capital Projects Fund. The transfer of debt proceeds for this purpose is budgeted at \$54,065 in fiscal 2002.

In fiscal 1997, a program to gradually increase funding for the State Street Aid Fund was begun through the transfer of property tax proceeds from the General Fund. Each year the General Fund transfer amount will be increased until funding levels are adequate to support the expenditures of the State Street Aid Fund. At this time, it is anticipated that a \$700,000 annual transfer level will be required to support the operations of this Fund. A \$565,000 transfer from the General Fund to the State Street Aid Fund is budgeted for fiscal 2002.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Capital Projects Fund	\$ 115,000	\$ 180,000	\$ 125,260	\$ 54,065
General Fund	<u>395,000</u>	<u>500,000</u>	<u>500,000</u>	<u>565,000</u>
<b>TOTAL OPERATING TRANSFERS</b>	<u>\$ 510,000</u>	<u>\$ 680,000</u>	<u>\$ 625,260</u>	<u>\$ 619,065</u>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Fund	Economic	Economic Development	996
Electric Fund	Diversification Fund		020
Waterworks Fund			021/022
Capital Project Fund			029

**ACTIVITY DESCRIPTION**

During fiscal 2000 budget deliberations, City Council approved funding and establishment of the ED Fund with revenues primarily provided from operating transfers from other City Funds as indicated below. This activity reflects the transfer of revenue proceeds from the General, Electric and Waterworks Funds to the Economic Diversification (ED) Fund to support the City's economic development initiatives. Transfers from the General Fund solely support social service programs accounted for in the ED Fund.

Funding to outside agencies for economic development services include the Oak Ridge Chamber of Commerce (\$215,415), Oak Ridge Convention and Visitors Bureau (\$296,202) and Melton Hill Regional Industrial Development Association (MHRIDA) (\$15,000). Funding is also provided for a \$300,000 contingency item to be utilized to fund the City's economic development initiatives as they occur. Potential uses could include recruitment incentives for new industries to locate in Oak Ridge or to fund debt service on construction projects such as a spec building, City center redevelopment or the development of five large tracts of land in the west-end of Oak Ridge.

The fiscal 2001 transfer from the General Fund contained \$442,651 in proceeds from the sale of City property during fiscal 2000. \$135,000 in budgeted funding for marketing that was previously accounted for in the City Manager's General Fund budget (Activity 820) was transferred to the Economic Diversification Fund in fiscal 2002. City Council authorized the addition of \$35,000 in funding to be provided by the transfer from the General Fund for the Healthy Start Program in Anderson County.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
Capital Projects Fund	\$ 92,603	\$ 85,000	\$ 0	\$ 0
General Fund	605,519	846,876	1,289,527	1,031,688
Electric Fund	162,677	176,652	176,652	217,645
Waterworks Fund	<u>135,564</u>	<u>147,085</u>	<u>147,085</u>	<u>181,371</u>
<b>TOTAL OPERATING TRANSFERS</b>	<b><u>\$ 996,363</u></b>	<b><u>\$ 1,255,613</u></b>	<b><u>\$ 1,613,264</u></b>	<b><u>\$ 1,430,704</u></b>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Fund	Solid Waste Fund	Solid Waste	998

**ACTIVITY DESCRIPTION**

The City of Oak Ridge is responsible for the collection and disposal of all residential solid waste within Oak Ridge. Services provided included the weekly collection of residential waste at the backdoor and at curbside for recyclable items, and a convenience center for disposing of large residential waste, recyclables and brush. Historically, solid waste management expenditures had been accounted for by the City in the General Fund. A 1992 revision in state law required the City to account for solid waste management in a separate Special Revenue Fund. This activity transfers funds from the General Fund to the Solid Waste Fund to support solid waste management expenditures. Fiscal 2002 is the fourth year of a ten year contract with Browning Ferris Industries (BFI) for residential waste collection with annual contract increases based on inflation. Refer to page IV-38 for a more detailed description of solid waste activities funded by this transfer.

A \$5 monthly fee is also included on each residential household's utility billing to fund a portion of the costs for solid waste collection. The \$60 per household annual fee generates approximately \$689,000 in revenues to the Solid Waste Fund. The City does not provide refuse collection for commercial entities.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
General Fund	<u>\$ 891,849</u>	<u>\$ 984,550</u>	<u>\$ 981,615</u>	<u>\$ 1,048,650</u>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Purpose School Fund General Fund	Capital Projects Fund	Operating Transfers	992

**ACTIVITY DESCRIPTION**

In fiscal year 1995, the City purchased a radio system for the Schools using City Capital Project Funds. Fiscal 2001 was the final installment of the reimbursing to the City by the Schools for the radio system purchase.

Fiscal 2001 was the first year of transfers from the General Fund to the Capital Projects Fund to finance future City and School capital maintenance projects. For the past several years, the City has been funding capital maintenance projects through the issuance of long-term debt. The \$410,000 in initial funding was to establish an ongoing revenue stream to finance capital items costing between \$10,000 and \$300,000. The funding of these type items through the issuance of long-term debt was eroding the City's debt capacity, in addition to the required borrowings for major renovations or construction projects. The transfer amount is projected to increase each fiscal year until an adequate level is maintained at approximately \$1.2 to \$1.5 million annually. The transfer from the General Fund for fiscal 2002 is \$617,000.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
General Fund	\$ 0	\$ 410,000	\$ 410,000	\$ 617,000
General Purpose School Fund	<u>7,883</u>	<u>7,883</u>	<u>7,883</u>	<u>0</u>
<b>Total Operating Transfers</b>	<u>\$ 7,883</u>	<u>\$ 417,883</u>	<u>\$ 417,883</u>	<u>\$ 617,000</u>

**CITY OF OAK RIDGE**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>ACTIVITY</b>	<b>NUMBER</b>
General Fund	Golf Course Fund	Golf Course	994

**ACTIVITY DESCRIPTION**

In fiscal 1995, the City established the Golf Course Fund to account for the construction and operation of a Municipal Golf Course. The City issued \$7,275,000 in Golf Course Revenue and Tax Bonds to finance the construction and equipping of an 18-hole Golf Course, named the Tennessee Centennial Golf Course. The course is located on a 700 acre tract know as "Parcel A" which was purchased by the City from the Department of Energy. The course occupies approximately 200 acres with the remaining 500 acres to be sold to private developers for primarily residential development. To date, two private developers have purchased 225 of the 500 acres for construction of residential dwelling units.

The Bonds issued to construct the course are backed by the full faith and credit of the City as well as proceeds from the operation of the Course and "Parcel A" land sales. The Golf Course Fund's payment of the annual debt service on the Bonds is dependent on a higher level of land sales than is currently occurring. The local economy has been flat for several years due to downsizing of the federal sector within Oak Ridge and land sales have been below original projections. The fiscal 2002 debt service payment for the Golf Course Fund is \$412,895. The General Fund will transfer \$200,000 toward payment of the debt service, with the remainder budgeted to be paid from land sale proceeds. If land sale proceeds are insufficient to fund the remainder of the debt service payment, the General Fund will be required to transfer additional amounts to ensure bond payments are made in a timely manner. Ultimately if the Golf Course Fund cannot sustain a positive cash flow, then the City's taxing authority will have to be utilized to fund the full annual debt service payment on the Bonds. Staff is currently reviewing options to accelerate land sales and alleviate the Golf Course Fund's dependency on General Fund revenues.

<b>OPERATING TRANSFERS</b>	<b>ACTUAL FY 2000</b>	<b>BUDGET FY 2001</b>	<b>PROJECTED FY 2001</b>	<b>BUDGET FY 2002</b>
General Fund	\$ _____ 0	\$ _____ 0	\$ _____ 0	\$ _____ 200,000



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ridge



**Ordinances &  
Legal Requirements**

**TITLE**

AN ORDINANCE TO PROVIDE REVENUE FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2001, BY IMPOSING A TAX ON ALL PROPERTY WITHIN THE CITY, FIXING THE RATE OF THE TAX, ADOPTING A BUDGET, AND ADOPTING APPROPRIATIONS.

WHEREAS, the City Manager, in accordance with the requirements of Article V, Section 11, of the Charter of the City of Oak Ridge, has submitted to City Council a proposed budget ninety (90) days prior to the beginning of the fiscal year upon which a public hearing was held on April 2, 2001 as required by law; and

WHEREAS, in accordance with the requirements of the same Charter section, the Council held meetings on December 18, 2000, and January 29, 2001, to provide guidance to the City Manager on the preparation of the proposed budget.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCILMEN OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. The budget for the fiscal year beginning July 1, 2001, submitted to City Council by the City Manager, is hereby adopted subject to the following modifications thereto made by City Council:

Decrease Transfer from the General Fund to the Golf Course Fund	(\$300,000)
Add funding for the Healthy Start Program	35,000
Add funding for the Melton Hill Regional Industrial Development Association	15,000

Section 2. In order to provide revenue for municipal purposes, there is hereby imposed on the value of all property within the City of Oak Ridge as such value has been ascertained by the taxing authority of the City, a levy at the rate of \$2.65 upon each One Hundred Dollars' (\$100.00) worth of assessed value of all taxable property, this levy to be the tax rate for the year 2001. This levy shall also be imposed upon such assessments as may be certified for tax purposes to the City of Oak Ridge by the Public Service Commission of the State of Tennessee.

Section 3. In accordance with Article V, Section 14, of the Charter of the City of Oak Ridge, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2002:

General Fund, Municipal Operations	\$14,311,671
Debt Service (Bond and Interest Redemption Fund)	5,467,672
State Street Aid Fund	1,424,065
Streets and Public Transportation Fund	188,000
Drug Enforcement Program Fund	95,250
Grant Fund	5,891,749
General Purpose School Fund	38,645,709
Capital Projects Fund	13,286,184
Solid Waste Fund	1,737,650
Economic Diversification Fund	3,971,832

Section 4. The following amounts in the proprietary-type funds are projected expenses for Fiscal Year 2002 and are provided for informational purposes:

Electric Fund	\$34,487,515
Waterworks Fund	13,089,682
Emergency Communications District Fund	242,915
Golf Course Fund	1,936,501

Section 5. In order to provide funds to meet the expenditure requirements, the following transfers are projected for Fiscal Year 2002 and are provided for informational purposes:

<u>To General Purpose School Fund for Operations</u>	
From General Fund	\$ 9,949,638
<u>To Debt Service Fund</u>	
From General Fund	\$ 4,621,305
From General Purpose School Fund	86,367
From Capital Projects Fund	260,000
<u>To Economic Diversification Fund</u>	
From General Fund	\$ 1,031,688
From Electric Fund	217,645
From Waterworks Fund	181,371
<u>To State Street Aid Fund</u>	
From General Fund	\$ 565,000
From Capital Projects Fund	54,065
<u>To Solid Waste Fund</u>	
From General Fund	\$ 1,048,650
<u>To Capital Projects Fund</u>	
From General Fund	\$ 617,000
<u>To Golf Course Fund</u>	
From General Fund	\$ 200,000

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

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

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

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

APPROVED AS TO FORM AND LEGALITY:

Keith R. Kuschel  
City Attorney

[Signature]  
Mayor

Jacquelyn J. Bernard  
City Clerk

Public Hearing: 4/02/01  
First Reading: 4/02/01  
Publication Date: 4/05/01  
Second Reading: 4/16/01  
Publication Date: 4/19/01  
Effective Date: 4/26/01

## LEGAL REQUIREMENTS

### CHARTER REQUIREMENTS

The following excerpts from the Charter of the City of Oak Ridge provide the basis for budget preparation and administration:

#### ARTICLE IV. TAXATION AND ISSUANCE OF OBLIGATIONS UNDER MODIFIED MANAGER-COUNCIL CHARTER

##### **Section 7. Levy, due date and delinquencies.**

Unless otherwise provided by ordinance, the schedule for levy, due date and delinquencies shall be the same as provided by general law for counties, provided that the tax levy shall be set by council not later than sixty (60) days preceding the new fiscal year.

##### **Section 9. Previous year's levy to continue if no levy made.**

If no levy is made at the time fixed for the levy, the previous year's levy shall continue in effect.

##### **Section 12. Limitation on borrowing power.**

The total amount of bonds or other evidence of indebtedness secured by the full faith and credit of the city that shall be outstanding at any one time shall not exceed ten per cent (10%) of the total appraised valuation of all real estate lying within the city limits.

