
The Metropolitan Government of Nashville and Davidson County

RECOMMENDED OPERATING BUDGET FISCAL YEAR 2003

July 1, 2002 - June 30, 2003

Bill Purcell, Mayor
www.nashville.gov





THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

FY 2002-2003 Mayor's Recommended Operating Budget

(July 1, 2002 - June 30, 2003)



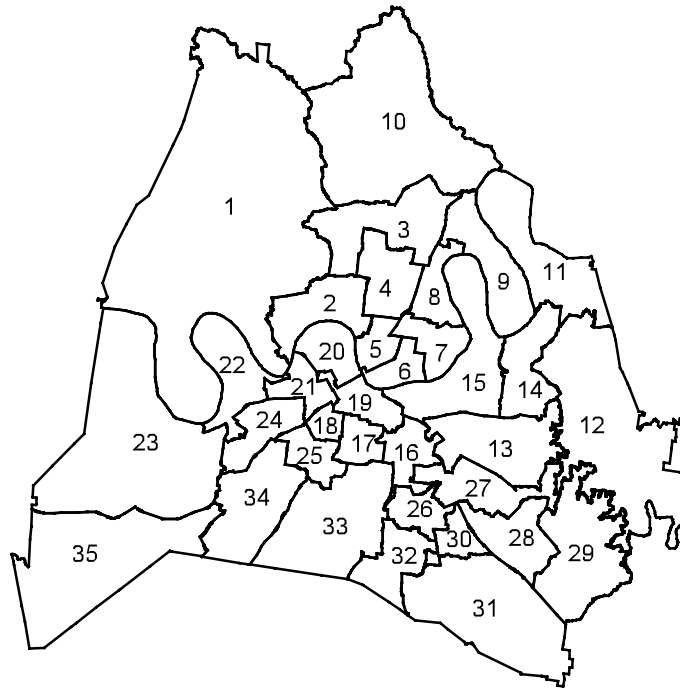
Bill Purcell, Mayor

Howard Gentry, Jr., Council President Pro Tem

Members of the Metropolitan Council:

At Large	David Briley	District #16	Amanda McClendon
At Large	Howard Gentry, Jr.	District #17	Ronnie Greer
At Large	Carolyn Baldwin Tucker	District #18	Ginger Hausser
At Large	Chris Ferrell	District #19	Ludye Wallace
At Large	Leo Waters	District #20	Morris Haddox
District # 1	Brenda Gilmore	District #21	Edward Whitmore
District # 2	Melvin Black	District #22	Norma Hand
District # 3	Ron Nollner	District #23	Bob Bogen
District # 4	Don Majors	District #24	John Summers
District # 5	Lawrence Hall, Jr.	District #25	Jim Shulman
District # 6	Eileen Beehan	District #26	Michelle Arriola
District # 7	Earl Campbell	District #27	Janis Sontany
District # 8	Lawrence Hart	District #28	Jason Alexander
District # 9	James Dillard	District #29	Saletta Holloway
District #10	Bettye Balthrop	District #30	Michael Kerstetter
District #11	Feller Brown	District #31	Don Knoch
District #12	Phil Ponder	District #32	Craig Jenkins
District #13	Tony Derryberry	District #33	Ron Turner
District #14	Bruce Stanley	District #34	Lynn Williams
District #15	J. B. Loring	District #35	Vic Lineweaver

Council Districts



Director of Finance: David Manning
Associate Director: Gene Nolan
Assistant Director, OMB: Talia Lomax-O'dneal

Office of Management and Budget Staff:

Operating Budget Staff:	Bob Boydston	Capital Budget:	Greg McClarin
	Mike Curl	Results Matter:	William Aaron
	James Gray		Jeanne Henry
	Bill Hyden	Cost Accounting:	Herb Majors
	Kellie Morgan	Word Processing:	Darlene Carlton
	Demetra Pulley	Admin. Support:	Shirley Grigsby
	Sandra Ray		Charlotte Boydston
	Bill Tharp	Intern:	Sarah Ettinger
	Judy Tucker		



Fiscal Year 2002-2003 Recommended Operating Budget Book

The Metropolitan Government of Nashville and Davidson County
Department of Finance – Office of Management and Budget
222 Third Avenue North, Suite 550 Nashville, Tennessee 37201-1604
Telephone: (615) 862-6120 Fax: (615) 880-2800 www.nashville.gov



Published in May/June 2002
5 4 3 2 1

Printed on recycled paper.



This book supersedes all similar information previously disseminated by the Office of Management and Budget.

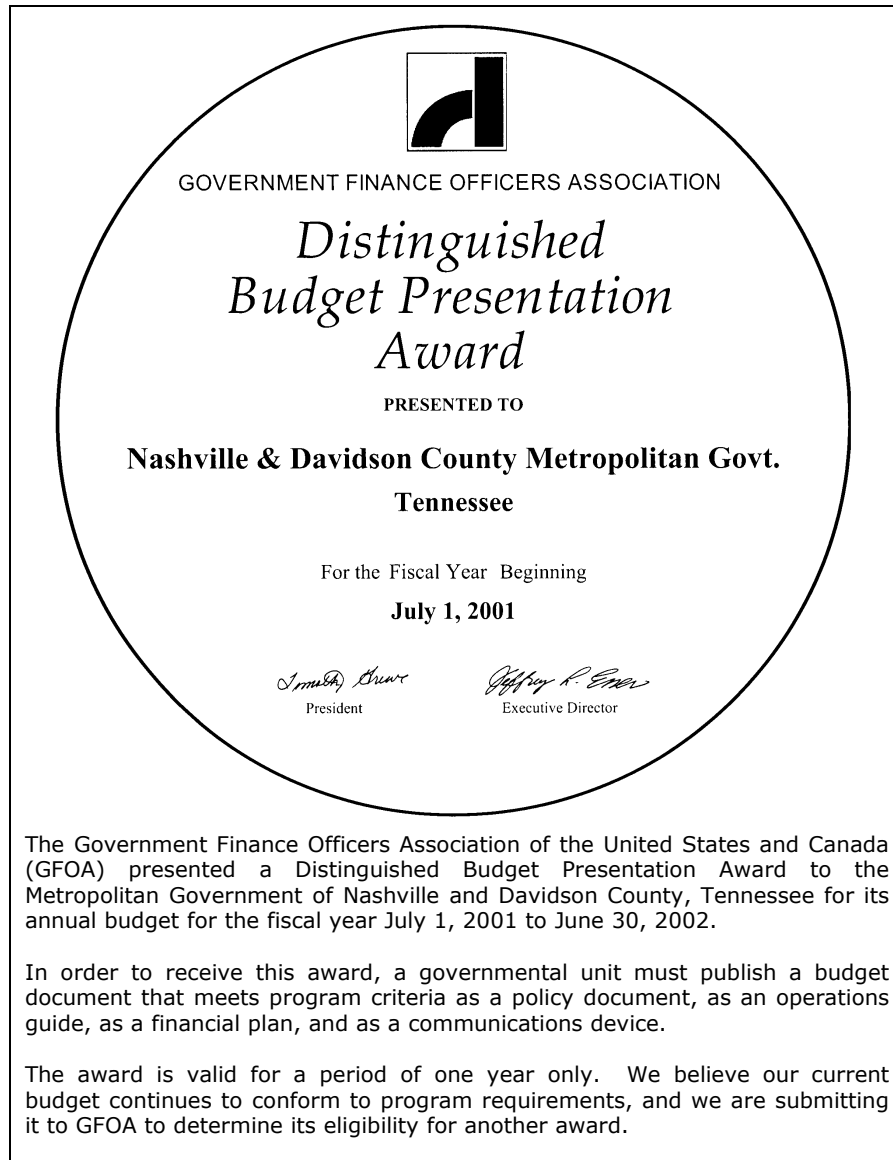
Contents

	<u>Department Number</u>	<u>Page #</u>
GFOA Distinguished Budget Presentation Award		iii
Section A – Executive Summary		
Budget Initiatives (expenditures / appropriations)		A-1
Revenues		A-4
Budget Summary		A-5
Reader’s Guide		A-6
Expenditure object group descriptions used in financial schedules)		A-7
Revenue object group descriptions used in financial schedules)		A-8
Section B – General Government; Fiscal Administration		
Administrative		
Metro Council	02	B-1
Metro Clerk	03	B-7
Executive (Mayor)	04	B-13
Nashville Career Advancement Center (NCAC)	76	B-13
Elections	05	B-26
Law	06	B-33
Planning Commission	07	B-39
Human Resources	08	B-48
Register of Deeds	09	B-55
General Services	10	B-62
Historical Commission	11	B-79
Community Education Alliance	13	B-85
Information Systems	14	B-91
Finance	15	B-101
Assessor of Property	16	B-121
Trustee	17	B-128
County Clerk	18	B-134
Section C – Administration of Justice; Law Enforcement & Care of Prisoners		
District Attorney	19	C-1
Public Defender	21	C-9
Juvenile Court Clerk	22	C-15
Circuit Court Clerk	23	C-21
Criminal Court Clerk	24	C-27
Clerk and Master of the Chancery Court	25	C-33
Juvenile Court	26	C-39
General Sessions Court	27	C-51
State Trial Courts	28	C-62
Justice Information System	29	C-72
Sheriff	30	C-79
Police	31	C-90
Section D – Fire Prevention & Control; Public Works, Highways, Streets, & Refuse Disposal		
Fire Department / EMS	32	D-1
Public Works	42	D-14
Section E – Regulation, Inspection, & Economic Development; Conservation of Natural Resources		
Codes	33	E-1
Transportation Licensing Commission	45	E-9
Beer Board	34	E-15
Agricultural Extension	35	E-21

Contents

	<u>Department Number</u>	<u>Page #</u>
Soil & Water Conservation	36	E-27
Section F – Public Welfare; Public Health		
Social Services	37	F-1
Human Relations Commission	44	F-12
Health	38	F-18
Section G – Public Library System; Recreational, Cultural, & Community Support		
Public Library	39	G-1
Parks & Recreation	40	G-11
Arts Commission	41	G-22
Municipal Auditorium	61	G-28
Sports Authority	64	G-34
Section H – Independent or Unaffiliated Other Special Revenue/Grant/Enterprise Funds		
Board of Public Education Fund	80	H-1
Public, Education, Governmental Fund	14	H-7
Caring for Children	46	H-11
Metro Action Commission	75	H-19
Farmers Market	60	H-32
State Fair	62	H-38
Convention Center	63	H-44
Hospital Authority – General Hospital & Bordeaux Hospital	66/67	H-51
Water and Sewer Services Fund	65	H-64
Metropolitan Transit Authority (MTA)	78	H-83
Central Business Improvement District	01	H-90
Hotel Occupancy Tax	01	H-92
General Fund Four Percent Reserve Fund	01	H-93
Debt Service	01	H-94
Administrative	01	H-97

Distinguished Budget Presentation Award



The GFOA is the leading association for government finance professionals in North America. This is our eleventh year to win the award; it was given for our *FY 2002 Operating Budget* book. GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting. The government also holds GFOA's Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report.



Executive Summary

Introduction

This Summary, along with the Mayor's and Finance Director's presentations of the budget and the following book, present the Metropolitan Government's balanced \$1.3 billion recommended operating budget for FY 2003.

Budget Initiatives

This budget proposes improvements and initiatives in four major areas:

- To fully fund our schools
- To assure public safety
- To provide a quality of life that enhances our community and neighborhoods
- To provide a fair and sustaining income for our employees

Changes from the FY 2002 budget are detailed in the "Highlights" of each department's narrative. The major highlights are summarized below.

Public Education

School Fund Budget	
FY 2002	447.6 million
FY 2003	477.6 million
Increase	30 million

Over the last year, the Metro Board of Public Education developed and approved a systemwide strategic plan for 2002-2007 with a mission to "do whatever it takes for all students to acquire the knowledge and skills to become productive, responsible citizens."



The Metro budget advances both the mission and the funding recommendations of the Board's 2003 Student-Based Budget. Specifically, it funds the following support for students, teachers and administration, partly through new expenditures and partly through redirecting existing funds:

New Reading Specialist – Every Elementary School	\$4,584,100
More Teachers - English Language Learners	5,464,300
Campus Supervisors - Free Up Instructional Staff	3,195,600
New "Focus on Achievement" Lessons	1,500,000
More Books & Materials – Libraries	560,000
More Reading Books – Elementary Schools	1,035,000
New Programs – Academically at Risk Kids	100,000
Expanding Technology	1,435,400
More Summer School Available with Extended Day Care	125,000
Programs to Keep Students in School	69,000
More Library Clerks	276,260
More Supplies	1,141,181
New Montessori School	897,740
The Renaissance School	500,000
International Baccalaureate Program	120,000
Student Attendance Program	100,000
Highest Possible Standards for School Opening	374,200
More Bus Drivers, Better Scheduling & Maintenance	879,300
More School Custodians & Grounds Maintenance	659,300
Pay Plan for Teachers & Support Staff 3%	9,805,500
Step Increases	5,483,400
Increased Cost – Health Insurance & Retirement	5,108,600

Public Safety

Police, Fire, & Justice Administration Budget (both General Funds)	
FY 2002	277 million
FY 2003	293 million
Increase	16 million

Metro continues to focus on assuring that our citizens are safe by providing the necessary personnel, training, and equipment to our Police, Fire, Office of Emergency Management and Health Departments. The 2003 recommended budget targets funding for overtime in both Police and Fire Departments. The budget also supports the implementation



Executive Summary



of the Police audit recommendations for hiring School Resource Officers.

Improvements are also recommended for General Session Court, Juvenile Court and for the Juvenile Court Clerk.

Police Audit Recommendations	\$1,225,400
Police - School Resource Officers	837,000
Police Overtime	660,200
Police - Other	408,600
Fire - Overtime	351,800
Fire - Cross Training	887,900
Fire - Emergency Supplies	115,000
Sheriff	2,237,700
Correctional Health Services	498,000
Correctional Officers & Park Rangers Retirement	600,000
Bioterrorism Preparedness	56,500
Building Security	327,000
Office of Emergency Management - Homeland Security	179,000
Judicial Commissioners	200,000
General Sessions - Additional Staff	66,000
Juvenile Court Additional Staff	141,200
Juvenile Court Clerk -Additional Staff	29,900
Public Defender Rent	378,000
Justice Information System Improvements	147,700

Neighborhoods and Community Support

Recreational, Cultural, & Social Services Budget	
FY 2001	102 million
FY 2002	105 million
Increase	3 million

The continuing focus on supporting our neighborhoods and striving to ensure a high quality of life cuts across all of our priorities.

Particular efforts that are directly focused on our daily lives include:

- A new household recycling program, which is adding 1,000 new homes each day
- A continued emphasis on creating safe and affordable housing in our neighborhoods
- The soon-to-be-completed "master plan" for sidewalks, which will guide unprecedented levels of sidewalk construction across Metro Nashville
- The upcoming "master plan" for our Parks which will guide our continued investments in parks, greenways and the like as we enter the second 100 years of our Parks system.