#### Article V. CITY MANAGER

##### **Section 3. Council-manager relationships.**

The manager shall be responsible to the council for the administration of all units of the city government under his jurisdiction and for carrying out policies adopted by the council. Except for the purpose of inquiry, the council and its members shall deal with the administrative officers and employees solely through the manager. Neither the council nor any member thereof shall give orders to the manager's subordinates or otherwise interfere with managerial functions through such means as directing or requesting the appointment or removal of any of the manager's subordinates, or the making of particular purchases from, or contracts with, any specific organization. The office of any councilman violating any provision of this section shall immediately become vacant upon his conviction in a court of competent jurisdiction.

##### **Section 4. Duties and authority of manager.**

The manager shall supervise the administrative affairs of the city. He shall be charged with the preservation of the public peace and health, the safety of persons and properties, and the enforcement of the laws, ordinances and franchises, and the development and utilization of the city's resources. He shall make such reports and recommendations as he may deem desirable and perform such other duties as may be prescribed by this charter or required of him by ordinance or resolution of the council not inconsistent with this charter. He shall have the right to take part in the discussion of all matters coming before the council, but not the right to vote.

### **Section 5. Administrative organization.**

Within the framework established by this charter, the administrative organization of the city shall be organized into departments of general government, finance, and such other departments necessary to provide health, welfare, police, recreation, fire, library, public works, utilities, and other municipal services as shall be provided in a plan of administrative organization to be developed by the city manager and submitted to the council for approval and adoption by ordinance. The council may by ordinance amend the plan of administrative organization only after receiving the written recommendations of the city manager. Administrative regulations governing the operations and relationships of departments, agencies, and offices within the administrative organization shall be prepared and issued by the city manager, provided the authority to prepare and issue departmental rules and regulations may be delegated to designated subordinates.

### **Section 10. Fiscal year.**

The fiscal year of the city shall begin on the first day of July and shall end on the thirtieth day of June of the succeeding year, but another fiscal year may be fixed by ordinance for the entire city government or for any utility.

### **Section 11. Manager to prepare budget -- Contents.**

After one or more council meetings devoted to guidance to the city manager with respect to the budget to be submitted, as determined by the council, on or before a date fixed by the council but not later than ninety (90) days prior to the beginning of the fiscal year, the manager shall submit to the council a proposed budget for the next fiscal year. The budget shall present a complete financial plan for the ensuing year, including at least the following information:

- (a) Detailed estimates of all proposed expenditures for each department, board, officer or other agency of the city, showing in addition the expenditures for corresponding items for the last preceding fiscal year, appropriations and anticipated expenditures for the current fiscal year, and reasons for recommended departures from the current expenditures pattern.
- (b) Statements of the bonded and other indebtedness of the city, including the debt redemption and interest requirements, the debt authorized and unissued, and the condition of the sinking funds.
- (c) Detailed estimates of all anticipated revenues of the city from all sources including current and delinquent taxes, nontax revenues and proceeds from the sale of any bonds, with a comparative statement of the amounts received by the city from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year.
- (d) A statement of the estimated balance or deficit, as of the end of the current fiscal year.
- (e) Such other supporting schedules as the council may request, or are otherwise required by law.

### **Section 12. Capital budget program.**

As a part of the proposed annual budget, the city manager shall include a statement of pending capital projects and proposed new capital projects, relating the respective amounts proposed to be

raised therefor by appropriations in the budget and the respective amounts, if any, proposed to be raised therefor by the issuance of bonds during the fiscal year. Such pending and proposed capital projects shall be based upon the guidance of council as expressed in the guidance meeting(s) carried out under Article V, Section 11 of this Charter. Council shall use as one basis of its guidance to the manager the program of capital projects prepared annually by the planning commission. The manager shall provide the council his written comments on the planning commission program at the time of the first guidance meeting.

**Section 13. Public hearing on budget -- Inspection -- Distribution.**

A public hearing on the budget shall be held before its final adoption by the council, at such time and place as the council shall direct, and notice of such public hearing shall be published ten (10) days in advance of the date of the hearing. All persons present shall be given a reasonable opportunity to be heard for or against the estimates of any item thereof. The budget and budget message and all supporting schedules shall be a public record in the office of the city clerk open to public inspection by anyone. The city manager shall cause sufficient copies of the budget and budget message to be prepared for distribution to interested persons at least ten (10) days before the hearing.

**Section 14. Adoption of budget -- Appropriation ordinance.**

Before the beginning of the next fiscal year, the council shall adopt an appropriation ordinance, based on the city manager's budget with such modifications as the council considers necessary or desirable, provided that modifications in the school budget as submitted by the board of education shall be subject to the limitation of Article VI, Section 13, of this charter. Appropriations need not be in more detail than a lump sum for each fund. The council shall not make any appropriations in excess of estimated revenues, except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the city and declared by a unanimous vote of all members of the council present, when there is a quorum. Provided, however, that if for any reason an appropriation ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations for the last fiscal year shall become the appropriations for the next fiscal year, until the adoption of the new appropriation ordinance. The appropriation ordinance insofar as it relates to the appropriation for schools shall be further subject to the provisions of Article VI, Section 14, of this charter.

**Section 15. Amendments to appropriation ordinance.**

Amendments may be made to the original appropriation at any time during a current fiscal year after a public hearing before the council on five (5) days notice published once in the official city newspaper, provided that increased appropriations may be made only after the city manager has certified in writing that sufficient amount of unappropriated revenue will be available, except for emergency appropriations as provided above.

**Section 16. Unexpended appropriation to lapse.**

Any portion of an annual appropriation remaining unexpended and unencumbered at the close of a fiscal year shall lapse and be credited to the general fund, except that any balance remaining in any other fund at the end of a fiscal year may remain to the credit of that fund and be subject to further appropriation.

**Section 17. Budget control.**

At the beginning of each quarterly period during the fiscal year, and more often if required by the council, the manager shall submit to the council data showing the relations between the estimated and actual revenues and expenditures to date; and if it shall appear that the revenues are less than anticipated, the council may reduce the appropriations, as prescribed in Article V, Section 15, except amounts required for debt and interest charges, and with the further exception to such a degree as may be necessary to keep expenditures within the receipts. The manager may provide for monthly or quarterly allotments of appropriations to all departments, agencies or activities within his jurisdiction under such rules as he shall prescribe, and make transfers between departments, agencies, or activities within each fund, and when authorized by the city council, from one fund to another, provided that any transfer of moneys from the city school fund to any other fund shall be made only with the concurrence of the board of education.

A summary balance sheet, including a listing of all fund balances exceeding \$100,000.00, a summary quarterly city income and expense statement, and a statement of the number of city employees and full-time equivalent city employees shall be published quarterly in a local newspaper of general circulation.

**Article VI. Public Schools Under Modified  
City Manager-Council Charter**

**Section 12. Financial management.**

All school moneys appropriated by the city council, all state and county funds received for the city school system, and all other moneys, fees, revenues or income which are received by the city school system or which heretofore or hereafter are granted or permitted to the city school system shall be deposited in a city school fund to be withdrawn only upon the order of the board of education provided that a full estimate thereof shall have been summarized in each school budget and provided further that those portions of such funds derived from city appropriation ordinances shall be subject to the provisions of Article V, Sections 15-17. The board of education shall establish such school funds as are required by general law or as it considers necessary for the operation of the school system. At the end of each fiscal year an audit shall be made of the accounts and funds of the school system covering the operations of the last fiscal year by certified public accountants selected by the board. The board of education may employ certified accountants to audit all or any of the school funds and accounts at any time it may deem expedient to assure the correctness thereof. Section V, Section 22, shall apply with the board of education standing in the stead of council.

**Section 13. School budget.**

The city school budget submitted by the board of education through the city manager to the city council shall include estimates of all school revenues as well as estimates of expenditures necessary for the operation of the school system for the next fiscal year period. Neither the city manager nor the city council shall have any authority to modify or delete any item of the school estimates and the council shall have the power to modify only the total amount of the school budget, except that in no event shall a reduction in school budget exceed the total sum requested by the board of education from current city tax revenues. Such budget estimates shall not include any requests for the purchase of land, and the purchase, construction, reconstruction, or major alteration of any building for school purposes. Requests for such improvements shall be transmitted to the planning commission for review and incorporation into the capital improvement program before November 1 prior to the next fiscal year.

A summary balance sheet, including a listing of all fund balances exceeding \$100,000.00, a summary quarterly schools income and expense statement and a statement of the number of schools employees and full-time equivalent schools employees shall be published quarterly in a local newspaper of general circulation.

**Section 14. Notice of appropriation.**

The adoption by the city council of an appropriation ordinance for the next fiscal year, or the allowance of a continuation of the appropriation for the last fiscal year shall serve as notice to the board of education of the total amount of the school appropriation for the next fiscal year period.



oak  
ridge



Personnel Schedule

## PERSONNEL SCHEDULE

SUMMARY OF POSITIONS AND STAFF YEARS BY DEPARTMENT	<u>AUTHORIZED POSITIONS</u>			<u>AUTHORIZED STAFF YEARS</u>		
	FY	FY	FY	FY	FY	FY
	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
<u>TOTALS BY DEPARTMENT</u>						
GENERAL GOVERNMENT	12	13	12	11.10	12.10	11.60
ADMINISTRATIVE SERVICES	38	38	38	38.00	38.00	38.00
POLICE	76	76	76	74.39	74.39	74.39
FIRE	43	43	43	43.00	43.00	43.00
PUBLIC WORKS	89	89	89	88.38	88.38	88.38
COMMUNITY DEVELOPMENT	11	11	11	11.00	11.00	11.00
RECREATION AND PARKS	84	87	87	36.49	36.49	36.49
LIBRARY	23	23	23	17.00	17.00	17.00
ECONOMIC DEVELOPMENT	4	4	4	4.00	4.00	4.00
ELECTRIC	<u>33</u>	<u>33</u>	<u>33</u>	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
TOTAL ALL FUNDS	413	417	416	356.36	357.36	356.86
TRANSFERS	<u>115</u>	<u>116</u>	<u>116</u>	<u>115.50</u>	<u>116.00</u>	<u>116.00</u>
TOTAL NET GENERAL FUND	<u>298</u>	<u>301</u>	<u>300</u>	<u>240.86</u>	<u>241.36</u>	<u>240.86</u>

## PERSONNEL SCHEDULE

SUMMARY OF POSITIONS AND STAFF YEARS BY DEPARTMENTS AND ACTIVITIES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<u>GENERAL GOVERNMENT</u>						
816 City Clerk	2	2	2	2.00	2.00	2.00
820 City Manager	3	4	4	3.00	3.50	4.00
832 City Court	3	3	3	2.60	2.60	2.60
843 Legal	4	4	3	3.50	4.00	3.00
TOTAL GENERAL GOVERNMENT	<u>12</u>	<u>13</u>	<u>12</u>	<u>11.10</u>	<u>12.10</u>	<u>11.60</u>
<u>ADMINISTRATIVE SERVICES</u>						
845 Computer Services	8	8	8	8.00	8.00	8.00
846 Personnel	4	4	4	4.00	4.00	4.00
854 Stationery Stores	1	1	1	1.00	1.00	1.00
862 Finance	11	11	11	11.00	11.00	11.00
864 Business Office	14	14	14	14.00	14.00	14.00
TOTAL ADMINISTRATIVE SERVICES	<u>38</u>	<u>38</u>	<u>38</u>	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>
<u>POLICE DEPARTMENT</u>						
910 Police Supervision	2	2	2	2.00	2.00	2.00
911 Investigations	8	8	8	8.00	8.00	8.00
912 Staff Services	6	6	6	6.00	6.00	6.00
913 Patrol	46	46	46	44.39	44.39	44.39
915 Emergency Communications	8	8	8	8.00	8.00	8.00
916 Animal Control	3	3	3	3.00	3.00	3.00
917 School Resource Officer Program	3	3	3	3.00	3.00	3.00
TOTAL POLICE DEPARTMENT	<u>76</u>	<u>76</u>	<u>76</u>	<u>74.39</u>	<u>74.39</u>	<u>74.39</u>
<u>FIRE DEPARTMENT</u>						
921 Fire Supervision	2	2	2	2.00	2.00	2.00
922 Fire Prevention	1	1	1	1.00	1.00	1.00
923 Fire Fighting	40	40	40	40.00	40.00	40.00
TOTAL FIRE DEPARTMENT	<u>43</u>	<u>43</u>	<u>43</u>	<u>43.00</u>	<u>43.00</u>	<u>43.00</u>
<u>PUBLIC WORKS DEPARTMENT</u>						
930 Public Works Supervision	5	5	5	5.00	5.00	5.00
935 Engineering	5	5	5	4.38	4.38	4.38
011 Equipment Shop	8	8	8	8.00	8.00	8.00
021 Work Pool	46	46	46	46.00	46.00	46.00
021 Water Plant	10	10	11	10.00	10.00	11.00
022 Wastewater Treatment	15	15	14	15.00	15.00	14.00
TOTAL PUBLIC WORKS DEPARTMENT	<u>89</u>	<u>89</u>	<u>89</u>	<u>88.38</u>	<u>88.38</u>	<u>88.38</u>

## PERSONNEL SCHEDULE

SUMMARY OF POSITIONS AND STAFF YEARS BY DEPARTMENTS AND ACTIVITIES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>						
960 Community Development Supervision	3	3	3	3.00	3.00	3.00
962 Planning	3	3	3	3.00	3.00	3.00
966 Code Enforcement	5	5	5	5.00	5.00	5.00
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	<u>11</u>	<u>11</u>	<u>11</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
<u>RECREATION AND PARKS DEPARTMENT</u>						
970 Recreation Supervision	3	3	3	3.00	3.00	3.00
972 Indoor Aquatics	14	14	14	3.93	3.93	3.93
973 Outdoor Aquatics	26	26	26	6.28	6.28	6.28
974 Centers, Camps & Programs	27	33	33	11.40	12.78	12.78
975 Athletics	4	1	1	2.38	1.00	1.00
976 Parks	7	7	7	7.00	7.00	7.00
978 Senior Center	3	3	3	2.50	2.50	2.50
TOTAL RECREATION AND PARKS DEPARTMENT	<u>84</u>	<u>87</u>	<u>87</u>	<u>36.49</u>	<u>36.49</u>	<u>36.49</u>
<u>LIBRARY</u>						
979 Library	23	23	23	17.00	17.00	17.00
<u>ECONOMIC DEVELOPMENT</u>						
980 Economic Development	1	-	-	0.50	-	-
013 Economic Diversification Fund	3	4	4	3.00	3.50	3.50
027 Grants Fund	-	-	-	0.50	0.50	0.50
TOTAL ECONOMIC DEVELOPMENT	<u>4</u>	<u>4</u>	<u>4</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>ELECTRIC DEPARTMENT</u>						
020 Electric	33	33	33	33.00	33.00	33.00
TOTAL ALL FUNDS	<u>413</u>	<u>417</u>	<u>416</u>	<u>356.36</u>	<u>357.36</u>	<u>356.86</u>
<u>TRANSFERS TO OTHER FUNDS:</u>						
Electric Fund	33	33	33	33.00	33.00	33.00
Waterworks Fund	71	71	71	71.00	71.00	71.00
Equipment Replacement Rental Fund	8	8	8	8.00	8.00	8.00
Grants Fund	-	-	-	0.50	0.50	0.50
Economic Diversification Fund	3	4	4	3.00	3.50	3.50
TOTAL TRANSFERS	<u>115</u>	<u>116</u>	<u>116</u>	<u>115.50</u>	<u>116.00</u>	<u>116.00</u>
TOTAL NET GENERAL FUND	<u>298</u>	<u>301</u>	<u>300</u>	<u>240.86</u>	<u>241.36</u>	<u>240.86</u>

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<b><u>GENERAL GOVERNMENT</u></b>						
816 City Clerk						
City Clerk	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
820 City Manager						
City Manager	1	1	1	1.00	1.00	1.00
Assistant City Manager for Operations	1	-	-	1.00	-	-
Government & Public Affairs Coordinator	-	1	1	-	1.00	1.00
GIS Coordinator	-	1	1	-	0.50	1.00
Assistant to the City Manager	1	1	1	1.00	1.00	1.00
Total	<u>3</u>	<u>4</u>	<u>4</u>	<u>3.00</u>	<u>3.50</u>	<u>4.00</u>
832 City Court						
City Judge	1	1	1	1.00	1.00	1.00
Court Clerk	2	2	2	1.60	1.60	1.60
Total	<u>3</u>	<u>3</u>	<u>3</u>	<u>2.60</u>	<u>2.60</u>	<u>2.60</u>
843 Legal						
Corporation Counsel	-	1	-	-	1.00	-
City Attorney	1	1	1	1.00	1.00	1.00
Senior Staff Attorney	1	-	-	0.50	-	-
Staff Attorney	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	<u>4</u>	<u>4</u>	<u>3</u>	<u>3.50</u>	<u>4.00</u>	<u>3.00</u>
<b>TOTAL GENERAL GOVERNMENT</b>	<u>12</u>	<u>13</u>	<u>12</u>	<u>11.10</u>	<u>12.10</u>	<u>11.60</u>
<b><u>ADMINISTRATIVE SERVICES</u></b>						
845 Computer Services						
Assistant City Manager for Adm. Services	1	1	1	1.00	1.00	1.00
Systems Analyst	1	1	1	1.00	1.00	1.00
Programmer Analyst	1	1	1	1.00	1.00	1.00
Microcomputer Specialist II	1	1	1	1.00	1.00	1.00
Microcomputer Specialist I	2	2	2	2.00	2.00	2.00
Accounting Technician	1	1	1	1.00	1.00	1.00
Computer Operator	1	1	1	1.00	1.00	1.00
Total	<u>8</u>	<u>8</u>	<u>8</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<u>ADMINISTRATIVE SERVICES (Continued)</u>						
846 Personnel						
Personnel Administrator	1	1	1	1.00	1.00	1.00
Risk Manager	1	1	1	1.00	1.00	1.00
Personnel Technician	1	1	1	1.00	1.00	1.00
Accounting Clerk	1	1	1	1.00	1.00	1.00
Total	4	4	4	4.00	4.00	4.00
854 Stationery Stores						
Printing Services Coordinator	1	1	1	1.00	1.00	1.00
862 Finance						
Finance Administrator	1	1	1	1.00	1.00	1.00
Materials Manager	1	1	1	1.00	1.00	1.00
Accountant	1	1	1	1.00	1.00	1.00
Budget & Management Analyst	1	1	1	1.00	1.00	1.00
Warehouse Coordinator	1	1	1	1.00	1.00	1.00
Accounting Technician	2	2	2	2.00	2.00	2.00
Accounting Clerk	2	2	2	2.00	2.00	2.00
Warehouse Clerk	2	2	2	2.00	2.00	2.00
Total	11	11	11	11.00	11.00	11.00
864 Business Office						
Business Office Supervisor	1	1	1	1.00	1.00	1.00
Tax & License Officer II	1	1	1	1.00	1.00	1.00
Utility Service Representative	2	2	2	2.00	2.00	2.00
Utility Accounting Technician	5	5	5	5.00	5.00	5.00
Meter Reader	2	2	2	2.00	2.00	2.00
Service Center Cashier	3	3	3	3.00	3.00	3.00
Total	14	14	14	14.00	14.00	14.00
 TOTAL ADMINISTRATIVE SERVICES	 38	 38	 38	 38.00	 38.00	 38.00

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<b><u>POLICE DEPARTMENT</u></b>						
910 Police Supervision						
Police Chief	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
911 Investigations						
Police Lieutenant	1	1	1	1.00	1.00	1.00
Police Sergeant	1	1	1	1.00	1.00	1.00
Police Officer	6	6	6	6.00	6.00	6.00
Total	<u>8</u>	<u>8</u>	<u>8</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
912 Staff Services						
Police Lieutenant	1	1	1	1.00	1.00	1.00
Police Sergeant	2	2	2	2.00	2.00	2.00
Administrative Clerk	1	1	1	1.00	1.00	1.00
Records Technician	2	2	2	2.00	2.00	2.00
Total	<u>6</u>	<u>6</u>	<u>6</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
913 Patrol						
Police Captain	1	1	1	1.00	1.00	1.00
Police Lieutenant	4	4	4	4.00	4.00	4.00
Police Sergeant	5	5	5	5.00	5.00	5.00
Police Officer	34	34	34	34.00	34.00	34.00
School Crossing Guard	2	2	2	0.39	0.39	0.39
Total	<u>46</u>	<u>46</u>	<u>46</u>	<u>44.39</u>	<u>44.39</u>	<u>44.39</u>
915 Emergency Communications						
Public Safety Dispatcher	8	8	8	8.00	8.00	8.00
916 Animal Control						
Animal Control Supervisor	1	1	1	1.00	1.00	1.00
Animal Control Officer	2	2	2	2.00	2.00	2.00
Total	<u>3</u>	<u>3</u>	<u>3</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
917 School Resource Officer Program						
Police Officer	3	3	3	3.00	3.00	3.00
 TOTAL POLICE DEPARTMENT	 <u>76</u>	 <u>76</u>	 <u>76</u>	 <u>74.39</u>	 <u>74.39</u>	 <u>74.39</u>

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	<u>AUTHORIZED POSITIONS</u>			<u>AUTHORIZED STAFF YEARS</u>		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<b><u>FIRE DEPARTMENT</u></b>						
921 Fire Supervision						
Fire Chief	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
922 Fire Prevention						
Assistant Chief - Fire Prevention	1	1	1	1.00	1.00	1.00
923 Fire Fighting						
Assistant Chief - Fire Operations	1	1	1	1.00	1.00	1.00
Fire Captain	3	3	3	3.00	3.00	3.00
Fire Lieutenant	6	6	6	6.00	6.00	6.00
Fire Fighter	30	30	30	30.00	30.00	30.00
Total	<u>40</u>	<u>40</u>	<u>40</u>	<u>40.00</u>	<u>40.00</u>	<u>40.00</u>
TOTAL FIRE DEPARTMENT	<u>43</u>	<u>43</u>	<u>43</u>	<u>43.00</u>	<u>43.00</u>	<u>43.00</u>
<b><u>PUBLIC WORKS DEPARTMENT</u></b>						
930 Public Works Supervision						
Public Works Director	1	1	1	1.00	1.00	1.00
Assistant Public Works Director	1	1	1	1.00	1.00	1.00
Public Works Engineer I/Engineer-In-Training	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Secretary I	1	1	1	1.00	1.00	1.00
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
935 Engineering						
City Engineer	1	1	1	1.00	1.00	1.00
Senior Engineering Technician	1	1	1	1.00	1.00	1.00
Engineering Technician	2	2	2	2.00	2.00	2.00
Administrative Intern II	1	1	1	0.38	0.38	0.38
Total	<u>5</u>	<u>5</u>	<u>5</u>	<u>4.38</u>	<u>4.38</u>	<u>4.38</u>
011 Equipment Shop						
Equipment Shop Manager	1	1	1	1.00	1.00	1.00
Auto Equipment Mechanic	4	4	4	4.00	4.00	4.00
Auto Service Worker II	3	3	3	3.00	3.00	3.00
Total	<u>8</u>	<u>8</u>	<u>8</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY 2000	FY 2001	FY 2002	FY 2000	FY 2001	FY 2002
<u>PUBLIC WORKS DEPARTMENT (Continued)</u>						
021 Work Pool						
Operations & Maintenance Superintendent	1	1	1	1.00	1.00	1.00
Assistant Operations & Maintenance Superintendent	-	-	1	-	-	1.00
General Maintenance Manager	1	1	1	1.00	1.00	1.00
Wastewater Line Maintenance Crew Chief	2	2	2	2.00	2.00	2.00
Water Line Maintenance Crew Chief	2	2	2	2.00	2.00	2.00
Street Maintenance Crew Chief	2	2	1	2.00	2.00	1.00
Utility Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Masonry Crew Chief	1	1	1	1.00	1.00	1.00
Masonry Maintenance Mechanic	1	1	1	1.00	1.00	1.00
Utility Maintenance Specialist	5	5	5	5.00	5.00	5.00
Utility Maintenance Mechanic	4	4	4	4.00	4.00	4.00
Signs and Marking Specialist	1	1	1	1.00	1.00	1.00
Building Maintenance Specialist	3	3	3	3.00	3.00	3.00
Equipment Operator II	5	5	5	5.00	5.00	5.00
Equipment Operator I	4	4	4	4.00	4.00	4.00
Maintenance Worker II	13	13	13	13.00	13.00	13.00
Total	<u>46</u>	<u>46</u>	<u>46</u>	<u>46.00</u>	<u>46.00</u>	<u>46.00</u>
021 Water Treatment						
Plant Operations Supervisor	1	1	1	1.00	1.00	1.00
Utility Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Utility Maintenance Specialist	2	2	2	2.00	2.00	2.00
Plant Operator	4	4	5	4.00	4.00	5.00
Maintenance Worker II	2	2	2	2.00	2.00	2.00
Total	<u>10</u>	<u>10</u>	<u>11</u>	<u>10.00</u>	<u>10.00</u>	<u>11.00</u>
 TOTAL WATER FUND	 <u>56</u>	 <u>56</u>	 <u>57</u>	 <u>56.00</u>	 <u>56.00</u>	 <u>57.00</u>
022 Wastewater Treatment						
Water & Wastewater Treatment Manager	1	1	1	1.00	1.00	1.00
Water & Wastewater Maintenance Supervisor	1	1	1	1.00	1.00	1.00
Plant Operations Supervisor	1	1	1	1.00	1.00	1.00
Laboratory Technician	1	1	1	1.00	1.00	1.00
Wastewater Shift Leader	2	2	2	2.00	2.00	2.00
Environmental Compliance Coordinator	1	1	1	1.00	1.00	1.00
Plant Operator	7	7	6	7.00	7.00	6.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	<u>15</u>	<u>15</u>	<u>14</u>	<u>15.00</u>	<u>15.00</u>	<u>14.00</u>
 TOTAL PUBLIC WORKS DEPARTMENT	 <u>89</u>	 <u>89</u>	 <u>89</u>	 <u>88.38</u>	 <u>88.38</u>	 <u>88.38</u>