Other enhancements include:

Neighborhoods & Community Support	
Caring for Children	\$822,000
Office of Children and Youth	180,000
YWCA Domestic Violence Shelter	300,000
United Way Family Resource Centers	250,000
Health - Re-open East Dental Clinic	300,600
Bridges to Care Program	282,500
Metro Action Commission	128,000
Libraries - Improved Computer Access	158,800
Arts Commission	280,000
Public Works Audit Recommendations	1,496,100
Planning Commission Improvements	377,400
Codes - Neighborhood Coordinator	51,200

Executive Summary



Metro Transit Authority	1,300,000
Regional Transportation Authority	145,000
High Speed Rail Corridor	100,000
Workforce Development Grant	150,000
The Hermitage	50,000

Pay Plan/Benefit Adjustments Last year, Metro commissioned Mercer Inc. to conduct a comprehensive review of employee compensation government-wide to determine Metro's salary market competitiveness. The report made recommendations for adjustments in many areas to achieve a market position that helps recruit, retain and reward employees for performance. Among the highlights were significant salary adjustments for public safety positions (police, fire, emergency medical, and corrections) and other areas, across the board increases for all employees, and pay for performance. The new pay plan was initially implemented in FY 2002.

The recommendations were presented to management, labor groups, the Metro Council, and the Civil Service Commission. Some adjustments were made as needed to make the plan fit specific needs identified in the process. The resulting pay plan implements most of the market adjustments recommended, brings all employees up to market minimum rates. In addition, the pay plan incorporates the pay for performance components recommended by the Mercer study.

The FY 2003 budget continues funding required to fully implement the second year of the pay plan, including increments, effects on exception pay (such as overtime), and pay-related related benefits. These additional costs are included in departments' budgets.

Pay Plan Improvements	\$17,254,700
-----------------------	--------------

The FY 2003 budget also sets aside funding for benefit adjustments in anticipation of increased health insurance costs for employees and retirees effective in January 2003. These costs are budgeted centrally and have not been distributed to departments' budgets.

Increased Cost – Health Insurance & Retirement	8,996,000
--	-----------

Other Enhancements

In preparing the FY 2003 budget, the administration carefully scrutinized departmental budgets and operations. Many departments had reductions and/or increases related to miscellaneous program changes. A few of the changes include:

Keeping Our Commitments:	
Public Television	\$2,359,600
Greer Stadium Maintenance	250,000
National League of Cities	660,000
Election Costs	1,217,700
Office of Minority/Small Business	105,000
New Disparity Study	300,000
Accounting Staff for Schools	90,000
Americans with Disabilities Act (ADA)	160,000

The budget also calls for management improvements and changes, including consolidation of fleet management activities into a new Fleet Management Office and consolidation of stormwater activities:

Stormwater (total budget)	
Remedial Maintenance (off right-of-way)	\$3.3 million
Routine and Right-of-Way Maintenance	2.1 million
Capital Projects	6.2 million

Executive Summary

Revenues

The tone of any government budget is always set by the availability of resources. Deficit financing is prohibited by both Tennessee Law and the Metropolitan Charter; expenditures must be matched by equal dollars of revenue and appropriated fund balances.

Property Taxes

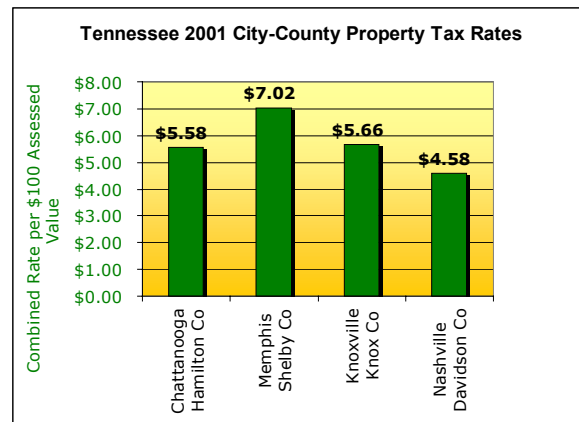
Property Tax Budget	
FY 2002	\$585.3 million
FY 2003	\$610.0 million
Increase	\$24.6 million

The FY 2003 budget anticipates continued moderate growth in property assessments. This budget keeps overall property tax rates unchanged from FY 2002, although \$0.03 of the rate is shifted within the GSD funds.

The combined rate is the total paid for property in the USD; property outside the USD is taxed at the GSD rate. Residents of the seven satellite cities within Metro pay the GSD rate plus the rate set by that satellite city.

FY 2003 Property Tax Rates per \$100 of Assessed Value		
District	Fund	Rate
GSD (General Services District)	General	\$1.94
	Schools	1.27
	General Debt Service	.43
	Schools Debt Service	.20
	Subtotal - GSD	\$3.84
USD (Urban Services District)	General	\$.64
	General Debt Service	.10
	Subtotal - USD	\$.74
Combined USD rate		\$4.58

Metro's property tax rates are the lowest of the four major Tennessee cities, and competitive with those of surrounding communities.



The budget projects sales tax to grow about 3% over FY 2001 collections. Each 1% of growth generates only \$1.5 million government-wide and only about \$460,000 in the GSD General Fund.

Local Option Sales Tax

Sales Tax Budget	
FY 2002	245.7 million
FY 2003	243.7 million
Increase	2.0 million

The budget proposes no change in the rate of the 2.25% local option sales tax. It also proposes no change in its current distribution of 2/3 (1.50%) to schools (including schools debt service) and 1/3 (0.75%) to general purposes. (By state law, at least 1/2 of the local sales tax must be allocated to schools.)

Federal, State, and Other

Federal, State, & Other Gov't Agencies Budget	
FY 2002	240.0 million
FY 2003	240.0 million
Increase	-0- million

The budget estimates federal, state, and other revenues are based on our best estimates of those revenues. This category also includes other revenues, reimbursements, and grants. The Finance Department began moving most grant revenues and expenditures from the general funds to various grant special revenue funds since FY 2000. This will continue during FY 2003, although some of these revenues remain in the GSD General Fund.

Other Revenues Budget	
FY 2002	140.7 million
FY 2003	149.8 million
Increase	9.1 million

The only significant changes in other local revenues are the reallocation of the Hall Income Tax and some franchise fees to the USD General Fund to reflect those revenues' support of USD functions.

Executive Summary

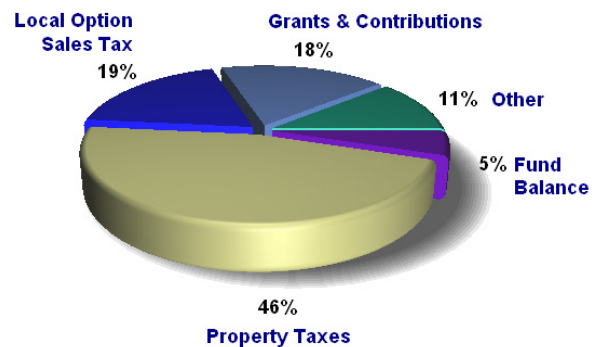
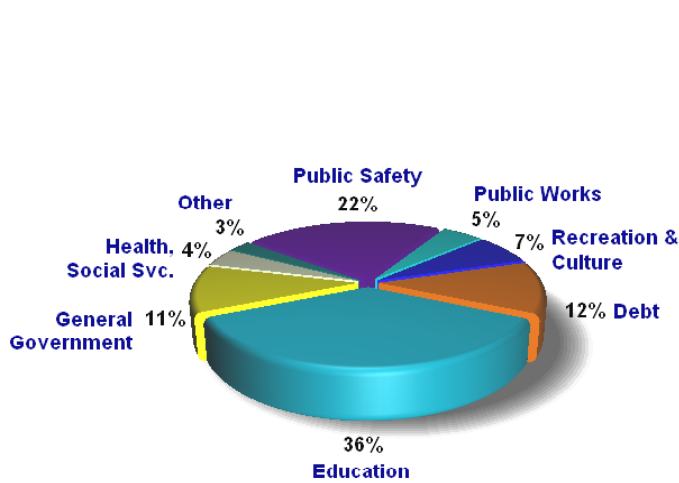
Trans. from Other Funds The budget does not call for any significant changes in interfund transfers.

Fund Balances The FY 2003 budget appropriates modest fund balances in various funds. Many of these are for one-time appropriations. Using conservative estimates, balances should remain above our 5% minimum set by management

Budget Summary This table and the following pie charts summarize the FY 2003 budget.

Summary of the FY 2003 Budget - Six Budgetary Funds
Per Budget Ordinance

	GSD General Fund	GSD Debt Service	GSD School Debt Svc	GSD School Fund	USD General Fund	USD Debt Service	Duplicated by Interfund Transfers	Total
Estimated Revenues:								
Property Taxes	\$ 267,144,085	\$ 58,125,989	\$ 27,178,343	\$ 172,763,183	\$ 75,276,364	\$ 9,470,848	\$ -	\$ 609,958,812
Local Option Sales Tax	79,509,853	2,000,000	14,948,019	146,207,445	1,067,879	-	-	243,733,196
Grants & Contributions	81,834,939	1,455,000	-	147,006,914	9,747,645	-	-	240,044,498
All Other Revenues	112,879,292	13,787,515	1,030,340	8,639,745	11,752,519	8,871,285	(7,163,285)	149,797,411
Fund Balance Appropriated	35,917,954	10,788,474	13,259,289	2,982,713	3,934,230	1,792,117	-	68,674,777
Total Revenues	\$ 577,286,123	\$ 86,156,978	\$ 56,415,991	\$ 477,600,000	\$ 101,778,637	\$ 20,134,250	\$ (7,163,285)	\$ 1,312,208,694
Appropriated Expenditures:								
General Government	97,137,083	-	-	-	25,026,638	-	(\$951,234)	121,212,487
Fiscal Administration	\$21,451,829	-	-	-	-	-	-	21,451,829
Administration of Justice	42,441,520	-	-	-	-	-	-	42,441,520
Law Enforcement & Jails	165,053,968	-	-	-	481,000	-	(481,000)	165,053,968
Fire Prevention & Control	27,927,212	-	-	-	57,820,955	-	-	85,748,167
Regulation & Inspection	\$32,776,385	-	-	-	1,212,258	-	-	33,988,643
Conservation of Resources	436,927	-	-	-	-	-	-	436,927
Social Services	13,638,083	-	-	-	-	-	-	13,638,083
Health & Hospitals	39,910,942	-	-	-	-	-	-	39,910,942
Public Libraries	18,093,049	-	-	-	-	-	-	18,093,049
Recreational & Cultural	73,201,443	-	-	-	135,440	-	-	73,336,883
Public Works (General)	\$45,217,682	-	-	-	\$17,102,346	-	(16,250)	62,303,778
Education	-	-	-	477,600,000	-	-	(2,297,903)	475,302,097
Debt Service	-	86,156,978	56,415,991	-	-	20,134,250	(3,416,898)	159,290,321
Reserves	-	-	-	-	-	-	-	-
Total Expenditures	\$ 577,286,123	\$ 86,156,978	\$ 56,415,991	\$ 477,600,000	\$ 101,778,637	\$ 20,134,250	\$ (7,163,285)	\$ 1,312,208,694
Projected Surplus or (Deficit)	-	-	-	-	-	-	-	-





This Book's Organization

This book divides budget information into different sections, each with its own series of page numbers.

Section A is this Executive Summary of the budget.

Sections B-H present more descriptive information about each department's budget and operations. These departments are organized by function.

Departmental Information

The following is provided for each agency (department, commission, board, or elected office).

At a Glance – Basic descriptive and narrative description that describes the department and summarizes its budget. This includes:

- Strategic vision and mission, or legal authority.
- Budget summary. The table first presents expenditures for the department's primary operating fund, followed by total expenditures for its other annually-budgeted funds. If the department has multiple primary operating funds, they are listed individually. Note that total expenditures may be overstated by the amount of transfers between the funds that the department uses.

Revenues are either **program revenues** (fees, charges, grants, and contributions specifically generated by or for services that the department provides) or **non-program revenues** and **transfers from other funds** that are recorded by the Fastnet accounting system in the department's business units, but not are not intended to support the department's programs.

The difference between total expenditures and program revenues indicates how much the department's programs depend on general public money.

- The position summary shows authorized position headcounts and full-time-equivalent positions.
- Contact information shows how to contact the agency head and the agency's budget manager.
- The organization chart starts with the elected official, board, or commission that oversees this agency, department, or office, and shows major functions or organization units.
- Highlights show changes in the FY 2003 budget.
- The overview describes the department's activities based on the organization chart.

Performance – This section measures achievement of objectives for each significant activity or service, with projected targets for FY 2003. This year's measures reflect a move toward clearer, more concise, more relevant performance information.

Financial Data shows the following for each annually-budgeted major fund (or group of minor

funds) in the department, beginning with its primary operating fund (usually the GSD General Fund):

- The **EXPENDITURE BY TYPE** and **REVENUE BY SOURCE** reports show budgeted and actual expenditures and revenues (respectively) by revenue or expenditure object group for the fund and department as a whole (not by business unit).

Revenues are characterized as program revenues and non-program revenues. Expenditures are grouped by object of expenditure. These revenues and expenditure object groups are described at the end of this section.

- Budgeted Positions & FTEs by fund shows budgeted position headcount, full-time equivalents (FTEs), and pay grade by class for each annually-budgeted fund in the department. They reflect some reclassifications due to the Mercer study.

The Chart of Accounts

The budget is organized according to Metro's chart of accounts – the financial accounting and coding structure used in both the budget ordinance and this book. The chart of accounts is composed of funds, business units (BUs), and object accounts.

Funds are accounting entities with their own assets, liabilities, equity, revenues, and expenditures, for certain specific activities or to accomplish definite objectives. Fund numbers are five digits long.

Each fund is made up of one or more **business units**. Business Units are the lowest levels for which we need to manage and/or report separate financial data; they represent an organizational unit, program, or activity within a department and fund. A fund may have multiple business units, but each business unit is associated with only a single fund.

Within business units, **object accounts** represents individual types and sources of revenues or uses of expenditures. The same account numbers are used across all business units. Fastnet tracks financial information by business unit and object account.

The Fastnet human resources / payroll / position budgeting module tracks classes and positions.

Presentation in this book

The budget is available from the Finance Department in detail, by fund, department, business unit, and object account. However, to present the budget at a meaningful and manageable level, this book presents the budget by fund (or groups of minor funds) and object group.

Object account groups used in this book is summarized as described on the following two pages. The object groups are presented here in the same order that is used in the departmental pages.