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY	FY	FY	FY	FY	FY
	2000	2001	2002	2000	2001	2002
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>						
960 Community Development Supervision						
Community Development Director	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Secretary I	1	1	1	1.00	1.00	1.00
Total	3	3	3	3.00	3.00	3.00
962 Planning						
Planner II	1	1	1	1.00	1.00	1.00
Planner I	1	1	1	1.00	1.00	1.00
Engineering Technician	1	1	1	1.00	1.00	1.00
Total	3	3	3	3.00	3.00	3.00
966 Code Enforcement						
Code Enforcement Administrator	1	1	1	1.00	1.00	1.00
Assistant Code Enforcement Administrator	-	1	1	-	1.00	1.00
Senior Code Enforcement Inspector	3	2	2	3.00	2.00	2.00
Code Enforcement Inspector	1	1	1	1.00	1.00	1.00
Total	5	5	5	5.00	5.00	5.00
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	11	11	11	11.00	11.00	11.00
<u>RECREATION AND PARKS DEPARTMENT</u>						
970 Recreation Supervision						
Recreation and Parks Director	1	1	1	1.00	1.00	1.00
Recreation Specialist	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
Total	3	3	3	3.00	3.00	3.00
972 Indoor Aquatics						
Recreation Supervisor	1	1	1	0.75	0.75	0.75
Recreation Leader II	1	1	1	0.25	0.25	0.25
Recreation Leader I	2	2	2	0.43	0.43	0.43
Advanced Lifeguard	6	6	6	1.50	1.50	1.50
Lifeguard	4	4	4	1.00	1.00	1.00
Total	14	14	14	3.93	3.93	3.93

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY 2000	FY 2001	FY 2002	FY 2000	FY 2001	FY 2002
<b>RECREATION AND PARKS DEPARTMENT (Continued)</b>						
<b>973 Outdoor Aquatics</b>						
Recreation Supervisor	1	1	1	0.25	0.25	0.25
Outdoor Pool Manager	3	3	3	0.93	0.93	0.93
Recreation Leader I	2	2	2	0.62	0.62	0.62
Advanced Lifeguard	11	11	11	3.38	3.38	3.38
Lifeguard	9	9	9	1.10	1.10	1.10
Total	26	26	26	6.28	6.28	6.28
<b>974 Centers, Camps &amp; Programs</b>						
Recreation Supervisor	1	1	1	1.00	1.00	1.00
Recreation Coordinator	1	1	1	1.00	1.00	1.00
Facility Monitor II	4	6	6	2.73	1.73	1.73
Facility Monitor I	2	4	4	2.00	4.00	4.00
Maintenance Worker I	1	1	1	1.00	1.00	1.00
Recreation Leader II	6	6	6	1.35	1.35	1.35
Recreation Leader I	12	14	14	2.32	2.70	2.70
Total	27	33	33	11.40	12.78	12.78
<b>975 Athletics</b>						
Recreation Specialist	1	1	1	1.00	1.00	1.00
Facility Monitor II	1	-	-	1.00	-	-
Recreation Leader I	2	-	-	0.38	-	-
Total	4	1	1	2.38	1.00	1.00
<b>976 Parks</b>						
Parks Supervisor	1	1	1	1.00	1.00	1.00
Parks Maintenance Crew Chief	1	1	1	1.00	1.00	1.00
Maintenance Worker III	1	1	1	1.00	1.00	1.00
Maintenance Worker II	4	4	4	4.00	4.00	4.00
Total	7	7	7	7.00	7.00	7.00
<b>978 Senior Center</b>						
Recreation Supervisor	1	1	1	1.00	1.00	1.00
Recreation Coordinator	1	1	1	1.00	1.00	1.00
Facility Monitor II	1	1	1	0.50	0.50	0.50
Total	3	3	3	2.50	2.50	2.50
<b>TOTAL RECREATION AND PARKS DEPARTMENT</b>	84	87	87	36.49	36.49	36.49

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY 2000	FY 2001	FY 2002	FY 2000	FY 2001	FY 2002
<u>LIBRARY</u>						
979 Library						
Library Director	1	1	1	1.00	1.00	1.00
Assistant Library Director	1	1	1	1.00	1.00	1.00
Librarian	4	4	4	4.00	4.00	4.00
Secretary II	1	1	1	1.00	1.00	1.00
Library Technician	1	1	1	1.00	1.00	1.00
Library Assistant	3	3	3	2.00	2.00	2.00
Library Clerk	6	6	6	5.00	5.00	5.00
Library Page	5	5	5	1.75	1.75	1.75
Collection Clerk	1	1	1	0.25	0.25	0.25
TOTAL LIBRARY	<u>23</u>	<u>23</u>	<u>23</u>	<u>17.00</u>	<u>17.00</u>	<u>17.00</u>
<u>ECONOMIC DEVELOPMENT</u>						
980 Economic Development Planner II	1	-	-	0.50	-	-
013 Economic Diversification Fund						
Economic Development Director	1	1	1	1.00	1.00	1.00
Planner II	1	2	2	1.00	1.50	1.50
Secretary I	1	1	1	1.00	1.00	1.00
	<u>3</u>	<u>4</u>	<u>4</u>	<u>3.00</u>	<u>3.50</u>	<u>3.50</u>
027 Grants Fund						
Planner II	-	-	-	0.50	0.50	0.50
TOTAL ECONOMIC DEVELOPMENT	<u>4</u>	<u>4</u>	<u>4</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>ELECTRIC DEPARTMENT</u>						
020 Electric						
Electrical Director	1	1	1	1.00	1.00	1.00
Assistant Electrical Director	1	1	1	1.00	1.00	1.00
Electrical Engineer I	2	2	2	2.00	2.00	2.00
Electric Operations Superintendent	1	1	1	1.00	1.00	1.00
Assistant Electric Operations Superintendent	1	1	1	1.00	1.00	1.00
Power Utilization Supervisor	1	1	1	1.00	1.00	1.00
Electric Line Crew Chief	5	5	5	5.00	5.00	5.00
Substation Maintenance Supervisor	1	1	1	1.00	1.00	1.00
Electric Line Technician II	13	13	13	13.00	13.00	13.00
Electrical Specialist II	3	3	3	3.00	3.00	3.00

## PERSONNEL SCHEDULE

DETAIL ON ACTIVITIES BY CLASSIFICATION TITLES (Continued)	AUTHORIZED POSITIONS			AUTHORIZED STAFF YEARS		
	FY 2000	FY 2001	FY 2002	FY 2000	FY 2001	FY 2002
<u>ELECTRIC DEPARTMENT (continued)</u>						
Traffic Signal Technician II	1	1	1	1.00	1.00	1.00
Traffic Signal Technician I	1	1	1	1.00	1.00	1.00
Engineering Aide	1	1	1	1.00	1.00	1.00
Secretary II	1	1	1	1.00	1.00	1.00
TOTAL ELECTRIC DEPARTMENT	33	33	33	33.00	33.00	33.00
TOTAL ALL FUNDS	<u>413</u>	<u>417</u>	<u>416</u>	<u>356.36</u>	<u>357.36</u>	<u>356.86</u>
<u>TRANSFERS TO OTHER FUNDS:</u>						
Electric Fund	33	33	33	33.00	33.00	33.00
Waterworks Fund	71	71	71	71.00	71.00	71.00
Equipment Replacement Rental Fund	8	8	8	8.00	8.00	8.00
Grants Fund	-	-	-	0.50	0.50	0.50
Economic Diversification Fund	3	4	4	3.00	3.50	3.50
	<u>115</u>	<u>116</u>	<u>116</u>	<u>115.50</u>	<u>116.00</u>	<u>116.00</u>
TOTAL NET GENERAL FUND	<u>298</u>	<u>301</u>	<u>300</u>	<u>240.86</u>	<u>241.36</u>	<u>240.86</u>

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Statistical  
Information

CITY OF OAK RIDGE, TENNESSEE  
GENERAL FUND EXPENDITURES/TRANSFERS AND REVENUES/FINANCING SOURCES  
Last Ten Years

	FY 1991	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	% Increase Last Ten Years
<b>MUNICIPAL EXPENDITURES</b>											
General Government	405,342	440,030	471,944	441,312	488,139	466,124	457,861	502,345	599,052	621,635	53.4%
Administration	568,652	594,152	621,674	608,196	599,578	513,660	578,292	572,739	596,527	645,426	13.5%
Police	2,241,139	2,436,952	2,532,424	2,606,062	2,925,282	2,966,982	3,062,511	3,573,746	3,756,265	3,949,928	76.2%
Fire	1,939,176	2,052,734	2,139,668	2,225,129	2,458,452	2,521,393	2,623,719	2,757,054	2,837,650	3,096,154	59.7%
Public Works	953,771	1,062,428	1,135,132	1,224,708	1,195,325	1,195,921	1,392,038	1,324,769	1,459,623	1,558,523	63.4%
Community Development	340,955	353,965	383,852	376,282	417,851	407,773	438,597	364,263	407,996	434,284	27.4%
Recreation and Parks	1,261,072	1,448,677	1,493,401	1,476,245	1,559,124	1,545,969	1,650,805	1,749,852	1,801,148	1,951,341	54.7%
Library	634,029	664,866	720,283	741,504	778,709	787,706	788,970	835,928	892,926	984,557	55.3%
Economic Development	66,039	108,952	156,136	213,817	165,542	184,303	108,736	264,174	375,323	182,734	176.7%
<b>Total Municipal Expenditures</b>	<b>8,410,175</b>	<b>9,162,756</b>	<b>9,654,514</b>	<b>9,913,255</b>	<b>10,588,002</b>	<b>10,589,831</b>	<b>11,101,529</b>	<b>11,944,870</b>	<b>12,726,510</b>	<b>13,424,582</b>	<b>59.6%</b>

**OPERATING TRANSFERS:**

Agencies	29,917	29,917	46,153	39,112	26,650	0	0	0	73,000	0	-100.0%
Debt Service Fund	544,991	896,703	1,022,005	1,452,932	732,248	993,694	2,217,431	3,114,066	3,243,261	3,903,938	616.3%
Solid Waste Fund	765,611	812,800	867,635	895,198	928,956	928,760	1,492,100	1,560,000	904,369	891,849	16.5%
State Street Aid Fund	0	0	0	0	0	0	60,000	249,000	310,000	395,000	100.0%
School Operations	5,941,964	7,280,432	7,150,699	7,493,354	7,888,895	8,145,544	8,393,820	8,433,558	8,605,065	8,830,065	48.6%
School Debt Service	920,055	927,770	933,399	369,138	331,432	0	0	0	0	0	-100.0%
Economic Diversification Fund	0	0	0	0	0	0	0	0	0	605,519	100.0%
Capital Projects Fund	0	0	0	0	0	0	0	500,000	0	0	0.0%
<b>Total Operating Transfers</b>	<b>8,202,538</b>	<b>9,947,622</b>	<b>10,019,891</b>	<b>10,249,734</b>	<b>9,908,181</b>	<b>10,067,998</b>	<b>12,163,351</b>	<b>13,856,624</b>	<b>13,135,695</b>	<b>14,626,371</b>	<b>78.3%</b>
<b>Total Expenditures/Transfers</b>	<b>16,612,713</b>	<b>19,110,378</b>	<b>19,674,405</b>	<b>20,162,989</b>	<b>20,496,183</b>	<b>20,657,829</b>	<b>23,264,880</b>	<b>25,801,494</b>	<b>25,862,205</b>	<b>28,050,953</b>	<b>68.9%</b>

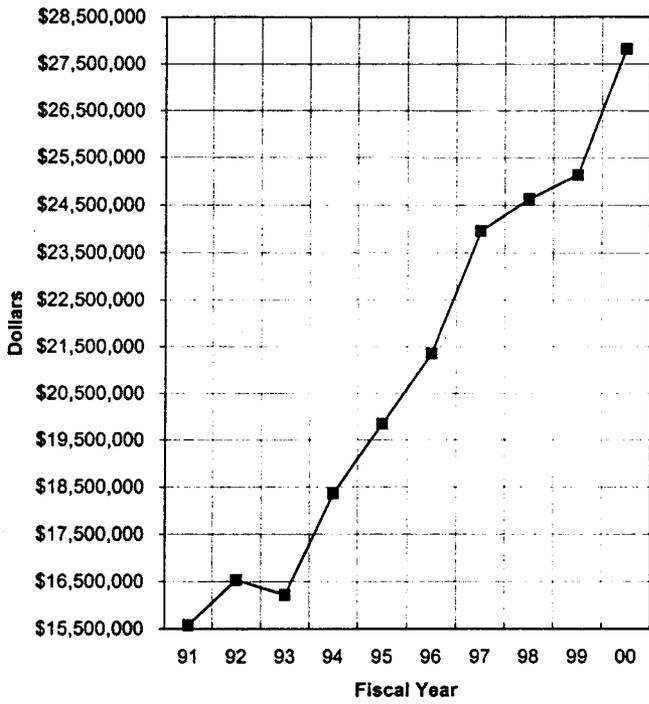
**REVENUES:**

Licenses and Permits	158,704	181,856	177,510	199,019	182,436	155,618	116,750	143,627	141,617	251,324	57.4%
Intergovernmental	6,368,837	6,892,157	7,093,082	7,589,044	7,994,725	8,570,787	8,451,242	8,295,176	8,074,301	8,451,752	32.7%
Property Taxes	5,220,803	6,001,508	5,985,262	7,673,598	8,436,540	8,927,340	10,222,382	10,943,356	11,573,489	13,300,963	154.8%
Business Taxes	1,433,410	1,541,964	1,602,927	1,608,703	1,686,739	1,754,285	1,754,269	1,747,801	1,855,266	1,801,686	25.7%
Charges for Services	411,983	451,011	429,316	458,169	562,145	541,337	1,447,345	1,466,153	1,450,254	1,366,592	231.7%
Fines and Forfeitures	228,655	263,355	257,327	252,436	294,394	377,451	328,081	371,023	410,361	301,216	31.7%
Other	1,757,745	1,204,689	676,051	580,148	691,416	855,600	895,287	866,876	836,911	1,442,300	-17.9%
In-Lieu-of-Tax Payment - DOE	0	0	0	0	0	167,845	742,585	793,447	789,395	902,644	100.0%
<b>Total Current Revenues</b>	<b>15,581,137</b>	<b>16,536,540</b>	<b>16,221,475</b>	<b>18,361,117</b>	<b>19,848,395</b>	<b>21,350,263</b>	<b>23,955,941</b>	<b>24,627,459</b>	<b>25,131,594</b>	<b>27,818,477</b>	<b>78.5%</b>
<b>Fund Balance Appropriation</b>	<b>1,031,576</b>	<b>2,573,838</b>	<b>3,452,930</b>	<b>1,801,872</b>	<b>647,788</b>	<b>0</b>	<b>0</b>	<b>1,174,035</b>	<b>730,611</b>	<b>232,476</b>	<b>-77.5%</b>
<b>Total Revenues</b>	<b>16,612,713</b>	<b>19,110,378</b>	<b>19,674,405</b>	<b>20,162,989</b>	<b>20,496,183</b>	<b>21,350,263</b>	<b>23,955,941</b>	<b>25,801,494</b>	<b>25,862,205</b>	<b>28,050,953</b>	<b>68.9%</b>

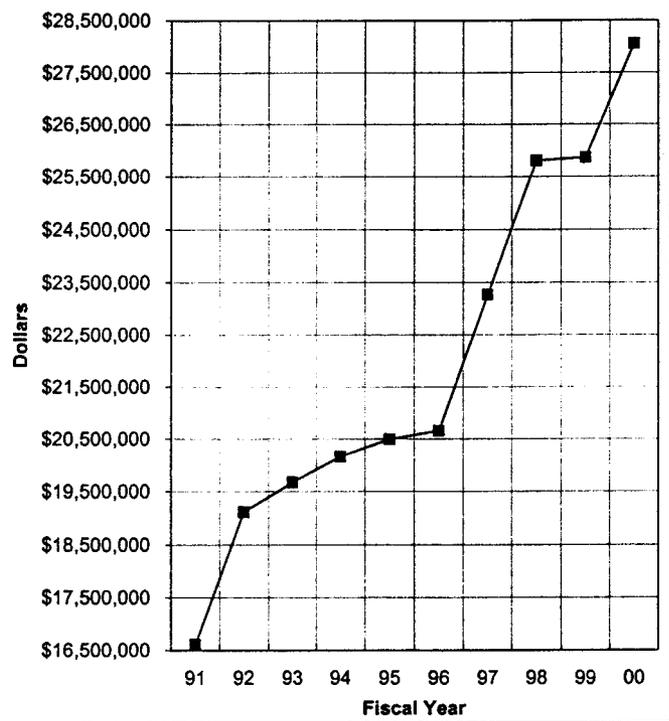
**EXPENDITURES FOR MUNICIPAL OPERATIONS COMPARED TO THE RATE OF INFLATION:**

- Applicable Consumer Price Index, All Urban Consumers, All Items	136.0	140.2	144.4	148.0	152.5	156.7	160.3	163	166.2	172.3	26.7%
- Percentage Inflation Increase from Previous Year	4.7%	3.1%	3.0%	2.5%	3.0%	2.8%	2.3%	1.7%	2.0%	3.7%	28.8%
- Percentage Increase in Municipal Expenditures and Solid Waste Transfer	4.4%	8.7%	5.5%	2.7%	6.6%	0.0%	9.3%	7.2%	0.9%	5.0%	56.0%

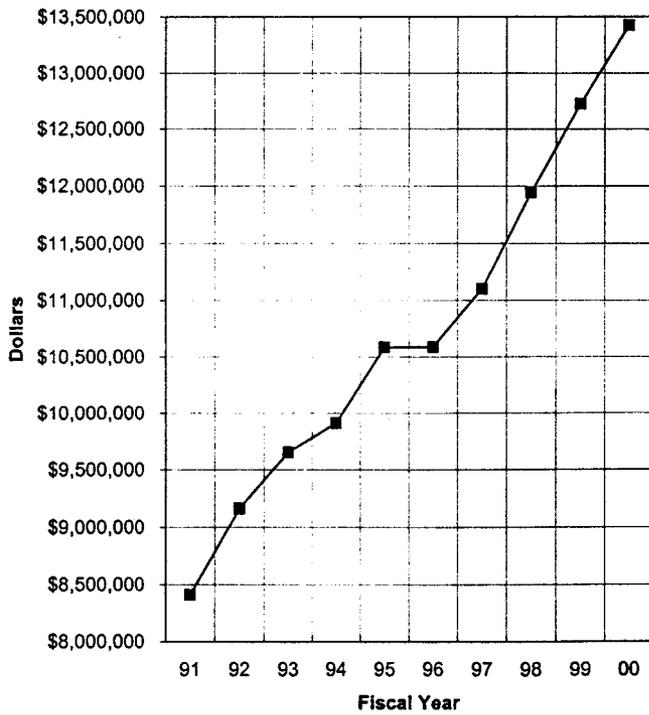
**General Fund Revenues  
Last Ten Years**



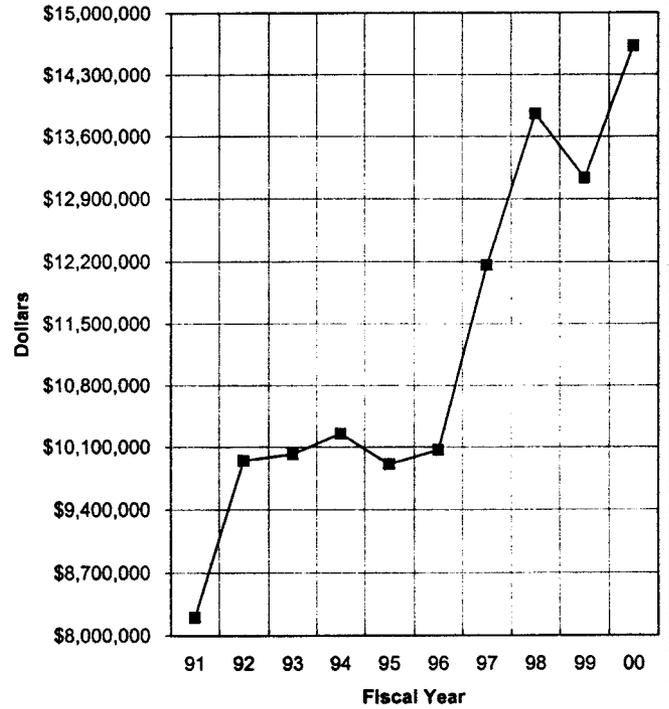
**General Fund Expenditures/Transfers  
Last Ten Years**



**General Fund Municipal Expenditures  
Last Ten Years**



**General Fund Operating Transfers  
Last Ten Years**



**CITY OF OAK RIDGE, TENNESSEE**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percentage of Levy Collected	Delinquent Tax Collections (1)	Total Tax Collections	Total Collections as Percentage of Tax Levy	Outstanding Delinquent Taxes (2)	Outstanding Delinquent Taxes as Percentage of Tax Levy
1991	\$ 4,586,591	\$ 4,276,092	93%	\$ 43,509	\$ 4,319,601	94%	\$ 351,658	8%
1992	5,372,402	5,177,470	96%	270,764	5,448,234	101%	275,827	5%
1993	5,596,798	5,494,117	98%	109,656	5,603,773	100%	144,054	3%
1994	6,751,192	6,657,080	99%	75,429	6,732,509	100%	68,625	1%
1995	7,608,640	7,501,655	99%	177,362	7,679,017	101%	82,484	1%
1996	8,123,777	7,994,789	98%	79,855	8,074,644	99%	96,556	1%
1997	9,311,579	9,112,842	98%	96,972	9,209,814	99%	128,572	1%
1998	9,891,970	9,684,743	98%	163,498	9,848,241	100%	170,779	2%
1999	10,484,535	10,245,066	98%	177,715	10,422,781	99%	208,636	2%
2000	11,710,850	11,283,542	96%	156,992	11,440,534	98%	272,653	2%

**Note:**

(1) Each amount includes collections for any prior year's delinquent taxes received in the year presented.

(2) Delinquent real property taxes through fiscal year 1995 have been filed with the applicable county Clerk and Master as a delinquent tax lien.