Expenditure Object Groups Used in Budget Book Financial Schedules

Personal Services:

Salary Expense – Holiday pay, injured on duty pay, leave pay, longevity, open range increases, out of class pay, overtime, perfect attendance, salaries & wages, shift differential

Fringe Benefits – Auto allowance, dental, group health, group life, OASDI, pension, SSN medical, FSA pre-tax savings

Per Diem & Other Fees – Class instructors, court reporter, game official, jury pay, legislative delegate, other per diem fees, poll workers, witness fees

Other Services:

Utilities – Cable television, electricity, gas, Thermal, water

Professional Services – Accounting, appraisals, architectural, auditing, demolition, dialysis, engineering, facilities management, investigators, laboratory, landscaping, legal, management consultants, project administration, project management, software consultants, subcontractors

Purchased Services – Administrative services, archiving, billing, bottled water, care of animals, care of persons, chipper service, collections, curbside recycling, flight service, food preparation, grounds maintenance, hazardous waste disposal, health services, internet services, interpreters, janitorial, laundry, meter reading, other purchased service, personal contract service, pest control, property protection, recycling, refuse disposal, sweeping, towing

Travel – Air travel, local travel, out-of-town travel, parking

Communications – Pagers, postage and delivery, telephones

Printing – Binding, plan printing, sign printing

Advertising & Promotion – All advertising and promotion costs

Subscriptions – All subscriptions

Tuition, Registration, & Membership Dues – Employee tuition reimbursement, membership dues, registration, tuition

Repairs & Maintenance Services – Automotive repairs, building maintenance, computer repair, electrical repairs, mechanical repairs, office equipment repairs, other repairs, plumbing repairs, road and street paving/repairs

Internal Service Fees – Central printing, facilities project management, information systems, motor pool, office supplies, postal service, radio shop, treasury management

Other Expense:

Supplies and Materials – Auto fuel & supply, books, clothing, computer hardware & software, construction supply, educational supply, electronic parts, fire hydrant parts, food & ice, furniture, laboratory supplies, medical supplies, office supplies, paint, printing supplies, repair & maintenance supplies, signs, uniforms

Misc. Other Expenses & Payments – Bad debt, council reimbursements, court costs, damages and small claims, parking violation fees, refund errors

Fixed Charges – Bank fees, deferred compensation payments, finance charges, fixed charges, insurance, interest expense, investment fees, rent, surety bonds

Licenses, Permits, & Fees – Alarm permits, auto emission tests, beer permits, drivers license, drug tests, elevator permits, food service permits, hazardous waste permits, notary, pharmacy license, software licenses, state water quality permits, underground tank fees, vehicle registrations, water pollution fees

Taxes – Business tax, demolition, nursing home tax, personalty tax, professional privilege tax, sales tax

Grant Contributions & Awards – Contract performance bonus, contributions and grants, employee awards, training stipend

Pension, Annuity, Debt, & Other Costs – Amortization expense, arbitrage rebate, bond sale expense, compensation for damages, debt service, dental claims, depreciation, discount on bonds, educational programs, health claims, interest expense, pension, principal retirement

Equipment, Buildings, & Land – Buildings, building improvements, capital outlay, computer equipment, furniture and fixtures, infrastructure, land, machinery, motor vehicles

Special Projects – Budget allotment offset, budget intra-fund transfer, NCAC charges

Transfers To Other Funds & Units – Transfers to other funds and component units, debt service, environmental remediation, Farmers Market subsidy, health services, hospital subsidy, hotel occupancy, local match for grants, MDHA, MTA, NCAC, operational transfers, rent, solid waste, stadium debt, Sports Authority



Revenue Object Groups Used in Budget Book Financial Schedules

Program Revenue – Fees, charges, grants, and contributions specifically generated by or for services that the department provides. They are intended to fully or partially fund the specific program, and so reduce the net cost of the of the program to be financed from the government's general revenues. They may be generated either from the program's customers (like user fees) or from outside parties (like categorical grants).

Charges For Current Services – Admissions, advertising, ambulance fees, appeals, arena operations, auditorium use, concessions, convention center operations, data processing fee, day care service, disposal fee, drug testing fee, dumping, engineering fee, entry fees, external source recovery, facility use fee, Farmers Market fees, fire hydrant inspection, Flea Market revenues, golf cart rental, green fees, hospital fees, immunization fees, internal service fees, legal services, library fees, lobbyist registration, maps, Medical Examiner fees, medical services, membership fees, Municipal Auditorium operations, NCAC reimbursements, parking, Police secondary employment, publications, raceway revenue, radio repair, state fair revenue, vehicle emission test fees, workshop fees

Commissions and Fees – Court clerk commissions and fees, elected officials commissions and fees, Metro court fees

Federal Direct – Department of Justice revenue sharing, Federal Treasury revenue sharing, Federal Medicare, Federal SSI reimbursement, other federal grants

Federal Through State – Federal revenue sharing through state, Medicaid/TennCare through state

Federal Through Other Pass-Through – All federal payments other than federal direct or federal through state, including Medicaid/TennCare through other, Medicare through other

State Direct – Alcoholic beverage tax apportionment, drug enforcement, education appropriation, excise tax allocation, felony forfeitures, gas & fuel tax (city and county), gas inspection fees, post-mortem reimbursement, sales tax levy

Other Government Agencies – Other Tennessee government agencies, agencies of other governmental units

Contributions and Gifts – Cash contributions, contribution from a group or individual, deferred compensation contribution, sale of donated property

Miscellaneous Revenue – Cost reimbursement, litigation settlement, premium for property loss, premium for self-insured liability, recycling rebate, sales of miscellaneous items, unapplied deposit, unclaimed property, vending revenue

Use of Money or Property – Bond proceeds, contributions of capital, easement rights, finance charges, Metro Investment Pool interest, notes proceeds, premium on bonds

Non-Program Revenue – Revenues that are recorded by the Fastnet accounting system in the department's business units, but not are not intended to support the department's programs.

Property Taxes – In-lieu payments, personal ad valorem tax, personal property tax, public utility tax, real property tax

Local Option Sales Tax – Local option sales taxes, Tennessee telecommunication sales tax

Other Taxes, Licenses, and Permits – Alarm device permits, alcoholic beverage tax, beer permits, building permits, business tax, emergency wrecker license, excavation permits, franchises, hotel occupancy taxes, marriage license, motor vehicle license, obstruction permit, plumbing permits, sidewalk & right-of-way permits, solicitation permits, taxicab license, temporary street closure permits, wholesale liquor tax

Fines, Forfeits, and Penalties – Civil fines, confiscated cash, court-ordered restitutions, DUI fines, judgments recovered, litigation tax, Metro court fines and costs, offender program income, traffic violation fine, vehicle tow-in fees, warrant fees

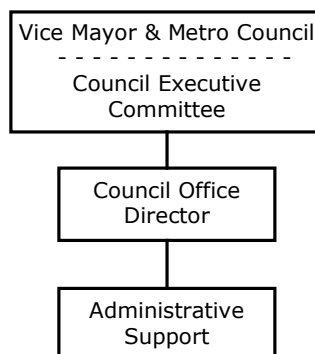
Compensation From Property – Abandoned vehicle auction, external source recovery, gain (loss) on sale of property, insurance recovery, rent, subrogation recovery

Transfers From Other Funds and Units – Capital improvement plan, Council appropriations, debt service, environmental remediation, equity transfers between funds, Farmers Market subsidy, hospital subsidies, legal services, local match for grants, Police service, school programs

O2 Metropolitan Council–At a Glance

Vision	The Metropolitan County Council will serve the needs of all people in the area of Metropolitan Government by promoting health, safety and public welfare.			
Mission	To enact ordinances and resolutions that set the public policy for the Metropolitan Government.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,088,808	\$1,329,234	\$1,392,746
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,088,808</u>	<u>\$1,329,234</u>	<u>\$1,392,746</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Positions	Total Budgeted Positions	47	49	49
Contacts	Director of Council Office: Don Jones		email: NA	
	Financial Manager: Roseanne Hayes		email: rhayes@metro.nashville.org	
	102 Metro Courthouse 37201		Phone: 862-6780 FAX: 862-6784	

Organizational Structure



O2 Metropolitan Council–At a Glance

Budget Highlights FY 2003

• Contract adjustment for Director	\$5,400
• Benefit adjustment for 2 vacant positions and Council members	39,900
• Bottled water service	300
• Postage for UPS, FEDEX, Airborne and overnight postal	200
• Pay Plan/Benefit adjustments	22,000
• Postal Service rates increase	1,300
• Information System billings	-1,888
• Telecommunication net adjustment	-3,700
Total	<u>\$63,512</u>



Overview

ADMINISTRATIVE SUPPORT

The Administrative Support Division conducts research, drafts legislation, and provides general clerical assistance to the 40 member Metropolitan Council.

O2 Metropolitan Council–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATIVE SUPPORT					
1. Research and draft legislation for the forty-member Metropolitan Council.	Proposed legislation researched and drafted	2,400	503	2,400	564
2. Provide agenda analysis of all legislation matters for the Metropolitan Council.	Legislation analyzed and filed	1,800	762	1,800	869
3. Prepare and administer the operating budget of Metro Council.	Council Budget prepared	1	1	1	1

O2 Metropolitan Council–Financial

Metropolitan Council GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	577,058	560,579	714,483	739,183
Fringe Benefits	181,645	140,316	218,956	261,556
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	758,703	700,895	933,439	1,000,739
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	575	521	575	875
Travel	60,706	57,176	60,706	60,706
Communications	1,500	5,010	1,500	1,700
Printing	2,915	0	2,915	2,915
Advertising & Promotion	0	0	0	0
Subscriptions	0	106	0	0
Tuition, Reg., & Membership Dues	31,618	30,205	31,618	31,618
Repairs & Maintenance Services	7,375	2,482	7,375	7,375
Internal Service Fees	39,155	44,666	57,081	52,793
TOTAL OTHER SERVICES	143,844	140,166	161,770	157,982
OTHER EXPENSE:				
Supplies and Materials	3,242	3,130	12,625	12,625
Misc. Other Expenses & Payments	183,019	120,507	221,400	221,400
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	186,261	123,637	234,025	234,025
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,088,808	964,698	1,329,234	1,392,746
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,088,808	964,698	1,329,234	1,392,746

O2 Metropolitan Council–Financial

Metropolitan Council GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

O2 Metropolitan Council–Financial

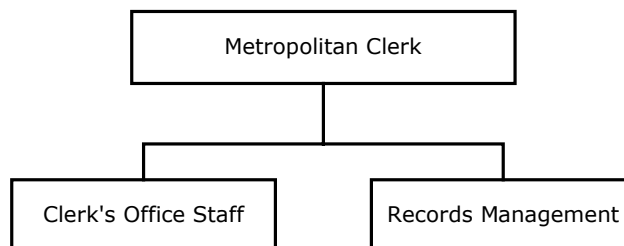
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
02 Council - GSD Fund 10101								
Admin Services Officer 1	2660	SR06	1	1.0	1	1.0	1	1.0
Admin Services Officer 2	7243	SR08	1	1.0	2	2.0	2	2.0
Admin Services Officer 4	7245	SR12	2	2.0	3	3.0	3	3.0
Office Assistant III	7749	GS05	1	1.0	1	1.0	1	1.0
Council Member	1334	CM00	40	40.0	40	40.0	40	40.0
Director of Council Research Staff	7207	NS	1	1.0	1	1.0	1	1.0
Vice Mayor	5754	VM00	1	1.0	1	1.0	1	1.0
Total Positions & FTE			47	47.0	49	49.0	49	49.0

03 Metropolitan Clerk—At a Glance

Vision	<p>To offer in a web-based format, easy and efficient access to the public records maintained in the Metropolitan Clerk's Office for research and licensing purposes.</p> <p>To provide a comprehensive government-wide records management program that will offer technology and other resources to all departments and agencies of the Metropolitan Government to meet the multitude and variety of recordkeeping needs throughout the government.</p>																																																						
Mission	<p>To serve as the recordkeeping office for Metropolitan Government for all documents relating to official actions of the Metro Government, including the recording and safekeeping of minutes and legislation of the Metropolitan Council that set the public policy for the Metropolitan Government.</p>																																																						
Budget Summary	<table border="1"> <thead> <tr> <th></th> <th style="text-align: center;"><u>2000-01</u></th> <th style="text-align: center;"><u>2001-02</u></th> <th style="text-align: center;"><u>2002-03</u></th> </tr> </thead> <tbody> <tr> <td>Expenditures and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GSD General Fund</td> <td style="text-align: right;">\$463,691</td> <td style="text-align: right;">\$502,025</td> <td style="text-align: right;">\$839,273</td> </tr> <tr> <td>Special purpose funds</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Expenditures</td> <td style="text-align: right;"><u>\$463,691</u></td> <td style="text-align: right;"><u>\$502,025</u></td> <td style="text-align: right;"><u>\$839,273</u></td> </tr> <tr> <td>Revenues and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Charges, Commissions, & Fees</td> <td style="text-align: right;">\$3,000</td> <td style="text-align: right;">\$9,800</td> <td style="text-align: right;">\$8,000</td> </tr> <tr> <td>Other Governments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other Program Revenue</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Program Revenue</td> <td style="text-align: right;"><u>\$3,000</u></td> <td style="text-align: right;"><u>\$9,800</u></td> <td style="text-align: right;"><u>\$8,000</u></td> </tr> <tr> <td>Non-program Revenue</td> <td style="text-align: right;">661,000</td> <td style="text-align: right;">687,000</td> <td style="text-align: right;">689,000</td> </tr> <tr> <td>Transfers</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Revenues</td> <td style="text-align: right;"><u>\$664,000</u></td> <td style="text-align: right;"><u>\$696,800</u></td> <td style="text-align: right;"><u>\$697,000</u></td> </tr> </tbody> </table>				<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$463,691	\$502,025	\$839,273	Special purpose funds	0	0	0	Total Expenditures	<u>\$463,691</u>	<u>\$502,025</u>	<u>\$839,273</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$3,000	\$9,800	\$8,000	Other Governments	0	0	0	Other Program Revenue	0	0	0	Total Program Revenue	<u>\$3,000</u>	<u>\$9,800</u>	<u>\$8,000</u>	Non-program Revenue	661,000	687,000	689,000	Transfers	0	0	0	Total Revenues	<u>\$664,000</u>	<u>\$696,800</u>	<u>\$697,000</u>
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																				
Expenditures and Transfers:																																																							
GSD General Fund	\$463,691	\$502,025	\$839,273																																																				
Special purpose funds	0	0	0																																																				
Total Expenditures	<u>\$463,691</u>	<u>\$502,025</u>	<u>\$839,273</u>																																																				
Revenues and Transfers:																																																							
Charges, Commissions, & Fees	\$3,000	\$9,800	\$8,000																																																				
Other Governments	0	0	0																																																				
Other Program Revenue	0	0	0																																																				
Total Program Revenue	<u>\$3,000</u>	<u>\$9,800</u>	<u>\$8,000</u>																																																				
Non-program Revenue	661,000	687,000	689,000																																																				
Transfers	0	0	0																																																				
Total Revenues	<u>\$664,000</u>	<u>\$696,800</u>	<u>\$697,000</u>																																																				
Positions	<table border="1"> <tr> <td>Total Budgeted Positions</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> <td style="text-align: center;">11</td> </tr> </table>			Total Budgeted Positions	7	7	11																																																
Total Budgeted Positions	7	7	11																																																				
Contacts	<table border="1"> <tr> <td>Metropolitan Clerk: Marilyn Swing</td> <td colspan="2">email: mswing@metro.nashville.org</td> </tr> <tr> <td>205 Metro Courthouse 37201</td> <td>Phone: 862-6770</td> <td>FAX: 862-6774</td> </tr> </table>			Metropolitan Clerk: Marilyn Swing	email: mswing@metro.nashville.org		205 Metro Courthouse 37201	Phone: 862-6770	FAX: 862-6774																																														
Metropolitan Clerk: Marilyn Swing	email: mswing@metro.nashville.org																																																						
205 Metro Courthouse 37201	Phone: 862-6770	FAX: 862-6774																																																					

Organizational Structure



03 Metropolitan Clerk–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$12,400
• Postal Service rates increase	4,300
• Information Systems billings	20,597
• Telecommunication net adjustment	-2,049
• Add Information Systems Technician 2 to manage changes to document imaging and retrieval	45,300
• Add Administrative Services Officer to assume responsibility for Charitable Solicitations Program	46,600
• Add Customer Service Field Rep 3 to handle increased volume of records	35,700
• Staffing and Technology needs for Record Center per Records Management Study completed May 2002	160,500
• Postal Expense – additional mailings	400
• Employee travel and supplies	600
• Transfer maintenance for Records Center to General Services	-3,700
• Shredder service requirement for disposal of sensitive records	14,000
• Central Printing charges	1,500
• Temporary service	600
• Printing/binding	500
Total	\$337,248

Overview

CLERK’S OFFICE STAFF

The Metropolitan Clerk’s Office serves as the records repository for all documents relating to official actions of the Metropolitan Government. This includes the legislative history of the city and any documents such as contracts, agreements, leases, deeds, or easements to which the government is a party.