**CITY OF OAK RIDGE, TENNESSEE**  
**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**  
**LAST TEN FISCAL YEARS**

Fiscal Year	Real Property		Personal Property		Public Utility Property		Total		Ratio of Total Assessed to Total Estimated Actual Value
	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	Assessed Value (1)	Estimated Actual Value	
1991	\$ 212,408,040	\$ 715,477,300	\$ 22,442,070	\$ 74,806,746	\$ 13,073,084	\$ 23,769,242	\$ 247,923,194	\$ 814,053,288	30%
1992	227,381,709	762,954,761	19,307,507	64,358,357	11,599,345	21,089,719	258,288,561	848,402,837	30%
1993	328,430,851 (2)	1,094,783,757 (2)	26,530,244 (2)	88,434,004 (2)	15,687,809 (2)	28,523,293 (2)	370,648,904 (2)	1,211,741,054 (2)	31%
1994	341,522,144	1,136,311,163	32,617,179	108,723,814	16,102,906	29,278,011	390,242,229	1,274,312,988	31%
1995	351,725,682	1,167,707,212	33,274,114	110,913,528	15,453,574	28,097,407	400,453,370	1,306,718,147	31%
1996	361,427,703	1,201,690,700	32,524,330	108,414,433	16,339,725	29,708,590	410,291,758	1,339,813,723	31%
1997	369,397,050	1,225,056,500	36,707,763	122,359,210	19,080,767	34,692,304	425,185,580	1,382,108,014	31%
1998	371,299,256	1,234,949,502	39,346,941	131,172,126	12,087,566 (3)	21,977,393 (3)	422,733,763	1,388,099,021	30%
1999	439,574,710 (2)	1,488,553,300 (2)	46,459,688 (2)	154,865,627 (2)	15,617,983 (2)	28,396,333 (2)	501,652,381 (2)	1,671,815,260 (2)	30%
2000	443,329,438	1,491,097,145	48,111,477	160,371,590	15,549,682	28,272,151	506,990,597	1,679,740,886	30%

Notes:

- (1) Overall assessment ratios and effective rates for 1973 and thereafter are weighted averages due to varying constitutional assessment ratios which became effective statewide January 1, 1973. Assessment ratios are Residential Property, Real at 25 percent with all bank accounts and \$7,500 of all other items in the hands of a taxpayer exempt; Commercial and Industrial - Real at 40 percent and Personal at 30 percent except that the Personal Property of eligible Banks is 40 percent; Public Utilities (excluding Railroads and Telecommunications) - All Property both Real and Personal at 55 percent; Railroads and Telecommunications - Real and Personal at 40 percent.
- (2) All properties were reappraised in tax year 1992 (fiscal year 1993) and 1998 (fiscal year 1999).
- (3) The assessed value for Public Utility properties declined in fiscal 1998 due to a statewide court awarded reduction in the assessment ratio from 55 percent to 40 percent for specific public utilities. Additionally, after several years of appeals, the final determination of value for Bellsouth properties resulted in a reduced assessment for those properties, both in the City and statewide.

**CITY OF OAK RIDGE, TENNESSEE**

**RATIO OF NET GENERAL OBLIGATION DEBT (1)  
TO ASSESSED VALUE AND NET GENERAL OBLIGATION DEBT PER CAPITA**

**LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>Population*</u>	<u>Assessed Value</u>	<u>General Obligation (1) Debt</u>	<u>Debt Service Monies Available</u>	<u>Net General Obligation Debt</u>	<u>Ratio of Net General Obligation Debt to Assessed Value</u>	<u>Net General Obligation Debt Per Capita</u>
1991	27,310	\$ 247,923,194	\$ 20,436,690	\$ 826,497	\$ 19,610,193	7.91%	\$ 718
1992	27,310	258,288,561	19,453,169	555,290	18,897,879	7.32%	692
1993	27,310	370,648,904 (2)	19,274,648	284,790	18,989,858	5.12%	695
1994	27,310	390,242,229	18,816,127	138,255	18,677,872	4.79%	684
1995	27,310	400,453,370	30,362,606	2,194	30,360,412	7.58%	1112
1996	27,310	410,291,758	29,996,636	18,139	29,978,497	7.31%	1,098
1997	27,310	425,185,580	44,936,930	21,492	44,915,438	10.56%	1,645
1998	27,310	422,733,763	45,987,130	30,008	45,957,122	10.87%	1,683
1999	27,310	501,652,381 (2)	47,167,927	9,761	47,158,166	9.40%	1,727
2000	27,310	506,990,597	55,766,665	41,667	55,724,998	10.99%	2,040

\*Source: U.S. Census

(1) This excludes general obligation debt in which debt service is to be funded through an Enterprise Fund.

(2) The assessed value reflects a reappraisal of real property.

**CITY OF OAK RIDGE, TENNESSEE  
LONG-TERM INDEBTEDNESS AND DEBT RATIOS  
FOR THE LAST FIVE FISCAL YEARS**

	1996	1997	1998	1999	2000
<b><u>INDEBTEDNESS</u></b>					
<b>GENERAL OBLIGATION DEBT:</b>					
General Obligation Bonds	\$ 27,235,000	\$ 42,490,000	\$ 41,535,000	\$ 40,520,000	\$ 48,890,000
Capital Outlay Notes	1,513,837	1,198,936	880,966	559,774	235,199
Tennessee Municipal Bond Fund Loan	1,247,799	1,247,994	1,229,814	1,210,369	1,189,558
TN-LOANS	-	-	1,937,848	2,495,438	3,213,000
Tennessee Municipal Bond Fund Equipment Loan	-	-	-	2,026,681	1,934,027
Capital Leases	-	-	403,502	355,665	304,881
<b>TOTAL GENERAL OBLIGATION DEBT</b>	<b>\$ 29,996,636</b>	<b>\$ 44,936,930</b>	<b>\$ 45,987,130</b>	<b>\$ 47,167,927</b>	<b>\$ 55,766,665</b>
<b>REVENUE SUPPORTED DEBT:</b>					
Waterworks Fund TLDA Bonds and Notes	\$ 2,186,392	\$ 1,693,707	\$ 1,154,710	\$ 564,283	\$ 142,230
Waterworks Fund Tennessee Municipal Bond Fund Loan	4,039,065	6,152,006	6,062,386	5,966,531	5,863,942
Waterworks Fund TN-LOANS	-	-	2,089,651	2,432,000	2,432,000
Waterworks Fund State Revolving Program Loan	-	-	-	932,727	7,152,603
Golf Course Fund Notes	6,200,000	6,200,000	6,100,000	7,205,000	7,130,000
Electric Fund Bonds	21,760,032	12,520,016	12,045,000	11,565,000	15,060,000
Electric TN-LOANS	-	-	2,627,514	3,000,000	2,905,000
<b>TOTAL REVENUE SUPPORTED DEBT</b>	<b>\$ 34,185,489</b>	<b>\$ 26,565,729</b>	<b>\$ 30,079,261</b>	<b>\$ 31,665,541</b>	<b>\$ 40,685,775</b>
<b>TOTAL LONG-TERM DEBT</b>	<b>\$ 64,182,125</b>	<b>\$ 71,502,659</b>	<b>\$ 76,066,391</b>	<b>\$ 78,833,468</b>	<b>\$ 96,452,440</b>
Less: Debt Service Fund	(18,139)	(21,492)	(30,008)	(9,761)	(41,667)
Less: Revenue Supported	(34,185,489)	(26,565,729)	(30,079,261)	(31,665,541)	(40,685,775)
<b>NET GENERAL OBLIGATION DEBT</b>	<b>\$ 29,978,497</b>	<b>\$ 44,915,438</b>	<b>\$ 45,957,122</b>	<b>\$ 47,158,166</b>	<b>\$ 55,724,998</b>
<b>OVERLAPPING DEBT - (1)</b>	<b>10,783,614</b>	<b>10,274,457</b>	<b>10,583,669</b>	<b>9,814,754</b>	<b>10,358,037</b>
<b>NET GENERAL OBLIGATION &amp; OVERLAPPING DEBT</b>	<b>\$ 40,762,111</b>	<b>\$ 55,189,895</b>	<b>\$ 56,540,791</b>	<b>\$ 56,972,920</b>	<b>\$ 66,083,035</b>
<b><u>TOTAL PROPERTY TAXES</u></b>					
Actual Value	\$ 1,472,322,773	\$ 1,607,102,342	\$ 1,614,068,629	\$ 1,671,815,260	\$ 1,679,740,886
Appraised Value	1,339,813,723	1,382,108,014	1,388,099,021	1,671,815,260	1,679,740,886
Assessed Value	410,291,758	425,185,580	422,733,763	501,652,381	506,990,597

(Continued)

**CITY OF OAK RIDGE, TENNESSEE  
LONG-TERM INDEBTEDNESS AND DEBT RATIOS  
FOR THE LAST FIVE FISCAL YEARS**

<u>DEBT RATIOS</u>	1996	1997	1998	1999	2000
TOTAL LONG TERM DEBT to Actual Value	4.36%	4.45%	4.71%	4.72%	5.74%
TOTAL LONG TERM DEBT to Appraised Value	4.79%	5.17%	5.48%	4.72%	5.74%
TOTAL LONG TERM DEBT to Assessed Value	15.64%	16.82%	17.99%	15.71%	19.02%
NET GENERAL OBLIGATION DEBT to Actual Value	2.04%	2.79%	2.85%	2.82%	3.32%
NET GENERAL OBLIGATION DEBT to Appraised Value	2.24%	3.25%	3.31%	2.82%	3.32%
NET GENERAL OBLIGATION DEBT to Assessed Value	7.31%	10.56%	10.87%	9.40%	10.99%
OVERLAPPING DEBT to Actual Value	0.73%	0.64%	0.66%	0.59%	0.62%
OVERLAPPING DEBT to Appraised Value	0.80%	0.74%	0.76%	0.59%	0.62%
OVERLAPPING DEBT to Assessed Value	2.63%	2.42%	2.50%	1.96%	2.04%
NET GENERAL OBLIGATION & OVERLAPPING DEBT to Actual Value	2.77%	3.43%	3.50%	3.41%	3.93%
NET GENERAL OBLIGATION & OVERLAPPING DEBT to Appraised Value	3.04%	3.99%	4.07%	3.41%	3.93%
NET GENERAL OBLIGATION & OVERLAPPING DEBT to Assessed Value	9.93%	12.98%	13.38%	11.36%	13.03%
<u>PER CAPITA RATIOS</u>					
POPULATION (2)	27,310	27,310	27,310	27,310	27,310
PER CAPITA PERSONAL INCOME (3)	\$ 22,292	\$ 22,130	\$ 24,337	\$ 24,337	\$ 24,337
Actual Value to POPULATION	\$ 53,911	\$ 58,847	\$ 59,102	\$ 61,216	\$ 61,506
Assessed Value to POPULATION	\$ 15,023	\$ 15,569	\$ 15,479	\$ 18,369	\$ 18,564
TOTAL LONG TERM DEBT to POPULATION	\$ 2,350	\$ 2,618	\$ 2,785	\$ 2,887	\$ 3,532
NET GENERAL OBLIGATION DEBT to POPULATION	\$ 1,098	\$ 1,645	\$ 1,683	\$ 1,727	\$ 2,040
OVERLAPPING DEBT to POPULATION	\$ 395	\$ 376	\$ 388	\$ 359	\$ 379
NET GENERAL OBLIGATION & OVERLAPPING DEBT to POPULATION	\$ 1,493	\$ 2,021	\$ 2,070	\$ 2,086	\$ 2,420
Total Long-Term Debt Per Capita as a percent of PER CAPITA PERSONAL INCOME	10.54%	11.83%	11.44%	11.86%	14.51%
NET GENERAL OBLIGATION DEBT Per Capita as a % of PER CAPITA PERSONAL INCOME	4.92%	7.43%	6.91%	7.10%	8.38%
OVERLAPPING DEBT Per Capita as a % of PER CAPITA PERSONAL INCOME	1.77%	1.70%	1.59%	1.48%	1.56%
NET GENERAL OBLIGATION & OVERLAPPING DEBT Per Capita as a % of PER CAPITA PERSONAL INCOME	6.70%	9.13%	8.51%	8.57%	9.94%

(1) OVERLAPPING DEBT includes that portion of debt for those portions of Anderson and Roane Counties located within the City boundaries.

(2) Per Capita computations are based upon population data according to the 1990 U.S. Census.

(3) PER CAPITA PERSONAL INCOME is based upon most current data available from the U.S. Department of Commerce for Anderson County.

**CITY OF OAK RIDGE, TENNESSEE**  
**COMPUTATION OF LEGAL DEBT MARGIN**

June 30, 2000

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Appraised Value	\$ <u>1,679,740,886</u>
Debt Limit 10 Percent of Appraised Value	\$ <u>167,974,089</u>
Less Debt Applicable to Debt Limit:	
GO Refunding Bonds, Series 1992	9,055,000
GO Refunding Bonds, Series 1993	3,600,000
GO Refunding Bonds, Series 1994	150,000
GO School Bonds, Series 1995	10,635,000
GO Public Improvement Bonds, Series 1996	15,450,000
GO Refunding Bonds, Series 2000	10,000,000
TMBF Loan, 1994	7,053,500
School Energy Loan	235,199
Golf Course Fund Series 1998	7,130,000
TN-LOANS, 1998	8,550,000
State Revolving Program Loan	7,152,603
TMBF Equipment Loan, 1998	<u>1,934,027</u>
Total General Obligation Debt (1)	<u>80,945,329</u>
Legal Debt Margin	\$ <u>87,028,760</u>

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Note: Limitation on Borrowing Power: Home Rule Charter - Article IV, Section 12.