The Clerk is custodian of the Council legislation from filing through permanent retention and is responsible for the creation and preparation of the Metro Council agendas, minutes, and meeting schedules. It is the Clerk’s duty to issue all official legal notices related to Council and committee meetings, public hearings, enactment of legislation, bond issues, annual budgets, and any other notices that are required by law.

Research is a major function of this office, as all documents on file are public record and available for public inspection. All information in the office is indexed and

easily accessible upon request by any governmental entity or any member of the public.

The Metropolitan Clerk serves as the Clerk to the Metropolitan Council and recorder of all actions taken by the legislative body.

The Metropolitan Clerk serves as secretary to the Metro Council Board of Ethical Conduct, which conducts investigations into alleged unethical conduct of any member of the Metropolitan Council.

Alarm permit registrations, currently averaging over 52,000 annually, are administered in the Clerk’s Office and involve maintaining a database of information on each residential and commercial alarm system in the city as well as issuing on an annual basis a window decal to each user.

Alarm users who have an excessive number of false alarms, based on the criteria set by law, may have their permits revoked by the Alarm Appeals Board. The Metro Clerk is the secretary to the Board and is responsible for creating and preparing a monthly agenda, minutes, notices, and is the contact on all appeal cases.

Charitable Solicitations requires that an annual permit be issued to any charitable organization – whether benevolent, philanthropic, social services, welfare, civic, fraternal or patriotic – that solicits for money or other items of value within Metro Nashville. The permit process includes the filing of a significant amount of information by each applicant and a review and hearing by the Mayor-appointed board before the awarding of an annual permit. The Clerk’s Office web site has been expanded to include, in addition to a list of all organizations with current permits, the full application that is submitted by any approved organizations.

RECORDS MANAGEMENT

The Records Center serves as a storage facility for non-permanent records of the entire government that remain in the legal custody of the originating department. The Center currently holds 14,518 cubic feet of records and received 5,565 requests from departments for their records during the last fiscal year. Operated since 1991 by a sole employee of the Clerk’s Office, the manager of the Center also serves as a liaison with all Metro departments and agencies on the development of records retention schedules and on any records-related issues. The Records Center manager serves jointly with the Metro Archivist as co-staff to the Davidson County Public Records Commission.

03 Metropolitan Clerk–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CLERK'S OFFICE STAFF					
1. Process all legislative actions of the Metropolitan Council and disseminate copies and certifications to all interested and affected parties.	a. Number of copies and certifications prepared	110,000	110,000	99,000	100,000
	b. Percentage of requests filled within thirty minutes	98%	95%	98%	96%
2. Index all legislation and official documents for fast and easy retrieval; expand base of users.	a. Number of records processed and indexed	46,000	46,000	48,000	49,000
	b. Number of Metro offices accessing computerized index	50	50	50	na
3. Administer alarm registration program to residential and commercial users.	Number of permits issued	50,000	48,246	50,000	54,000
4. Develop web site to include all Council-related actions, and other documentation of use and information within Metro Government and to the public.	Number of files posted on web site	na	4,136	4,500	5,200
RECORDS MANAGEMENT					
1. Coordination of records management training for departments.	Number of records management training sessions conducted	3	6	3	10
2. Manage records facility for protected, easily-accessible records.	Number of 1 cu. ft. boxes distributed to departments for records storage	1,500	946	1,000	1,200
3. Reduction of inactive records storage in departments.	a. Number of inactive records transferred to Metro Records Center	1,700	1,805	2,000	4,000
	b. Number of destroyed records stored in Records Center which have been retained for full retention period	2,000	3,199	3,000	1,858
4. Administer a government-wide document management program.	Number of prepared records disposition authorizations for Public Records Commission	30	20	35	35
5. Provide easy access to records for owner departments.	Number of records requests received and filled	3,500	5,565	4,000	5,000

03 Metropolitan Clerk–Financial

Metropolitan Clerk GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	261,865	245,519	265,678	455,699
Fringe Benefits	60,986	61,854	64,115	106,269
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	322,851	307,373	329,793	561,968
OTHER SERVICES:				
Utilities	2,140	2,875	2,984	0
Professional Services	0	0	0	0
Purchased Services	27,261	29,025	29,014	47,739
Travel	2,614	3,077	3,185	3,285
Communications	23,425	23,097	23,905	25,005
Printing	22,464	12,222	12,723	13,223
Advertising & Promotion	18,415	25,776	26,000	26,000
Subscriptions	366	341	303	303
Tuition, Reg., & Membership Dues	1,335	3,107	3,200	5,200
Repairs & Maintenance Services	7,597	4,522	6,258	6,042
Internal Service Fees	19,097	29,250	50,769	83,117
TOTAL OTHER SERVICES	124,714	133,292	158,341	209,914
OTHER EXPENSE:				
Supplies and Materials	13,470	9,677	10,266	63,766
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	2,631	2,809	1,000	1,000
Licenses, Permits, & Fees	25	2,969	2,625	2,625
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	16,126	15,455	13,891	67,391
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	463,691	456,120	502,025	839,273
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	463,691	456,120	502,025	839,273

03 Metropolitan Clerk–Financial

Metropolitan Clerk GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	3,000	3,993	9,800	8,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	3,000	3,993	9,800	8,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	3,000	3,993	9,800	8,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	661,000	720,047	687,000	689,000
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	661,000	720,047	687,000	689,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	664,000	724,040	696,800	697,000

03 Metropolitan Clerk–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

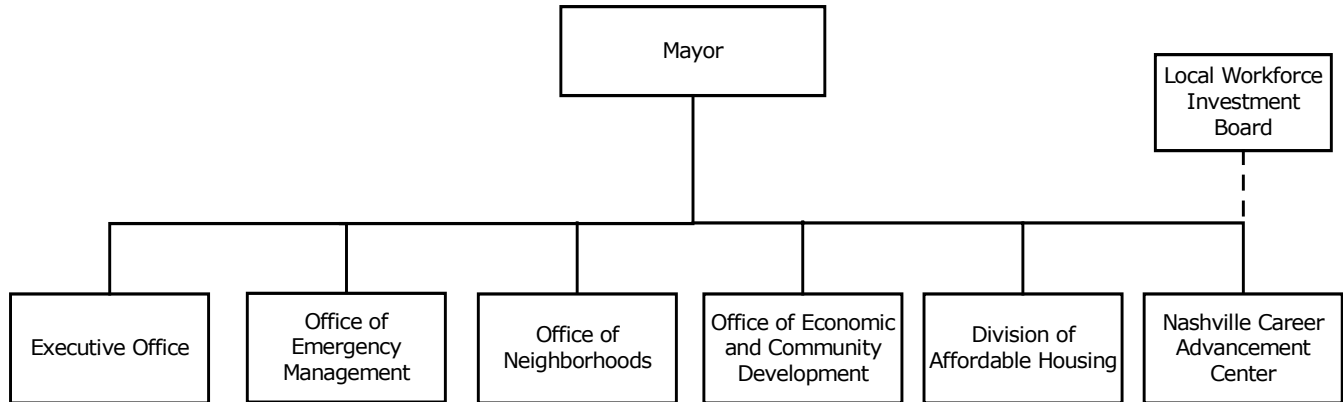
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
03 Clerk - GSD Fund 10101								
Administrative Services Manager	7242	SR13	0	0.0	0	0.0	1	1.0
Administrative Assistant 1	7240	GS06	1	1.0	0	0.0	0	0.0
Administrative Assistant 2	7241	SR09	2	2.0	2	2.0	2	2.0
Administrative Services Officer 3	7244	SR10	0	0.0	0	0.0	1	1.0
Custodian 1	7280	TG03	1	0.5	1	0.5	1	0.5
Customer Service Field Rep 3	7738	SR07	0	0.0	0	0.0	1	1.0
Information System Tech 2	7785	SR09	0	0.0	0	0.0	1	1.0
Metropolitan Clerk	3140	SR14	1	1.0	1	1.0	1	1.0
Office Assistant 3	7749	GS05	1	1.0	0	0.0	0	0.0
Office Manager 2	7339	GS07	1	1.0	0	0.0	0	0.0
Office Support Rep 3	10122	SR06	0	0.0	1	1.0	1	1.0
Office Support Spec 1	10123	SR07	0	0.0	1	1.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	1	1.0	1	1.0
Total Positions & FTE			7	6.5	7	6.5	11	10.5

04 Mayor's Office—At a Glance

Vision	To direct and coordinate all departments and divisions of the Metropolitan Government to insure good schools in every neighborhood, safe neighborhoods in every part of the city, and a quality of life shared by all Nashvillians.			
Mission	To be responsible for the conduct of the executive and administrative work of the Metropolitan Government.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,594,804	\$2,983,638	\$3,629,605
	NCAC	11,766,393	9,669,393	9,127,244
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$14,361,197</u>	<u>\$12,653,031</u>	<u>\$12,756,849</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$210,757	\$5,000	\$5,550
	Other Governments	11,156,839	9,464,764	8,647,499
	Other Program Revenue	105,829	101,579	104,850
	Total Program Revenue	<u>\$11,473,425</u>	<u>\$9,571,343</u>	<u>\$8,757,849</u>
	Non-program Revenue	4,500	4,500	4,500
	Transfers	456,062	34,725	767,800
	Total Revenues	<u>\$11,933,987</u>	<u>\$9,923,768</u>	<u>\$9,530,149</u>
Positions	Total Budgeted Positions - Mayor	42	45	49
	Total Budgeted Positions - NCAC	54	69	69
Contacts	<p>Department Head: Bill Purcell, Mayor Budget Manager: Patty Farmer 107 Metro Courthouse 37201 email: patty.farmer@nashville.gov Phone: 862-6000 FAX: 862-6040</p> <p>Mayor's Office of Emergency Management Director: James Thacker 2060 15th Avenue South 37212 e-mail: jim_thacker@metro.nashville.org Phone: 862-8530 FAX 862-8534</p> <p>Mayor's Office of Neighborhoods Director: Brenda Wynn 10 Metro Courthouse 37201 e-mail: brenda.wynn@nashville.gov Phone: 862-6000 FAX 862-6001</p> <p>Mayor's Office of Economic & Community Development Director: Tom Jurkovich 222 Third Avenue North, Suite 475 37201 e-mail: tom.jurkovich@nashville.gov Phone: 862-4700 FAX: 862-6025</p> <p>Division of Affordable Housing Director: Hank Helton 100 Metro Courthouse 37201 e-mail: hank.helton@nashville.gov Phone: 880-1891 FAX: 880-1893</p> <p>Nashville Career Advancement Center Director: Christine Bradley 621 Mainstream Drive, Suite 200 37228 e-mail: christine.bradley@nashville.gov Phone: 862-8890 FAX 862-8910</p>			

04 Mayor's Office—At a Glance

Organizational Structure



Budget Highlights FY 2003

Mayor's Office

• Affordable Housing staff and other costs (reimbursed by MDHA-total budget \$180,000)	\$138,725
• Establish Office of Children and Youth recommended by Madeline Project	180,000
• Positions/Benefit adjustments for Homeland Security	179,000
• Rent adjustment for Office of Economic and Community Development	56,600
• Pay Plan/Benefit adjustments	101,200
• 800 MHz Radio System	45
• Postal Service rates increase	600
• Fleet Management Consolidation net adjustment	2,017
• Information System billings	1,000
• Telecommunication net adjustment	-13,220
Total	<u>\$645,967</u>

NCAC

• Work Force Development Initiative (non-recurring)	150,000
Total	<u>\$150,000</u>

Overview

EXECUTIVE OFFICE

The Executive Office administers and supervises departments created by the Charter and by specific ordinance, appoints directors of departments as provided by Charter, appoints members of boards and commissions, approves or disapproves every ordinance or resolution adopted by Council, oversees financial business of government, submits recommended budget annually to

Council and may submit reports and recommendations to Council regarding the financial condition, other business and general welfare of the Metropolitan Government.

OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management promotes, coordinates, and directs a comprehensive emergency management program which addresses mitigation, preparedness, response and recovery relative to disasters and major emergencies. The office serves as the focal point for all such activities within the county.

OFFICE OF NEIGHBORHOODS

The Office of Neighborhoods was established to help empower neighborhoods to solve their problems and participate with city government in addressing issues of mutual concern.

OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

The Mayor's Office of Economic & Community Development (ECD) works to stimulate local economic activity through focusing and coordinating government resources. This office works as a liaison between new and existing businesses (including cultural events and community development corporations) and the city's permitting and regulatory processes, acts as a source of business information and referrals in the Nashville area, works with the Mayor and others to develop plans and incentives for attracting and retaining businesses, and operates the Nashville Foreign Trade Zone.

DIVISION OF AFFORDABLE HOUSING

The Mayor's Division of Affordable Housing facilitates the production and preservation of affordable housing and the development of sustainable communities throughout

04 Mayor's Office-At a Glance

Nashville and Davidson County. By partnering with for-profit and nonprofit organizations, the Division provides products and services for affordable rental and homeownership opportunities, leverages public and private funding resources, creates and maintains stable neighborhoods, and retains and expands the city's tax base.

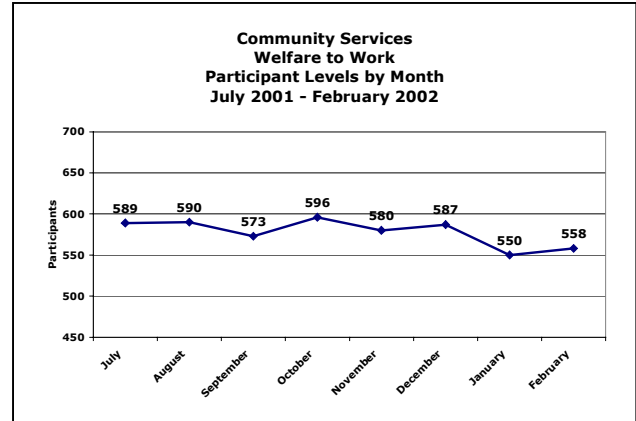
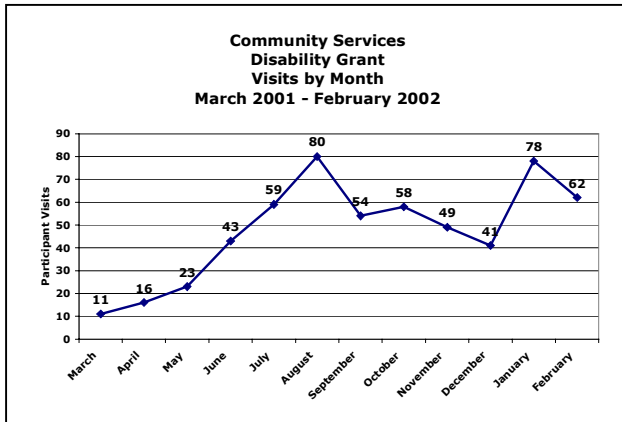
NASHVILLE CAREER ADVANCEMENT CENTER

The Nashville Career Advancement Center (NCAC) provides resources and services for life-long career development in accordance with Public Law 105-220 and ordinances O83-1335 and BL2001-697. NCAC is the lead agency for a regional work force development system which operates in Nashville/Davidson County, Wilson, Rutherford and Trousdale Counties.

Program Services

The Community Services Division is responsible for access to career center services for low income and other hard to serve community residents. The department administers grants for the Welfare to Work program, a grant to serve individuals with disabilities, manages the Employment Resource Center at the Southside Enterprise Center and manages future services in five (5) public housing developments in Davidson County.

Opry Mills Learning and Development Center, a satellite of Middle Tennessee Career Center (MTCC) and funded partially by Mill Corporation, provides job search assistance, GED preparation, English as a Second Language classes, retail customer service training for job seekers, job posting and recruitment for employers at Opry Mills, and entertainment and shopping mall of 200 retailers and 4,000 workers.



The Workforce Investment Act (WIA) Youth Program works with economically disadvantaged youth, ages 14-21, on becoming ready to enter the workforce. Our services are specifically tailored to the unique needs of the young person and may come in the form of comprehensive guidance and counseling, academic assistance, and work-readiness assistance. Each of these activities is broadly defined and allows the program to provide the most appropriate services to meet the comprehensive employability needs of the young workers.

Administrative Services

The Operations and Business Development Unit is responsible for the operational and business development activities of the Agency. Operational responsibilities include: planning, compliance, contracting, procurement, leases, audits, and facilities management. Business Development responsibilities include marketing, employer relations and recruitment, grant writing, and response to lay-offs or plant closings in conjunction with the State.

Fiscal Services provides financial services for the administration of the Federal, State and Local grants and other programs that are operated by NCAC. Services include budgeting, personnel, payroll, inventory control, grant reporting, recording of agency revenues and expenditures, and processing of support services for program participants.

Information Systems (IS) collects and records client eligibility, activity and performance data. IS supports and trouble shoots computer hardware and variety of customized software. Currently, IS is implementing an internet based, skills matching system called Virtual One Shop, which will connect employer's needs with a job seekers skill set.

04 Mayor's Office—Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OFFICE OF EMERGENCY MANAGEMENT					
1. Improve the readiness of all Metro resources (public and private) to respond to emergencies.	a. Number of disaster plans and annexes written and reviewed for Metro, schools, hospitals, and facilities with hazardous material chemicals	15	17	15	15
	b. Exercise/drills/incident critiques conducted	7	3	5	5
	c. Training and public education courses provided	24	30	25	25
2. Insure a coordinated, effective response to a major emergency or disaster.	a. Insure EOC operational readiness relative to Federal/State standards (% of readiness)	80%	80%	80%	90%
OFFICE OF NEIGHBORHOODS					
1. Implement a neighborhood training initiative designed to build capacity for community change.	a. Number of citizens participating in training activities	na	na	na	500
	b. Percentage of participants reporting that they have gained and applied their new knowledge to improve their neighborhood	na	na	na	25%
2. To assist in the development of new neighborhood and other associations in areas where they do not exist.	Number of new neighborhoods that organize and continue to function	na	na	na	10
3. To develop and implement a neighborhood grant program that fosters effective ways for citizens to initiate and carry out small-scale improvement projects.	Number of neighborhoods that undertake and complete improvement projects within specified guidelines	na	na	na	25
4. To coordinate a system of service provision that brings together departments with neighborhood representatives to respond to and/or identify and solve concerns.	Decrease in the number of audit findings/issues brought before the team	na	na	na	20% decrease
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT					
1. To attract and/or create new/film activity and special events.	Number of special events and/or film activities coordinated/supported	125	90	135	135
2. To provide and maintain an efficient and user-friendly film/special event permit process.	Number of film and/or special events permits issued	225	278	235	250

04 Mayor's Office—Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DIVISION OF AFFORDABLE HOUSING					
1. Increase the availability of affordable homeownership to Metro employees.	Number of Metro employees purchasing homes as first-time homebuyers in Davidson County through the HoME Program	na	106	na	75
2. Preserve existing affordable homeownership and enhance neighborhood stabilization efforts through rehabilitation of owner-occupied housing.	Number of homes rehabilitated through the Metro HoPE Program	na	90	na	125
3. Construction or rehabilitation of existing affordable multi-family housing.	Number of multi-family units preserved or placed into service through the Multi-family Production Initiative Program	na	30	na	*50
* Multi-family Production Initiative Program under development					
NCAC FUNDS					
1. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order that they will enter and retain employment.	a. Adult participants served*	432	850	550	1,250
	b. Dislocated worker participants served*	900	915	980	1,200
	c. Youth participants served*	312	111	430	1,200
* As reported in the State Plan for the Workforce Investment Act (WIA)					
2. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order that they will enter and retain employment.	a. Adult workers entered employment rate*	67%	68%	62%	64%
	b. Adult Workers six-month retention rate*	72%	81%	67%	69%
	c. Adult workers six-month earnings change*	\$2,855	\$3,678	\$2,711	\$2,752
* Rates & Earnings Change represent negotiated goals with the Tennessee Department of Labor & Workforce Development					
3. Provide basic academic, work transition, skills training and case management service to economically disadvantaged workers, dislocated workers and youth in the Middle Tennessee Region in order	a. Dislocated workers entered employment rate*	71%	80%	67%	68%
	b. Dislocated workers six-month retention rate*	81%	85%	76%	78%
	c. Dislocated workers earnings replacement rate*	83%	92%	78%	80%

04 Mayor's Office-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
that they will enter and retain employment.					
* Rates represent negotiated goals with the Tennessee Department of Labor & Workforce Development					
4. Ensure that employers, educators and individuals will have relevant, timely, and local labor market information that supports business growth and successful work/placement services by implementation of a dynamic labor market exchange system.	a. Resource Center visits – Participants receiving labor market information and job assistance.	8,000-10,000	10,260	10,000-12,000	11,000-13,000

O4 Mayor's Office–Financial

Mayor's Office GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,811,132	1,680,959	1,985,223	2,437,573
Fringe Benefits	494,778	410,784	506,986	606,161
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,305,910	2,091,743	2,492,209	3,043,734
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	5,000	1,775	2,125	5,200
Travel	49,537	35,737	59,405	69,330
Communications	10,000	6,316	8,038	11,837
Printing	4,308	1,546	1,558	8,558
Advertising & Promotion	8,000	5,427	7,500	16,000
Subscriptions	9,700	9,489	10,000	12,000
Tuition, Reg., & Membership Dues	12,625	10,476	12,650	20,875
Repairs & Maintenance Services	14,905	17,822	15,405	17,405
Internal Service Fees	133,162	128,152	303,272	296,889
TOTAL OTHER SERVICES	247,237	216,740	419,953	458,094
OTHER EXPENSE:				
Supplies and Materials	40,562	29,828	67,986	70,087
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	3,000	56,600
Licenses, Permits, & Fees	695	676	90	690
Taxes	400	400	400	400
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	41,657	30,904	71,476	127,777
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,594,804	2,339,387	2,983,638	3,629,605
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,594,804	2,339,387	2,983,638	3,629,605

O4 Mayor's Office–Financial

Mayor's Office GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	4,500	6,816	5,000	5,500
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	4,500	6,816	5,000	5,500
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	55,000	194,341	62,000	62,000
Federal Through Other Pass-Through	27,434	26,430	32,875	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	82,434	220,771	94,875	62,000
Other Program Revenue				
Contributions and Gifts	0	500	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	500	0	0
TOTAL PROGRAM REVENUE	86,934	228,087	99,875	67,500
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	4,500	4,745	4,500	4,500
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	4,500	4,745	4,500	4,500
TRANSFERS FROM OTHER FUNDS AND UNITS:	150,000	150,000	150,000	330,000
TOTAL REVENUE AND TRANSFERS	241,434	382,832	254,375	402,000

04 Mayor's Office–Financial

NCAC
All Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,147,102	1,965,650	1,739,792	2,210,000
Fringe Benefits	654,551	513,351	452,278	647,900
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,801,653	2,479,001	2,192,070	2,857,900
OTHER SERVICES:				
Utilities	6,841	30,438	18,156	16,500
Professional Services	380,387	197,420	4,869,890	2,448,900
Purchased Services	1,327,144	893,808	(1,191,270)	139,800
Travel	2,894,535	2,581,965	1,401,093	1,528,000
Communications	48,139	34,754	16,255	18,500
Printing	33,383	27,862	19,959	30,000
Advertising & Promotion	4,790	4,231	19,502	30,000
Subscriptions	2,957	4,931	2,340	5,000
Tuition, Reg., & Membership Dues	1,946,041	655,889	732,495	714,000
Repairs & Maintenance Services	335,246	380,987	378,387	400,000
Internal Service Fees	174,663	148,433	120,349	155,844
TOTAL OTHER SERVICES	7,154,126	4,960,718	6,387,156	5,486,544
OTHER EXPENSE:				
Supplies and Materials	562,857	496,621	282,257	192,400
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	368,097	361,883	314,767	374,100
Licenses, Permits, & Fees	11,508	15,227	10,918	57,000
Taxes	0	0	205	300
Grant Contributions & Awards	0	0	0	150,000
TOTAL OTHER EXPENSE	942,462	873,731	608,147	773,800
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	43,613	78,635	(13,917)	7,000
SPECIAL PROJECTS	467,839	460,849	495,122	0
TOTAL OPERATING EXPENSE	11,409,693	8,852,934	9,668,578	9,125,244
TRANSFERS TO OTHER FUNDS & UNITS:	356,699	191,832	815	2,000
TOTAL EXPENSE AND TRANSFERS	11,766,392	9,044,766	9,669,393	9,127,244

O4 Mayor's Office–Financial

NCAC
All Funds

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	206,257	436,624	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	206,257	436,624	0	0
Other Governments & Agencies				
Federal Direct	2,265,352	1,328,037	2,129,023	1,225,000
Federal Through State	8,799,506	6,686,665	7,076,282	7,093,199
Federal Through Other Pass-Through	9,547	12,426	164,584	267,300
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	11,074,405	8,027,128	9,369,889	8,585,499
Other Program Revenue				
Contributions and Gifts	105,453	15,130	97,119	100,000
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	376	20,616	4,460	4,850
Subtotal Other Program Revenue	105,829	35,746	101,579	104,850
TOTAL PROGRAM REVENUE	11,386,491	8,499,498	9,471,468	8,690,349
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	306,062	212,852	197,925	437,800
TOTAL REVENUE AND TRANSFERS	11,692,553	8,712,350	9,669,393	9,128,149

04 Mayor's Office–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
04 Mayor - GSD Fund 10101								
Admin Services Officer 3	7244	GS09	2	2.0	0	0.0	0	0.0
Administrative Assistant	10300	NS	0	0.0	1	1.0	1	1.0
Administrative Assistant - ECD	7927	--	1	1.0	1	1.0	1	1.0
Administrative Assistant 1	7240	GS06	1	1.0	0	0.0	0	0.0
Assistant Director - ECD	10302	NS	0	0.0	1	1.0	1	1.0
Assistant Director - OEM	10301	NS	0	0.0	2	2.0	2	2.0
Chief Of Staff	7161	--	1	0.3	0	0.0	0	0.0
Constituent Liaison	7928	--	3	3.0	3	3.0	3	3.0
Customer Service Supv.	6598	GS09	2	2.0	0	0.0	0	0.0
Deputy Dir-Emer Mgmt	7191	--	1	1.0	0	0.0	0	0.0
Deputy Mayor	7976	--	1	0.8	1	1.0	1	1.0
Dir-Affordable Housing	10326	NS	0	0.0	1	1.0	1	1.0
Director - Office Of Neighborhoods	7930	--	1	1.0	1	1.0	1	1.0
Dir Of Economic And Community	7929	--	1	1.0	1	1.0	1	1.0
Dir-Emergency Mgmt	7185	NS	1	1.0	1	1.0	1	1.0
Exe Assistant - Financial Manager	7931	--	1	1.0	1	1.0	1	1.0
Grant Making Trainer	10303	NS	0	0.0	1	1.0	1	1.0
Hazardous Material Coord	7667	--	1	1.0	0	0.0	0	0.0
Housing Specialist	10304	NS	0	0.0	1	1.0	1	1.0
Information Coordinator	10305	NS	0	0.0	1	1.0	1	1.0
Mayor	3035	MM	1	1.0	1	1.0	1	1.0
Multiline Communications Tech	10306	NS	0	0.0	1	1.0	1	1.0
Office Administrator	10307	NS	0	0.0	1	1.0	1	1.0
Office Assistant	10308	NS	0	0.0	1	1.0	1	1.0
Office Assistant 2	7748	GS04	1	1.0	0	0.0	0	0.0
Office Assistant 3	7749	GS05	1	1.0	0	0.0	0	0.0
Office Support Specialist 1	10123	SR7	0	0.0	0	0.0	1	1.0
Operations Officer	10309	NS	0	0.0	6	6.0	6	6.0
Operations Officer	10309	SR9	0	0.0	0	0.0	1	1.0
Organization Coordinator	10310	NS	0	0.0	1	1.0	1	1.0
Planner 1	6860	GS09	1	1.0	0	0.0	0	0.0
Policy & Communications Director	7958	NS	1	1.0	1	1.0	1	1.0
Preparedness Coordinator	10311	NS	0	0.0	1	1.0	2	2.0
Press Secretary	7162	NS	1	1.0	1	1.0	1	1.0
Prog Specialist I - Afford Housing	7378	GS06	1	0.8	0	0.0	0	0.0
Reception and Support Services	10312	NS	0	0.0	1	1.0	1	1.0
Response Coordinator	10313	NS	0	0.0	2	2.0	2	2.0
Scheduler	7170	--	1	1.0	1	1.0	1	1.0
Secretary 1	0060	GS05	1	1.0	0	0.0	0	0.0
Service Representative	6891	GS05	6	6.0	0	0.0	0	0.0
Sp Prog Coord	5923	GS09	1	1.0	0	0.0	0	0.0
Spec Assist-Legis Affairs	7163	NS	1	1.0	1	1.0	1	1.0
Special Assistant	4972	NS	4	4.0	4	4.0	4	4.0
Special Assistant - Art, Music, Film	7935	--	1	1.0	1	1.0	1	1.0
Special Assistant - Events	7933	--	1	1.0	1	1.0	1	1.0
Special Assistant - Film	7934	--	1	1.0	1	1.0	1	1.0
Staff Assistant	7011	--	1	1.0	2	2.0	2	2.0
Training Coordinator	7662	SR9	0	0.0	0	0.0	1	1.0
Total Positions & FTE			42	40.8	45	45.0	49	49.0