"The total amount of bonds or other evidence of indebtedness secured by the full faith and credit of the City that shall be outstanding at any one time shall not exceed 10% of the total appraised valuation of all real estate lying within the city limits."

- (1) Not listed above is authorized and available lines of credit of \$9,817,397 through the State Revolving Loan Program for future wastewater projects and \$184,580 from the TMBF for computer equipment purchases.
- (2) The above includes debt that is scheduled to be funded through the revenues of a Proprietary Fund, but is legally secured by the full faith and credit of the City.

**CITY OF OAK RIDGE, TENNESSEE**

**REVENUE BOND COVERAGE  
ELECTRIC SYSTEM BONDS**

**LAST TEN FISCAL YEARS**

Fiscal Year	Gross Revenues (1)	Operating Expenses (2)	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage Ratio
				Principal	Interest	Total	
1991	\$ 22,349,161	\$ 21,543,365	\$ 805,796	\$ 90,000	\$ 226,978	\$ 316,978	2.54
1992	23,239,408	22,515,711	723,697	95,000	230,672	325,672	2.22
1993	24,628,922	23,351,800	1,277,122	100,000	224,782	324,782	3.93
1994	26,336,296	24,315,416	2,020,880	200,000	266,640	466,640	4.33
1995	25,883,506	23,831,585	2,051,921	205,000	311,168	516,168	3.98
1996	28,554,493	25,758,587	2,795,906	215,000	774,274	989,274	2.83
1997	27,576,939	25,622,088	1,954,851	225,000	732,621	957,621	2.04
1998	30,171,408	27,718,138	2,453,270	460,000	701,162	1,161,162	2.11
1999	30,317,007	27,773,119	2,543,888	480,000	740,858	1,220,858	2.08
2000	30,654,173	28,784,333	1,869,840	600,000	767,181	1,367,181	1.37

NOTE:

- (1) Includes operating and nonoperating revenues.
- (2) Total operating expenses exclusive of depreciation.

**CITY OF OAK RIDGE, TENNESSEE**  
**PRINCIPAL TAXPAYERS**  
**TAX YEAR 1999**  
**(FOR FISCAL YEAR 2000)**

Taxpayer	Type of Business	1999 Assessed Valuation	Percentage of Total Assessed Valuation
Boeing Tennessee Inc.	Manufacturing and Engineering	\$ 16,126,212	3.18%
Crown America	Shopping Mall/Misc. Development	15,874,824	3.13%
BellSouth	Communications	12,256,863	2.42%
Oak Ridge Corp Partners	Office Complex	10,077,560	1.99%
Methodist Medical Center of Oak Ridge	Health Services	9,183,363	1.81%
Southern Management Development	Apartment Complexes	7,708,617	1.52%
International Environmental Resources (AKA Manufacturing Sciences)	Environmental Services	6,601,566	1.30%
Scientific Ecology Group (AKA GTS Duratek)	Environmental Services	5,776,899	1.14%
Richard Chinn	Entrepreneur	4,081,057	0.80%
Seward Norris Construction (AKA Rivers Run & Castlewood)	Real Estate Developer	<u>3,444,007</u>	<u>0.68%</u>
<b>TOTAL</b>		<b><u>\$ 91,130,968</u></b>	<b><u>17.97%</u></b>

\*Does not include in-lieu of tax payments.

**CITY OF OAK RIDGE, TENNESSEE**  
**TEN LARGEST ELECTRIC CUSTOMERS**  
**For the Fiscal Year Ending June 30, 2000**

<u>Customer</u>	<u>Annual Demand</u>	<u>Annual Kwh Usage</u>	<u>Annual Sales Dollars</u>	<u>Percentage Of Total Sales</u>
City of Oak Ridge	33,151	17,776,644	\$ 1,531,443	5.11%
Scientific Ecology Group (SEG) (AKA GTS Duratek)	(1)	34,680,330	1,298,505	4.33%
Boeing	(1)	28,246,012	1,214,343	4.05%
Methodist Medical Center	41,031	18,994,024	1,062,779	3.54%
Oak Ridge Board Of Education	34,911	11,776,362	754,236	2.52%
BNFL Inc.	26,246	12,819,101	700,064	2.33%
International Environmental Resources (AKA Manufacturing Sciences)	25,037	11,746,720	650,511	2.17%
US Department of Energy	20,181	9,152,910	516,743	1.72%
Perkinelmer Instruments	15,908	8,925,365	462,187	1.54%
UT-Battelle LLC	16,212	8,210,258	<u>445,548</u>	<u>1.49%</u>
Total			<u>\$ 8,636,359</u>	<u>28.80%</u>

(1) This customer is on the ESP program offered through the Tennessee Valley Authority.

**CITY OF OAK RIDGE, TENNESSEE**  
**ELECTRICAL SYSTEM DATA**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2000**

RESIDENTIAL RATE

Energy Charge Per Month: 6.240 cents per kilowatt-hour	Customer Charge: \$5.80 per delivery point per month
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COMMERCIAL RATE

Customers with a demand of less than 50 kilowatts and with energy takings less than 15,000 kilowatt-hours:

Energy Charge per Month: 6.756 cents per kWh per month	Customer Charge: \$15.00 per delivery point per month
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Customers with a demand of (a) greater than 50 kilowatts but less than 1,000 kilowatts or (b) a demand of less than 50 kilowatts but with energy takings exceeding 15,000 kilowatt-hours:

Demand Charge Per Month: First 50 kilowatt-hours at no demand charge Excess over 50 kilowatts at \$9.94 per kW	Customer Charge: \$30.00 per delivery point per month
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Energy Charge per Month:  
First 15,000 kilowatt-hours at 7.000 cents per kWh  
Additional kilowatt-hours at 3.587 cents per kWh

Customers with demand exceeding 1,000 kilowatts:

Demand Charge Per Month: First 1,000 kilowatts at \$9.41 per kW Next 1,500 kilowatts at \$10.56 per kW Excess over 2,500 kilowatts at \$10.98 per kW	Customer Charge: \$80.00 per delivery point per month
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Energy Charge Per Month:  
3.665 cents per kilowatt-hour

Note: Bills on all above rates are subject to certain adjustments. The above rates are net, the gross rates being 5 percent higher.

**CITY OF OAK RIDGE, TENNESSEE**

**ELECTRICAL SYSTEM DATA  
FOR THE FISCAL YEAR ENDED JUNE 30, 2000**

CLASS OF SERVICE:	<u>Consumers - June</u>		<u>Electric Sales This Year</u>	
	<u>This Year</u>	<u>Last Year</u>	<u>Kilowatt Hours</u>	<u>Amount</u>
Residential	12,700	12,575	160,816,883	\$ 10,323,809
Small lighting and power	1,558	1,497	35,773,657	2,575,037
Large lighting and power	366	333	298,680,961	16,186,499
Street and outdoor lighting	61	60	6,508,082	897,581
Totals	<u>14,685</u>	<u>14,465</u>	<u>501,779,583</u>	<u>\$ 29,982,926</u>

	<u>Purchased Power This Year</u>	
	<u>Kilowatt Hours</u>	<u>Amount</u>
Power billings for the year	<u>519,097,909</u>	<u>\$ 24,190,547</u>

LINE LOSSES AND COST PER KILOWATT-HOUR PURCHASED

Kilowatt-hours purchased (per above)	519,097,909
Kilowatt-hours sold (per above)	<u>501,779,583</u>
Line losses and kilowatt-hours unaccounted for	<u>17,318,326</u>
Percentage of losses and unaccounted for kilowatt-hours to purchases	<u>3.34%</u>
Cost per kilowatt-hour purchases	<u>\$0.0466</u>

OTHER STATISTICS

Miles of electric lines	<u>270.84</u>
Number of regular street lights	<u>5,256</u>
Number of private outdoor lights	<u>1,520</u>

**CITY OF OAK RIDGE, TENNESSEE**

**WASTEWATER TREATMENT SYSTEM DATA  
FOR THE FISCAL YEAR ENDED JUNE 30, 2000**

<u>CLASS OF SERVICE:</u>	<u>Consumers - June</u>		<u>Wastewater Fees</u>
	<u>This Year</u>	<u>Last Year</u>	<u>Fiscal Year 2000</u>
Residential	10,745	10,400	\$ 1,965,600
Commercial	<u>1,407</u>	<u>1,184</u>	<u>2,346,611</u>
Totals	<u>12,152</u>	<u>11,584</u>	\$ <u>4,312,211</u>

WASTEWATER TREATMENT:

Clinch River Industrial Park Plant:	
Capacity daily (gallons)	<u>5,000,000</u>
Treatment during Fiscal Year 2000 (gallons)	<u>1,900,000</u>
West End Plant:	
Capacity daily (gallons)	<u>4,900,000</u>
Treatment during Fiscal Year 2000 (gallons)	<u>1,800,000,000</u>

COLLECTION SYSTEM:

Miles of sewer mains	<u>240.00</u>
----------------------	---------------

WASTEWATER TREATMENT RATE:

Recover of Total Cost:	
First 2,000 gallons per month or any part thereof	\$10.25 flat rate
Next 8,000 gallons per month	\$2.94 per thousand gallons
Next 40,000 gallons per month	\$4.38 per thousand gallons
Next 50,000 gallons per month	\$4.20 per thousand gallons

Minimum Charge per Month

The total wastewater charge shall be no less than \$10.25 per month.

Maximum Charge per Month

The following terms are defined:

- Winter Period - November 2 through May 1.
- Summer Period - May 2 through November 1.

Residential meter readings taken during the Summer Period shall be subject to a maximum monthly charge. The maximum charge shall be computed using the rates in effect applied to the highest monthly meter reading taken during the preceding Winter Period.

The maximum charge set forth herein is not applicable unless a residential customer has maintained water service at the metered location continuously during the preceding Winter Period.

Note: Bills on all above rates are subject to certain adjustments. The above rates are net, the gross rated being 5 percent higher.

**CITY OF OAK RIDGE, TENNESSEE**  
**WATER SYSTEM DATA**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2000**

1. Commodity charge:

First 2,000 gallons or any part thereof	\$ 8.01 per month
Next 8,000 gallons	3.10 per thousand
Next 40,000 gallons	2.77 per thousand
Next 150,000 gallons	2.29 per thousand
Next 800,000 gallons	1.90 per thousand
Next 1,000,000 gallons	1.56 per thousand

United States Department of Energy:

Treated Water	\$ 0.62 per thousand
Raw Water	0.155 per thousand

2. Minimum monthly billings:

For customers using 5/8" or 3/4" meter	\$ 8.01 per month
For customers using 1" or 1-1/4" meter	20.80 per month
For customers using 1-1/2" meter	37.68 per month
For customers using 2" meter	69.67 per month
For customers using 3" meter	117.22 per month
For customers using 4" meter or larger meter	166.68 per month

Note: Bills on all above rates are subject to certain adjustments. The above rates are net; the gross rates being 5 percent higher.