04 Mayor's Office–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
76 NCAC - Fund 31000								
Accounts Clerk 1 - NCAC	7808	N/A	1	1.0	2	2.0	2	2.0
Accounts Clerk 2 - NCAC	7865	N/A	2	2.0	2	2.0	2	2.0
Acct Associate - NCAC	7806	N/A	2	2.0	2	2.0	2	2.0
Acct Supervisor - NCAC	7807	N/A	1	1.0	1	1.0	1	1.0
Administrative Assistant - NCAC	7809	N/A	1	1.0	0	0.0	0	0.0
Admin or Program Asst. - NCAC	7828	N/A	0	0.0	5	5.0	5	5.0
Assistant to Center Director - NCAC	7809	N/A	0	0.0	2	2.0	2	2.0
Business Liaison - NCAC	7846	N/A	0	0.0	1	1.0	1	1.0
Career Development Manager - NCAC	7861	GS08	1	1.0	1	1.0	1	1.0
Career Develop Prog Assoc - NCAC	7954	N/A	0	0.0	1	1.0	1	1.0
Career Develop Specialist - NCAC	7955	N/A	0	0.0	3	3.0	3	3.0
Career Planner - NCAC	7915	N/A	4	4.0	5	5.0	5	5.0
Career Strategist - NCAC	7847	N/A	4	4.0	5	5.0	5	5.0
Contract Administrator - NCAC	7867	N/A	1	1.0	1	1.0	1	1.0
Cook - Assistant	2140	TG03	0	0.0	1	1.0	1	1.0
Cook – MAC	6509	NS	0	0.0	1	1.0	1	1.0
Data Ent Supv - NCAC	7814	N/A	1	1.0	1	1.0	1	1.0
Data Entry - NCAC	7813	N/A	2	2.0	2	2.0	2	2.0
Dietary Tech	7478	HS03	0	0.0	2	2.0	2	2.0
Dir of Operations & Business Dev	7821	N/A	0	0.0	1	1.0	1	1.0
Emp Specialist - NCAC	7818	N/A	2	2.0	2	2.0	2	2.0
Environment Services Tech	7489	HS03	0	0.0	1	1.0	1	1.0
Fin Services Rep - NCAC	7848	N/A	1	1.0	0	0.0	0	0.0
Finance Director - NCAC	7819	N/A	1	1.0	1	1.0	1	1.0
Govt/Cmnty Rel Mgr - NCAC	7821	N/A	1	1.0	0	0.0	0	0.0
Info Systems Mgr - NCAC	7822	N/A	1	1.0	1	1.0	1	1.0
NCA Center Director	7631	GS00	1	1.0	0	0.0	0	0.0
NCAC Director	7631	NS	0	0.0	1	1.0	1	1.0
One Stop Cr Ctr Dir-NCAC	7851	N/A	1	1.0	1	1.0	1	1.0
Opry Mills Learning Ctr Dev Mgr	7951	N/A	0	0.0	1	1.0	1	1.0
Orientation/Inf Rep-NCAC	7852	N/A	1	1.0	0	0.0	0	0.0
Program Coordinator	7916	N/A	0	0.0	1	1.0	1	1.0
Program Supervisor 1 - NCAC	7869	N/A	0	0.0	1	1.0	1	1.0
Program Supervisor 2 - NCAC	7853	N/A	0	0.0	1	1.0	1	1.0
Receptionist - NCAC	7830	N/A	1	1.0	1	1.0	1	1.0
Receptionist/Prog Assistant - NCAC	7828	N/A	5	5.0	1	1.0	1	1.0
Research Analyst - NCAC	7831	N/A	1	1.0	1	1.0	1	1.0
Resource Center Mgr - NCAC	7853	N/A	1	1.0	0	0.0	0	0.0
Resource Center Spec-NCAC	7833	N/A	1	1.0	0	0.0	0	0.0
School Crossing Guard	3445	SP01	0	0.0	1	1.0	1	1.0
Special Services Coordinator - NCAC	7916	N/A	1	1.0	0	0.0	0	0.0
Supportive Serv Coordinator - NCAC	7837	N/A	0	0.0	1	1.0	1	1.0
Sys Specialist - NCAC	7835	N/A	1	1.0	1	1.0	1	1.0
Transportation Clerk - NCAC	7836	N/A	2	2.0	2	2.0	2	2.0
Transportation Coord - NCAC	7837	N/A	1	1.0	0	0.0	0	0.0
Transportation Supervisor - NCAC	7862	N/A	1	1.0	1	1.0	1	1.0
Transportation Systems Admin	7863	GS05	1	1.0	1	1.0	1	1.0
Welfare To Work Case Mgr-NCAC	7857	N/A	3	3.0	4	4.0	4	4.0
Welfare To Work Information Spec.	7864	N/A	1	1.0	0	0.0	0	0.0
Welfare To Work Mgr – NCAC	7858	N/A	1	1.0	1	1.0	1	1.0

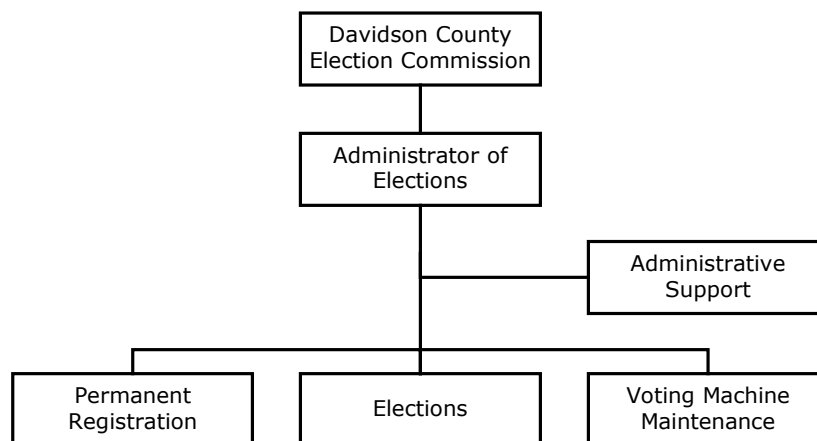
O4 Mayor's Office–Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
76 NCAC - Fund 31000								
WTW Program Coordinator - NCAC	7868	N/A	1	1.0	1	1.0	1	1.0
WTW Services Coordinator - NCAC	7869	N/A	1	1.0	0	0.0	0	0.0
Youth Program Manager - NCAC	7838	N/A	1	1.0	1	1.0	1	1.0
Youth Program Senior Spec - NCAC	7839	N/A	1	1.0	2	2.0	2	2.0
Total Positions & FTE			54	54.0	69	69.0	69	69.0

05 Election Commission–At a Glance

Vision	The Davidson County Election Commission is committed to ensuring voting accessibility and protecting the integrity of the electoral process.			
Mission	To conduct elections with accuracy and consistency in order to provide each citizen the opportunity to exercise his or her right to vote in an efficient and equitable manner in accordance with the laws of the United States and the State of Tennessee.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,127,533	\$2,283,522	\$2,990,575
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$2,127,533</u>	<u>\$2,283,522</u>	<u>\$2,990,575</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$13,620	\$15,089	\$26,038
	Other Governments	18,000	18,000	18,000
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$31,620</u>	<u>\$33,089</u>	<u>\$44,038</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$31,620</u>	<u>\$33,089</u>	<u>\$44,038</u>
Positions	Total Budgeted Positions	25	39	40
Contacts	Administrator of Elections: Michael McDonald email: michael.mcdonald@nashville.gov Financial Manager: Patricia Cramb email: patricia.cramb@nashville.gov 153 Howard Office Building 37210 Phone: 862-8800 FAX: 862-8810			

Organizational Structure



05 Election Commission–At a Glance

Budget Highlights FY 2003

• Elected Officials Pay increase	\$1,600
• Pay Plan/Benefit adjustments	59,900
• Postal Service rates increase	3,700
• Fleet Management Consolidation net adjustment	-1,923
• Information Systems billings	69,471
• Background Checks fees	500
• Telecommunication net adjustment	-5,595
• Promotions for two employees	34,700
• Benefits for temporary employees	49,200
• Redistricting in FY 02 budget; will be reserved (non-recurring)	-320,000
• Other one-time costs in FY 02 budget (non-recurring)	-516,000
• August 2 Election (State Primary, County General) - (non-recurring)	559,700
• November 2 Election (State General Election) - (non-recurring)	658,000
• August 3 Election (Metro General Election) - (non-recurring)	91,400
• Satellite City Elections - (non-recurring)	22,400
Total	<u>\$707,053</u>

Overview

The Election Commission was created to maintain voter registration files and conduct all elections for Davidson County (Federal, State, Metro) and the six incorporated satellite cities within Davidson County.

The Commission is governed by five commissioners appointed by the State Election Commission for two year terms. The commissioners are charged with ensuring compliance with state election laws and operating within Metro’s purchasing and budgetary laws. The Commission has a staff of 22 full-time and 13 part-time employees.

PERMANENT REGISTRATION

The Permanent Registration Division is responsible for processing candidates’ filing forms, certifying nominating petitions to qualify candidates for ballot, and receiving and reviewing campaign contribution and expenditure reports. This Division also conducts federal, state, county, Metro and satellite city elections, recruits and trains election officials, and disseminates election information to voters, poll officials, candidates, schools and community groups.

ELECTIONS

The Election Division provides funding needed to conduct federal, state, county, Metro, and satellite city elections.

VOTING MACHINE WAREHOUSE

The Voting Machine Warehouse provides year-round maintenance and storage of voting machines, prepares voting machines for each election held in the county and prepares ballot for each district and precinct. This Division works to obtain suitable ADA (Americans with Disabilities Act) compliant voting sites and locates new precincts as needed; loans voting machines to and assists with elections for schools, civic groups, and other organizations. This Division trains voting machine operators for each election.

05 Election Commission–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PERMANENT REGISTRATION					
1. Maintain accurate up-to-date voter registration records for Davidson County.	a. Voter registration by: Personal appearance - counter	10,000	6,627	5,500	7,000
	Motor voter	30,000	9,361	15,000	10,000
	Mail	30,000	38,079	30,000	30,000
	b. Purged voters	20,000	13,941	25,000	15,000
	c. Data entry: Voter history update	350,000	210,921	350,000	215,000
	Name/Address Changes	na	na	na	90,000
2. Provide voter information lists to candidates and public upon request.	List and labels requests run	130	70	60	75
3. Conduct voter education and outreach to make registration and voting as "customer friendly" as possible.	a. Publish newsletter targeted to voters and community groups	na	na	3 newsletters	4 newsletters
	b. Host voter outreach fair in conjunction with community organizations and civic groups	na	na	na	9/02
	c. Develop TV public service announcements with Government Access staff to encourage voters to make address changes on registration cards prior to elections	na	na	na	3 PSAs
4. In compliance with 2002 State and Metro Redistricting plans, complete precinct and voting location designation for all voters in Davidson County.	a. Mail new voter registration cards to every approved voter in Davidson County prior to the August 2002 election	na	na	na	320,000 registration cards mailed
	b. Publish new precinct location list and map in newspaper	na	na	na	7/02
ELECTIONS					
1. Conduct scheduled elections and enhance accessibility providing early voting sites.	a. Number of early voting sites – State Primary & County General Election (Aug 2002)	na	na	na	6
	b. State General Election – Lottery Question (Nov 2002) – Number of early voting sites	na	na	na	6
	c. Preparation for Metro General Election – Number of early voting sites	na	na	na	To be determined
2. Recruit and train poll officials for each elections.	a. Produce new poll official training video with assistance from Government Access TV office	na	na	Complete 4/02	7/02, 10/02
	b. Poll officials hired and trained	3,248	2,517	1,380	4,178

O5 Election Commission–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
VOTING MACHINE WAREHOUSE					
1. Provide voting machines prepared according to law for Davidson County elections at all precincts and tabulate results for each.	a. Voting machines maintained	604	604	604	604
	b. Voting machines prepared	1,500	1,351	696	2,735
	c. Machine operators trained	1,140	788	350	1,172
2. Conduct elections for satellite cities, schools, and organizations.	a. Satellite city elections	4	4	2	4
	b. School and organization elections	93	76	74	75
3. Locate, recommend, and arrange for use of new polling places.	New polling places	18	9	25	65
4. Survey existing and new polling places to determine compliance with state and federal ADA accessibility requirements.	Develop transition plan with ADA office to assure compliance with the Americans with Disabilities Act per the Metro Government agreement with the Department of Justice	na	na	Initiate survey by 2/02	12/02

05 Election Commission–Financial

Election Commission GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,066,725	1,040,888	1,218,615	1,360,307
Fringe Benefits	213,879	243,218	223,137	310,433
Per Diem & Other Fees	428,186	404,780	149,670	540,900
TOTAL PERSONAL SERVICES	1,708,790	1,688,886	1,591,422	2,211,640
OTHER SERVICES:				
Utilities	11,190	11,224	13,835	13,819
Professional Services	34,486	33,500	18,000	37,000
Purchased Services	133	17,621	713	11,910
Travel	6,988	8,334	6,438	6,938
Communications	30,650	30,179	156,000	81,155
Printing	76,050	60,910	131,331	158,831
Advertising & Promotion	65,300	77,306	46,100	103,096
Subscriptions	300	333	300	300
Tuition, Reg., & Membership Dues	2,500	3,235	7,500	2,500
Repairs & Maintenance Services	15,866	17,487	18,616	18,616
Internal Service Fees	112,335	119,361	236,011	236,014
TOTAL OTHER SERVICES	355,798	379,490	634,844	670,179
OTHER EXPENSE:				
Supplies and Materials	22,728	13,349	41,828	45,228
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	32,543	34,779	13,958	58,858
Licenses, Permits, & Fees	270	129	270	270
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	55,541	48,257	56,056	104,356
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,120,129	2,116,633	2,282,322	2,986,175
TRANSFERS TO OTHER FUNDS & UNITS:	7,404	2,560	1,200	4,400
TOTAL EXPENSE AND TRANSFERS	2,127,533	2,119,193	2,283,522	2,990,575

O5 Election Commission–Financial

Election Commission GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	13,620	18,767	15,089	26,038
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	13,620	18,767	15,089	26,038
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	18,000	330,856	18,000	18,000
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	18,000	330,856	18,000	18,000
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	31,620	349,623	33,089	44,038
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	31,620	349,623	33,089	44,038

05 Election Commission–Financial

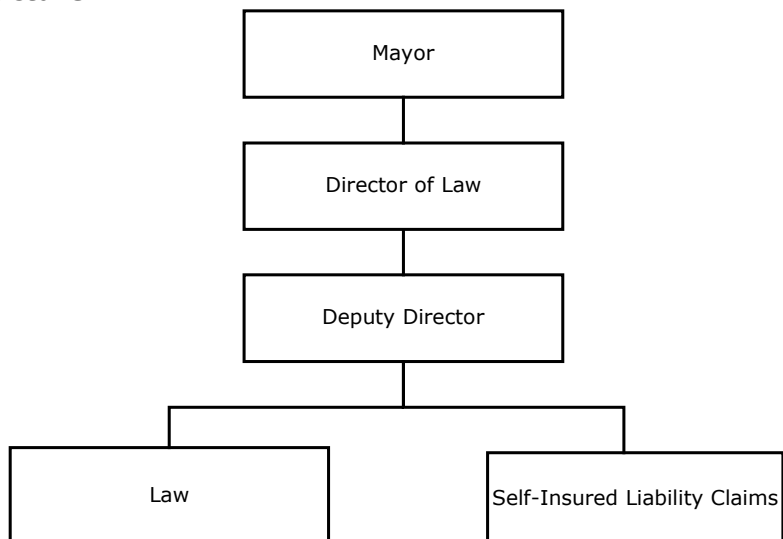
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

Class Grade	FY 2001		FY 2002		FY 2003	
	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
05 Election Commission - GSD Fund 10101						
Admin of Elections	4080 NS	1 1.0	1 1.0	1 1.0	1 1.0	1 1.0
Election Commissioner	1743 NS	5 0.5	5 0.5	5 0.5	5 0.5	5 0.5
Election Deputy 1	7096 NS	6 6.0	8 8.0	7 7.0	7 7.0	7 7.0
Election Deputy 2	7097 NS	4 4.0	4 4.0	5 5.0	5 5.0	5 5.0
Election Deputy 3	7098 NS	6 6.0	6 6.0	3 3.0	3 3.0	3 3.0
Election Deputy 4	10181 NS	0 0.0	0 0.0	3 3.0	3 3.0	3 3.0
Machine Technician	2954 NS	2 2.0	2 2.0	2 2.0	2 2.0	2 2.0
Machine Warehouse Mgr	7099 NS	1 1.0	1 1.0	1 1.0	1 1.0	1 1.0
Total Positions & FTE		25 20.5	27 22.5	27 22.5	27 22.5	27 22.5
Seasonal/Part-Time/Temporary	9020		12 12.0	13 13.0	13 13.0	13 13.0

O6 Law–At a Glance

Vision	Excellence in providing legal representation to the Metropolitan Government.			
Mission	To provide complete legal advice and representation to all levels of the administrative, legislative and operational division of The Metropolitan Government of Nashville and Davidson County.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$3,098,520	\$3,715,694	\$4,160,184
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$3,098,520</u>	<u>\$3,715,694</u>	<u>\$4,160,184</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$70,000	\$55,000
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	\$0	\$70,000	\$55,000
	Non-program Revenue	65,000	70,000	90,000
	Transfers	1,571,736	1,571,736	1,679,302
	Total Revenues	<u>\$1,636,736</u>	<u>\$1,711,736</u>	<u>\$1,824,302</u>
Positions	Total Budgeted Positions	50	50	52
Contacts	Director of Law: Karl Dean Deputy Director of Law: Sue Cain		email: karl.dean@legal.nashville.org email: sue.cain@legal.nashville.org	
	204 Metro Courthouse 37201		Phone: 862-6341 FAX: 862-6352	

Organizational Structure



O6 Law–At a Glance

Budget Highlights FY 2003

GSD

• Position/Benefit increase for 2 new Staff Attorneys for increase workload	\$209,500
• Books/Magazines/Periodicals	65,000
• Pay Plan/Benefit adjustment	167,200
• Postal Service rates increase	4,300
• Fleet Management Consolidation net adjustment	-4,040
• Information Systems billing	13,096
• Telecommunication net adjustment	-10,566
Total	<u>\$444,490</u>

• Judgment & Losses adjustment to meet current and future needs	<u>\$90,000</u>
---	-----------------

• Insurance & Reserve adjustment for increased insurance costs	<u>\$125,000</u>
--	------------------

USD

• Judgment & Losses adjustments to meet current and future needs	<u>\$10,000</u>
--	-----------------

• Insurance & Reserve adjustment for increased insurance costs	<u>\$15,000</u>
--	-----------------

Overview

LAW

The Department of Law provides legal counsel and litigation services to all Metro departments, agencies, and commissions. In addition, the Department provides a liaison with other governmental agencies on legal issues.

The Department also administers an insurance and safety program to identify, analyze, evaluate and make recommendations for the control of risks. As a result of these efforts premiums are determined based on departments' exposure to risk and transferred from participating departmental operating budgets. Insurance director determines premiums and transfers funds based on departments' or funds' exposure to risk. Premiums are transferred from Insurance and Reserve accounts of the general funds and from participating funds' operating budgets.

SELF-INSURED LIABILITY CLAIMS

The Self-Insured Liability Claims Division investigates, documents and disposes of liability claims for and against the Metropolitan Government. These efforts are coordinated with the Division of Insurance and Safety Division to lessen risk exposure.

06 Law-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
LAW					
1. To provide legal counsel to all departments, agencies and commissions of the Metropolitan Government in litigation matters.	a. New lawsuits	275	264	262	260
	b. Lawsuits closed	270	234	249	240
	c. Administrative hearings	275	341	325	325
2. To litigate delinquent property tax lawsuits in conjunction with the Clerk & Master's Office (Previously titled "Delinquent Taxes")	a. Number of Property Tax Parcels	3,300	3,663	3,500	3,200
	b. Amount delinquent (Property Tax)	\$5,000,000	\$4,435,248	\$4,300,000	\$4,000,000
	c. Amount collected (Property Summons filed 3/2001)	\$3,000,000	\$3,194,510	\$3,293,705	\$3,100,000
3. To provide legal advice to all departments, agencies and commissions of the Metropolitan Government.	Requests for legal advice	275	623	500	500
4. To process ordinances, resolutions and contracts for all departments, agencies and commissions of the Metropolitan Government.	a. Ordinances and resolutions drafted or reviewed	450	408	450	300
	b. Ordinances approved for codification	615	400	450	400
	c. Contracts reviewed or drafted	1,800	2,085	2,040	2,040
5. To litigate delinquent personalty tax lawsuits in conjunction with the Trustee's Office.	a. Number of Personalty Tax matters (filed 8/10/01)	0	3,200	3,500	3,600
	b. Amount sought/Delinquent Personalty Tax	0	\$5,382,383	\$2,626,067	\$2,000,000
	c. Amount collected - Personalty Tax	0	\$543,587	\$1,000,000	\$1,000,000
6. To litigate unpaid demolition liens in conjunction with Codes Department.	a. Number of demolition liens filed	0	2	0	20
	b. Total amount sought/demolition liens	0	\$3,511	0	\$40,000
	c. Amount collected - demolition liens	0	\$3,762	0	\$25,000
7. To litigate unpaid vegetation liens in conjunction with Metro Beautification and Environment Commission.	a. Number of vegetation liens filed	0	0	0	120
	b. Total amount sought/vegetation liens	0	0	0	\$85,000
	c. Amount collected - vegetation liens	0	0	0	\$60,000

SELF-INSURED LIABILITY CLAIMS

1. To handle all claims for and against Metropolitan Government, including investigation and resolution of complaints referred by various governmental agencies and the public.	a. Claims filed	2,300	2,085	2,200	2,100
	b. Claims closed	2,300	2,362	2,300	2,100
	c. Amount paid	\$850,000	\$1,744,361	\$1,020,000	\$700,000

Includes Board of Education and MTA

06 Law–Financial

Law GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,219,398	2,208,706	2,534,132	2,840,932
Fringe Benefits	524,221	498,481	566,421	636,321
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,743,619	2,707,187	3,100,553	3,477,253
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	50,000	48,541	50,000	50,000
Purchased Services	15,890	27,105	16,490	16,490
Travel	20,922	22,748	21,722	21,722
Communications	1,000	233	200	200
Printing	1,722	668	1,522	1,522
Advertising & Promotion	450	0	450	450
Subscriptions	2,005	68,864	235,145	235,145
Tuition, Reg., & Membership Dues	27,440	31,309	27,440	27,440
Repairs & Maintenance Services	8,000	6,124	8,000	8,000
Internal Service Fees	85,866	78,461	114,966	117,756
TOTAL OTHER SERVICES	213,295	284,053	475,935	478,725
OTHER EXPENSE:				
Supplies and Materials	111,902	14,956	110,902	175,902
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	24,607	17,290	22,207	22,207
Licenses, Permits, & Fees	97	48	97	97
Taxes	5,000	9,600	6,000	6,000
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	141,606	41,894	139,206	204,206
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,098,520	3,033,134	3,715,694	4,160,184
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	3,098,520	3,033,134	3,715,694	4,160,184

O6 Law–Financial

Law GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	45,802	70,000	55,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	45,802	70,000	55,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	45,802	70,000	55,000
NON-PROGRAM REVENUE:				
Property Taxes	65,000	78,515	70,000	90,000
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	266,923	0	0
TOTAL NON-PROGRAM REVENUE	65,000	345,438	70,000	90,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	1,571,736	1,588,302	1,571,736	1,679,302
TOTAL REVENUE AND TRANSFERS	1,636,736	1,979,542	1,711,736	1,824,302

O6 Law–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

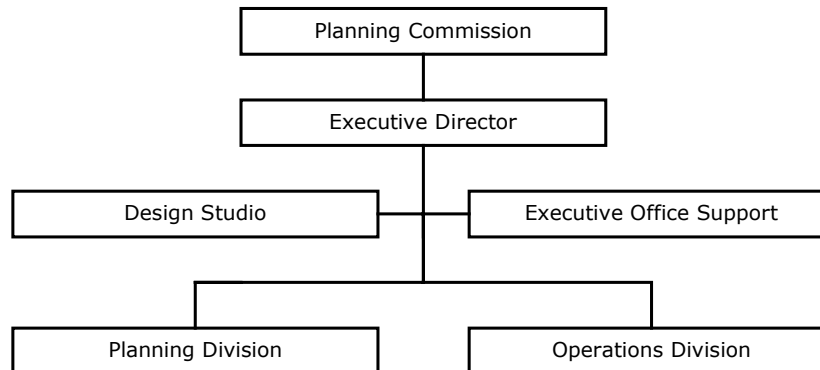
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
O6 Law Department - GSD Fund 10101								
Administrative Assistant 2	7241	SR09	3	3.0	4	4.0	4	4.0
Associate Metropolitan Attorney	7192	SR16	2	2.0	2	2.0	2	2.0
Attorney 1	0480	SR12	6	6.0	8	8.0	8	8.0
Attorney 2	0630	SR14	2	2.0	6	6.0	6	6.0
Attorney 3	4674	SR15	11	11.0	9	9.0	11	11.0
Claims Division Manager	6675	SR13	1	1.0	1	1.0	1	1.0
Claims Representative 1	6674	SR08	1	1.0	2	2.0	2	2.0
Claims Representative 2	6673	SR09	3	3.0	2	2.0	2	2.0
Deputy Metropolitan Attorney	1496	SR16	1	1.0	1	1.0	1	1.0
Insurance Division Mgr	6581	SR14	1	1.0	1	1.0	1	1.0
Law Clerk	2867	SR08	3	3.0	1	1.0	1	1.0
Legal Secretary 1	2870	SR07	4	4.0	2	2.0	2	2.0
Legal Secretary 2	7322	SR08	2	2.0	1	1.0	1	1.0
Metropolitan Attorney	3130	DP03	1	1.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	3	3.0	0	0.0	0	0.0
Office Support Representative 1	0120	SR04	0	0.0	1	1.0	1	1.0
Paralegal 1	7073	GS03	4	4.0	0	0.0	0	0.0
Paralegal 2	7343	SR08	2	2.0	8	8.0	8	8.0
Total Positions & FTE			50	50.0	50	50.0	52	52.0

07 Planning–At a Glance



Vision	To enhance the quality of life for citizens of Metropolitan Nashville-Davidson County through leadership in planning and partnership with the community.			
Mission	<p>The mission of the Planning Department is to promote livability and quality growth in Metropolitan Nashville-Davidson County that enhances the built environment, conserves the natural environment, and preserves cultural and historical resources. With this purpose, the Planning Department will:</p> <ul style="list-style-type: none"> • Ensure meaningful citizen participation, • Promote responsible growth and development, • Encourage development that accommodates a variety of lifestyles, housing & transportation alternatives, and employment opportunities, • Promote regional cooperation in planning throughout Middle Tennessee, and • Serve as an accessible resource for information and technical assistance for residents, neighborhoods, and the business community. 			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,796,527	\$3,263,771	\$3,669,010
	Special purpose funds	2,946,600	1,725,617	1,725,617
	Total Expenditures	<u>\$5,743,127</u>	<u>\$4,989,388</u>	<u>\$5,394,627</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$242,416	\$425,846	\$216,900
	Other Governments	2,896,600	1,675,617	1,945,674
	Other Program Revenue	0	17,250	0
	Total Program Revenue	<u>\$3,139,016</u>	<u>\$2,170,988</u>	<u>\$2,202,574</u>
	Non-program Revenue	0	0	0
	Transfers	50,000	50,000	50,000
	Total Revenues	<u>\$3,189,016</u>	<u>\$2,220,988</u>	<u>\$2,252,574</u>
Positions	Total Budgeted Positions	30	52	57
Contacts	Director of Planning: Richard Bernhardt Financial Manager: Jeff Lawrence 730 2 nd Avenue South 37210		email: rick.bernhardt@nashville.gov email: jeff.lawrence@nashville.gov Phone: 862-7173 FAX: 880-2450	

Organizational Structure



07 Planning–At a Glance



Budget Highlights FY 2003

• Position reclassifications and promotions	\$283,300
• Pay Plan/Benefit adjustments	104,400
• Non-recurring Consultant fees for special planning and design studies as related to the preparation and implementation of subarea and neighborhood design plans	80,000
• Flight Services for the Commission and Council aerial photographs	14,000
• Fleet Management Consolidation net adjustment	-3,181
• Information System billings	-59,480
• Telecommunications	-13,800
Total	\$405,239

Overview

DESIGN STUDIO

Design Studio prepares and oversees urban design elements of the planning departments work program. The Studio prepares design regulations, guidelines, maps, illustrations, brochures and presentations that further the betterment of design and design awareness in the community. It provides staffing assistance to the Nashville civic design center and promotes and assists with the promulgation of urban design programs where needed within Metropolitan Government and the community at large.

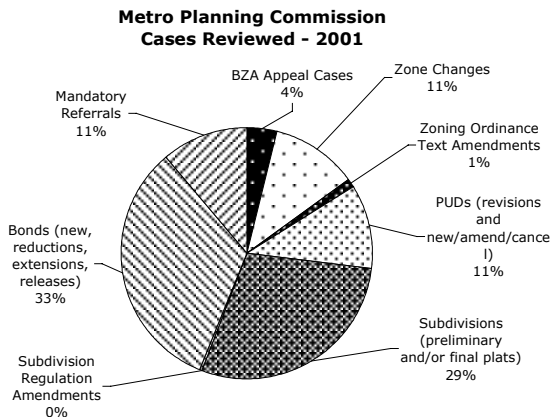
reviews applications for zone changes, planned unit developments, mandatory referrals and subdivisions for consistency with adopted planning policies and conformance with regulations. It is responsible for coordinating these reviews with other Metropolitan Government agencies.