**CITY OF OAK RIDGE, TENNESSEE**  
**WATER SYSTEM DATA**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2000**

CLASS OF SERVICE:	Consumers - June		Water Sales
	This Year	Last Year	Fiscal Year 2000
Residential	10,826	10,667	\$ 2,298,114
Commercial	1,414	1,393	1,316,846
City Of Oak Ridge	1	0	157,297
U.S. Department of Energy (DOE)	1	0	343,541
Public fire protection (fire hydrants)	1	1	40,992
<b>Totals</b>	<b><u>12,243</u></b>	<b><u>12,061</u></b>	<b><u>\$ 4,156,790</u></b>

WATER PURCHASED FOR RESALE

	Water Purchased This Year	
	Gallons (Thousands)	Amount
Water purchased from Department of Energy	1,242,710	\$ 769,376
Water purchased from City of Oak Ridge (Beginning May 1, 2000)	<u>249,787</u>	<u>154,868</u>
<b>Totals</b>	<b><u>1,492,497</u></b>	<b><u>\$ 924,244</u></b>

LINE LOSSES AND COST PER GALLON

Gallons purchased (per above)	1,492,497
Gallons sold	<u>1,104,053</u>
Line losses and gallons unaccounted for	<u>388,444</u>
Percentage of losses and unaccounted for gallons to purchases	<u>26.03%</u>
Cost per thousand gallons purchased	<u>\$0.6191</u>

OTHER STATISTICS

Average daily water consumption (gallons)	<u>4,089,033</u>
Miles of water mains	<u>220.00</u>
Number of fire hydrants	<u>2,450</u>

**CITY OF OAK RIDGE, TENNESSEE**

**DEMOGRAPHIC STATISTICS**

**1980 AND 1990 CENSUS YEAR INFORMATION AND LAST TEN FISCAL YEARS**

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<u>Fiscal Year</u>	<u>(1) Population</u>	<u>(2) Per Capita Income</u>	<u>(2) Median Age</u>	<u>(2) Unemployment Rate</u>	<u>School Enrollment</u>
1980	27,662	\$ 9,244 (1)	35.0 (1)	5.4% (1)	5,274
1990	27,310	17,661 (1)	39.6 (1)	4.9% (1)	4,432
1991	27,310	16,998	(3)	4.9%	4,594
1992	27,310	18,587	(3)	5.7%	4,627
1993	27,310	19,076	(3)	4.9%	4,667
1994	27,310	19,836	(3)	3.9%	4,769
1995	27,310	21,621	(3)	4.0%	4,810
1996	27,310	22,292	(3)	4.8%	4,965
1997	27,310	22,130	(3)	5.6%	4,845
1998	27,310	24,337	(3)	3.6%	4,801
1999	27,310	(3)	(3)	3.6%	4,639
2000	27,310	(3)	(3)	(3)	4,491

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NOTE:

- (1) Source: U. S. Census Bureau. Statistic is for the City of Oak Ridge
- (2) Source: East Tennessee Development District. Statistic is for Anderson County. Information is maintained on a county basis and is unavailable for the City of Oak Ridge as a separate entity in a non-census year. The City comprises approximately 36% of Anderson County.
- (3) Data Not Available.

**CITY OF OAK RIDGE, TENNESSEE**

**OTHER STATISTICAL DATA  
JUNE 30, 2000**

Population (1990 Census)	27,310
Date of incorporation	June 16, 1959
Date of adoption of City Charter	May 5, 1959
Date City took over operations from U. S. Atomic Energy Commission	June 1, 1960
Form of government	Modified City Manager-Council
Number of Council Members (elected at large for a four-year term, staggered so that approximately half of the Council is elected every two years Mayor (Council elects one of their members for a two-year term)	7
City employees (not including schools):	
Regular Full-Time	322
Seasonal Full-Time	33
Temporary Full-Time	2
Regular Part-Time	4
Seasonal Part-Time	7
Temporary Part-Time	<u>23</u>
Total	391
Area of City	92 square miles
Miles of roads and streets:	
Asphalt	184.1
Bituminous	24.52
Miles of sidewalks:	
Asphalt	55.12
Concrete	43.61
ELECTIONS - (June 1, 1999 general election):	
Registered voters	17,481
Number of registered voters voting	4,032
Percentage of registered voters voting	23.06
FIRE PROTECTION:	
Classification	Class 3
Number of stations	3
Number of full-time employees	43
Number of on-call Fire Specialists	6
Number of fire trucks (pumpers and ladder) radio equipped	6
Number of rescue vehicles - radio equipped	2
Number of sedans - radio equipped	3
Number of Fire Specialists' pickup trucks	5
Number of fire hydrants	2,437
Per-capita fire loss	\$18.51

(continued)

**CITY OF OAK RIDGE, TENNESSEE**

(Cont.)

**OTHER STATISTICAL DATA  
JUNE 30, 2000**

**POLICE PROTECTION:**

Number of stations	1
Number of employees:	
Police Officers	59
Records and support personnel	4
Emergency dispatchers	8
Animal Control Officers	3
School crossing guards (part-time)	2
Criminal offenses:	
Serious	1,930
Minor	12,500
Total calls for service	36,800
Number of vehicles:	
Marked	19
Unmarked	6
Animal control	2
Other	9

**EDUCATION - PUBLIC SCHOOL SYSTEM:**

	<u>Number</u>	<u>ADM</u>	<u>ADA</u>	<u>Teacher - Pupil Ratio</u>
Senior High (Grades 9, through 12)	1	1,451	1,363	1 to 15.30
Middle High (Grades 5 through 8)	2	1,425	1,361	1 to 13.00
Elementary Schools (Grade K through 4)	4	1,618	1,547	1 to 13.50
Other (special education)		<u>65</u>	<u>60</u>	
Total Students		<u>4,559</u>	<u>4,331</u>	
Certified Staff	391			
Non-certified Personnel	267			
Total Personnel	<u>658</u>			

**RECREATION:**

Parks (total acres)	2,237
Number developed	12
Number undeveloped	2
Number of playground (summer)	1
Number of swimming pools	2
Number of tennis courts	22
Number of baseball parks	5
Number of softball parks	6
Number of gymnasiums	1
Number of golf courses	2
Number of soccer fields	9
Number of marina slips	30

**UTILITIES:**

Electric -	City-owned (statements and statistics are included in this report).
Water -	City-owned (statements and statistics are included in this report).
Sewer -	City-owned (statements and statistics are included in this report).
Gas -	Natural gas system owned and operated by the Oak Ridge Utility District.
Telephone -	Oak Ridge is served by South Central Bell Telephone Company.
Railroads -	Oak Ridge is served by two railroads - Seaboard System and Southern (freight only).
Airports -	Limousine service to McGhee-Tyson Airport at Knoxville (45 minute drive).

**CITY OF OAK RIDGE, TENNESSEE**

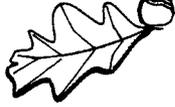
**MAJOR EMPLOYERS\***

<u>FIRM NAME</u>	<u>PRODUCT</u>	<u>EMPLOYMENT</u>
<u>Major DOE Subcontractors:</u>		
UT- Battelle	National Security	4,500
BWXT Y-12	National Security	4,300
BNFL, Inc.	Decontamination/Decommissioning	900
Bechtel Jacobs Co. LLC	Environmental Management	652
<u>Other Employers:</u>		
Methodist Medical Center	Health Care	1,250
Science Applications, Int'l. Corp.	IT Research & Engineering	867
ClientLogic	Customer & Technical Service	777
Boeing Defense & Space	Aerospace Component Management	760
Oak Ridge Schools	Public School System	700
Oak Ridge Associated Universities	Research & Development	430
City of Oak Ridge	City Government	416
GTS Duratek	Resource Recovery	375
Coors Tech	Technical Materials	315
PerkinElmer	Instruments	300
American Technologies	Environmental Redemption	300
Bechtel Environmental	Environmental Management	250
Manufacturing Sciences	Metal Rolling & Fabricating	260
Jacobs Engineering	Environmental Management	200
IPIX	Digital Imaging	162
DPRA	Information Management	177

\* Compiled by the Oak Ridge Chamber of Commerce 2/01.



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Glossary

## GLOSSARY

**Accrual Accounting:** A basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred as opposed to when cash is actually received or spent. For example, in accrual accounting, a revenue which was earned between April 1 and June 30, but for which payment was not received until July 10, is recorded as a revenue of June rather than July.

**Activity:** A specific and distinguishable unit of work or service performed, such as Fire Fighting (#923).

**Appropriation:** An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

**Appropriations Ordinance:** The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes.

**Budget:** A financial plan for a specified period of time (fiscal year) that balances projected revenues and fund balance appropriations to estimated service expenditures and operating transfer obligations.

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

**Capital Improvements Budget:** Appropriation of operating funds and bond funds for a capital improvement project. A capital improvement project is a permanent addition to the City's assets and includes design, construction and purchase of land, buildings and facilities.

**Capital Outlay:** Represents expenditures which result in the acquisition or addition to fixed assets including land, buildings, improvements, machinery or equipment. Most equipment or machinery expenditures are included in the General Fund budget and the Equipment Replacement Rental Fund. Capital improvements such as acquisition of land and related construction and engineering fees are included in the Capital Improvements budget.

**Capital Improvement Program:** A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a six-year period.

**Commodities:** Expendable items used by operating activities. Examples include office supplies, repair and replacement parts for equipment, books and gasoline.

**Contractual Services:** Services rendered to City activities by private firms, individuals or other City departments. Examples include utilities, vehicle charges and building maintenance.

**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.

**Encumbrance:** An administrative control under which commitments for the expenditures of money are recorded; thus the money is not available for new expenditure commitments. The use of encumbrances prevents overspending and permits officials to be certain of how much money is available for new commitments.

Enterprise Funds: A proprietary accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds in Oak Ridge are established for services such as electricity, water, and sewer.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. Unless fixed by ordinance, the Charter specifies July 1 to June 30 of the succeeding year as the fiscal year for the entire City government.

Foundations of Excellence: A City of Oak Ridge budgeting guideline whereby annual municipal budget allocations per household in the proposed budget will not exceed current per-household allocations by more than 110 percent of the rate of inflation.

Fund: An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or governmental functions. Eight commonly used fund groups in governmental accounting are: general fund, special revenue funds, debt service funds, capital projects funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

Fund Balance: Refers to the excess of assets over liabilities and is therefore also known as surplus funds. It represents the accumulated residual of revenues over expenditures since the inception of the organization.

General Fund: The principal fund of the City, the General Fund is used to account for all activities not included in other specified funds. General Fund revenue sources include property and business taxes, licenses and permits, intergovernmental revenues, service charges, fines and forfeitures, and other types of revenue. This fund includes most of the basic operating services, such as fire and police protection, library, refuse contract, parks and recreation, public works and general government administration.

Internal Service Fund: Proprietary funds used to account for the furnishing of goods or services by one department or agency to other departments or agencies on a cost-reimbursement basis; for example, the Equipment Replacement Rental Fund.

Object Code: A detailed line item expenditure category, such as Regular Salaries (5110), Office Supplies (5310), or Professional Services (5210).

Operating Budget: The expenditure plan for continuing every-day service programs and activities. In most instances, operating expenditures are made in a single fiscal year. These expenditures include personal services, contractual services, commodities, minor capital outlay and debt service requirements.

Operating Transfers: Amounts transferred from one fund to another. Transfers are not expenditures and must be appropriated for expenditures in the fund receiving the transfer.

Performance Measures: Specific quantitative and qualitative measures of work performed as an objective of the department.

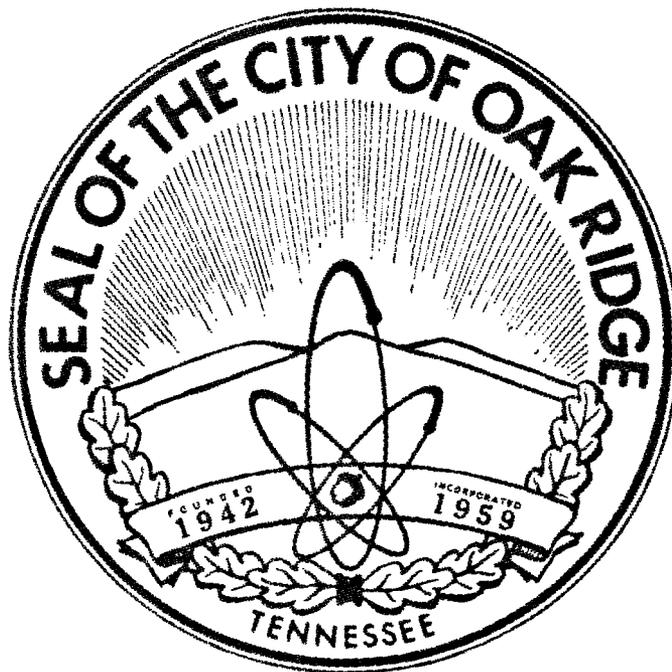
Personal Services: All costs related to compensating employees of the City of Oak Ridge, including salaries, and employee benefit costs such as City contributions for retirement, social security and health insurance.

Retained Earnings: The cumulative earnings since the establishment of the system that generally have been invested in property, plant and equipment or current assets (cash, accounts receivable, and inventory). The balance in Retained Earnings declines as the property depreciates.

Revenue: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Reserved Fund Balance: The portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specified purpose and is available for general appropriation.





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