This division also provides technical support to the Metropolitan Council on zoning, planned unit development and mandatory referral matters. The division is also responsible for assisting in the creation, maintenance and implementation of community plans.

Advance Planning Research Fund is a special fund that provides funding for the long range planning and coordination of roadway and transit projects for the 5 county Metropolitan Planning Organization (MPO). Special transportation studies are also provided as approved in the Unified Work Program.

Top Grant provides funding from the U.S. Department of Commerce to integrate the World Wide Web, Geographic Information Systems (GIS), demographic databases, translation software and photo realistic technologies to provide a citizen friendly system to share government information.



EXECUTIVE OFFICE SUPPORT

The Executive Office Support prepares and oversees the execution of the department work program including specification of urban design elements. This division also promotes and assists in the promulgation of urban design programs in Davidson County.

PLANNING DIVISION

The Planning Division serves as the professional staff for the Metropolitan Planning Commission. It processes and

OPERATIONS DIVISION

The Operations Division prepares, administers and monitors the departmental operating budget. It is responsible for administering departmental and Civil Service rules and policies, coordinating purchasing and training and provides administrative support functions such as payroll to the department.

This division is also responsible for preparing the recommended Capital Improvements Budget (CIB).

The division performs statistical analysis and research that is the basis for land use and other governmental decisions. It also maintains the property maps for the Metropolitan Government and the Geographic Information System.

07 Planning–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
EXECUTIVE OFFICE SUPPORT					
1. Prepare regulatory amendments.	a. Number of prepared subdivision regulation amendments for consideration by June 30	2	2	1	3
	b. Number of Zoning Code amendments researched and prepared for consideration by June 30	2	2	0	3
2. Improve opportunities for coordination of development and infrastructure through comprehensive development monitoring techniques.	a. Number of standards evaluated for traffic impact studies in rural settings	na	na	na	1
	b. Number of transportation demand modeling capabilities developed for proposed developments	na	na	na	1
PLANNING DIVISION					
1. Efficiently plan for the areas in town where the need is the greatest.	a. Number of priority system for community plans project selection developed	na	na	na	1
	b. Number of community structure plans developed	na	na	1	1
	c. Number of detailed neighborhood design plans developed	na	na	5	6
2. Encourage use of existing infrastructure capacity to accommodate growth.	a. Number of regulatory incentives for urban infill development proposed	na	na	na	1
	b. Number of regulations evaluated that may create barriers to infill development	na	na	na	1
3. Process all complete and correct development applications and mandatory referrals.	a. Number of Council zone changes and text amendments	150	164	250	250
	b. Number of recommendations to Commission on all zone change requests, text amendments, Planned Unit Developments (PUD's), and subdivision plats	650	674	659	700
	c. Number of public notices for public hearings and commission agenda items	na	na	na	14,500
Top Grant					
1. Integrate the World Wide Web, GIS, demographic database, translation software, and photo realistic technologies to develop a citizen friendly system to share government information.	a. Number of acquisitions of translation software for Metro's web pages	na	na	na	1
	b. Number of systems developed to compare various developments for consistency with objectives developed in the planning process	na	na	na	1

07 Planning–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
APR Fund					
1. Maximize the MPO's allotment of federal transportation funds and ensure that all federal eligibility guidelines are met.	a. Number of three-year Transportation Improvement Programs assembled and maintained that budget available federal funds for various improvements to existing facilities and new projects	na	na	na	1
	b. Number of existing Long Range Transportation Plans validated	na	na	na	1
	c. Number of annual Unified Planning Work Programs developed and implemented which describe the ongoing transportation planning activities and special studies to be conducted by the MPO during the current year	na	na	na	1
OPERATIONS DIVISION					
1. Prepare a Capital Improvements Budget Recommendation that prioritizes the use of Metro's resources in the most effective and efficient manner.	a. Number of ranking systems developed that score submittals against an established set of general principles	na	na	1	1
	b. Number of Capital Improvements Budgets completed by April 30	1	1	1	1
2. Prepare demographic forecast of public school students and total population.	a. Number of sets of high school cluster specific student generation rates and student forecasts for a 5 year period created	na	na	11	11
	b. Number of methodologies produced for preparing annual population estimates and 10 year total population forecasts	na	na	2	1
3. Maintain an accurate and complete database of property in Metro GIS for efficient and effective tax appraisal and general analytical uses.	a. Number of property transfers logged in system according to Assessor of Property's mandate	na	na	22,000	23,000
	b. Number of areas reviewed for positional accuracy	na	na	1	6
	c. Number of plans instituted for updating photo library and changes to built environment annually	na	na	na	2

07 Planning–Financial



**Planning Commission
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,868,562	1,759,644	2,009,524	2,327,324
Fringe Benefits	468,693	414,231	481,567	551,467
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,337,255	2,173,875	2,491,091	2,878,791
OTHER SERVICES:				
Utilities	1,000	857	0	0
Professional Services	84,830	74,849	61,972	141,972
Purchased Services	37,370	27,530	38,750	52,750
Travel	40,303	37,641	48,500	48,500
Communications	15,500	14,694	18,000	18,000
Printing	28,500	20,716	33,000	33,000
Advertising & Promotion	15,000	12,406	17,500	17,500
Subscriptions	501	590	1,000	1,000
Tuition, Reg., & Membership Dues	18,500	17,329	18,500	18,500
Repairs & Maintenance Services	35,000	21,333	40,000	40,000
Internal Service Fees	115,413	94,467	394,908	318,447
TOTAL OTHER SERVICES	391,917	322,412	672,130	689,669
OTHER EXPENSE:				
Supplies and Materials	39,600	30,035	72,500	72,500
Misc. Other Expenses & Payments	0	20	0	0
Fixed Charges	720	0	1,000	1,000
Licenses, Permits, & Fees	27,035	29,683	27,050	27,050
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	67,355	59,738	100,550	100,550
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,796,527	2,556,025	3,263,771	3,669,010
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,796,527	2,556,025	3,263,771	3,669,010

07 Planning–Financial



**Planning Commission
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	242,416	221,718	425,846	216,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	242,416	221,718	425,846	216,900
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	75	100
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	75	100
TOTAL PROGRAM REVENUE	242,416	221,718	425,921	217,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	242,416	221,718	425,921	217,000

07 Planning–Financial



Planning Commission Special Purpose Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	155,706	135,884	278,242	278,242
Fringe Benefits	27,744	27,667	65,810	65,810
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	183,450	163,551	344,052	344,052
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,598,840	701,002	1,135,090	1,135,090
Purchased Services	923,000	0	0	0
Travel	12,260	1,264	8,260	8,260
Communications	17,100	915	17,600	17,600
Printing	3,000	12,917	2,000	2,000
Advertising & Promotion	4,000	11,420	6,000	6,000
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	4,000	1,272	8,000	8,000
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	15,300	1,134	15,900	15,900
TOTAL OTHER SERVICES	2,577,500	729,924	1,192,850	1,192,850
OTHER EXPENSE:				
Supplies and Materials	41,300	48,996	39,365	39,365
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	76	0	0
Licenses, Permits, & Fees	15,850	0	15,850	15,850
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	57,150	49,072	55,215	55,215
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	128,500	0	133,500	133,500
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,946,600	942,547	1,725,617	1,725,617
TRANSFERS TO OTHER FUNDS & UNITS:	0	5,678	0	0
TOTAL EXPENSE AND TRANSFERS	2,946,600	948,225	1,725,617	1,725,617

07 Planning–Financial



Planning Commission Special Purpose Funds

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	54,298	52,200	39,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	54,298	52,200	39,900
Other Governments & Agencies				
Federal Direct	424,000	61,510	424,000	250,000
Federal Through State	2,472,600	740,988	1,251,617	1,695,674
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	2,896,600	802,498	1,675,617	1,945,674
Other Program Revenue				
Contributions and Gifts	0	37,033	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	20,161	17,250	0
Subtotal Other Program Revenue	0	57,194	17,250	0
TOTAL PROGRAM REVENUE	2,896,600	913,990	1,745,067	1,985,574
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	50,000	124,157	50,000	50,000
TOTAL REVENUE AND TRANSFERS	2,946,600	1,038,147	1,795,067	2,035,574

07 Planning–Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

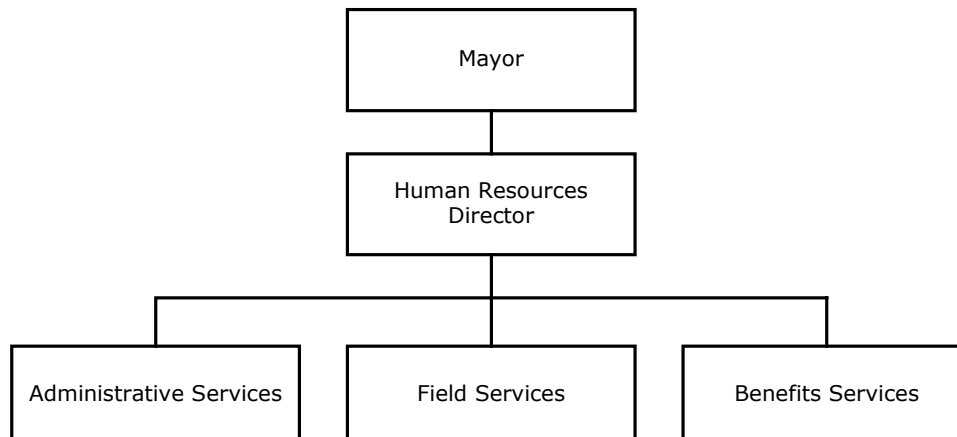
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
07 Planning Commission - GSD Fund 10101								
Accounting Associate	6105	GS06	1	1.0	0	0.0	0	0.0
Admin Asst -1	7241	SR09	0	0.0	1	1.0	1	1.0
Admin Services Officer 1	2660	SR06	1	1.0	1	1.0	1	1.0
CAD/GIS Analyst 2	7730	SR10	0	0.0	0	0.0	1	1.0
CAD/GIS Analyst I	7729	SR09	0	0.0	0	0.0	1	1.0
Customer Service Rep 3	7284	GS05	1	1.0	0	0.0	0	0.0
Finance Officer 1	10150	SR08	0	0.0	1	1.0	1	1.0
GIS Manager	6968	SR14	0	0.0	1	1.0	1	1.0
Office Assistant 3	7749	GS05	2	2.0	0	0.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	1	1.0	1	1.0
Office Support Rep 2	10122	SR05	0	0.0	2	2.0	2	2.0
Office Support Rep 3	10122	SR06	0	0.0	2	2.0	2	2.0
Office Support Specialist 1	10123	SR07	0	0.0	2	2.0	2	2.0
Office Support Specialist 2	10124	SR08	0	0.0	1	1.0	1	1.0
Plan Asst Exec Dir/Oper	10128	SR15	0	0.0	1	1.0	1	1.0
Plan Asst Exec Dir/Proj Mgmt	10160	SR15	0	0.0	1	1.0	1	1.0
Planner 1	6860	SR10	7	7.0	6	6.0	9	9.0
Planner 2	6862	SR12	7	7.0	7	7.0	8	8.0
Planner 3	6861	SR13	5	5.0	4	4.0	5	5.0
Planning Asst. Exec Dir	0410	GS14	1	1.0	0	0.0	0	0.0
Planning Division Mgr	6863	SR14	2	2.0	2	2.0	2	2.0
Planning Exec Director	1940	DP03	1	1.0	1	1.0	1	1.0
Planning Technician 1	6864	SR07	10	10.0	5	5.0	4	4.0
Planning Technician 2	6866	SR08	5	5.0	4	4.0	4	4.0
Planning Technician 3	6865	SR09	1	1.0	3	3.0	2	2.0
Secretary 2	6146	GS06	1	1.0	0	0.0	0	0.0
Secretary 3	7398	GS07	1	1.0	0	0.0	0	0.0
Total Positions & FTE			27	27.0	46	46.0	51	51.0
07 Planning Commission - APR Fund 30702								
Office Support Rep III	10122	SR06	0	0.0	1	1.0	1	1.0
Planner 1	6860	SR10	2	2.0	1	1.0	1	1.0
Planner 2	6862	SR12	0	0.0	3	3.0	3	3.0
Planner 3	6861	SR13	1	1.0	1	1.0	1	1.0
Total Positions & FTE			3	3.0	6	6.0	6	6.0

O8 Human Resources–At a Glance



Vision	The first choice for community leaders, employees, managers and retirees seeking accurate, timely and helpful information.			
Mission	To provide personnel services to operating departments; and to administer the Civil Service program as established by the Civil Service Commission to facilitate the effective operation of the Metropolitan Government. To administer the benefits system for all employees including classified employees at the Board of Education.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,061,873	\$3,893,538	\$4,328,989
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$2,061,873</u>	<u>\$3,893,538</u>	<u>\$4,328,989</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	13,000	8,000	6,000
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$13,000</u>	<u>\$8,000</u>	<u>\$6,000</u>
	Non-program Revenue	0	0	0
	Transfers	0	1,360,630	1,013,952
	Total Revenues	<u><u>\$13,000</u></u>	<u><u>\$1,368,630</u></u>	<u><u>\$1,019,952</u></u>
Positions	Total Budgeted Positions	36	61	63
Contacts	Director of Human Resources: John Kennedy (Acting) email: jkennedy@nashville.gov Financial Manager: Susan Brumfield email: susan.brumfield@nashville.gov Suite 200, 222 Building 37201 Phone: 862-6650 FAX: 862-6654			

Organizational Structure



08 Human Resources–At a Glance



Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$145,900
• Postal Services rates increase	5,000
• Fleet Management Consolidation net adjustment	-3,489
• Information Systems billings	-33,360
• Telecommunication net adjustment	-8,600
• Add Human Resource Analyst 3 to develop and distribute materials to employees regarding new benefits	*60,000
• Add Human Resource Analyst 1 to handle pension applications	*45,000
• Printing and binding for comprehensive communication package for new health benefits (non-recurring)	*200,000
• Postage for comprehensive communication package for new health benefits (non-recurring)	*20,000
• Central printing for comprehensive communication package for new health benefits (non-recurring)	*5,000
Total	\$435,451

* Funded by transfers from the Pension and Medical Trust Funds

Overview

ADMINISTRATIVE SERVICES

The Administrative Services Division consists of the following areas:

Administration coordinates the Civil Service Commission meetings and appeal hearings, monitors employee practices in accordance with Federal and local regulations including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and the Substance Abuse Program. This area also coordinates employee training

and special programs including an employee newsletter, service award programs, and the consolidated charities campaign.

Recruitment processes entrance and promotional applications, develops and validates assessment tools, and administers the eligibility register system. It is also responsible for administering the merit pay system and other non-competitive appointment systems such as return from lay-off and return from disability.

FIELD SERVICES

The Field Services Division develops and maintains the classification structure and job descriptions and the related compensation system. The staff of this division provides HR services to operating departments, processes employee profiles and payrolls and maintains the central personnel records and applicant data systems.

Safety is responsible for receiving, reviewing and reporting all accident and injury cases, conducting safety training or insuring safety training is provided to employees. This section also coordinates injury cases with disability management and independent case management.

BENEFITS SERVICES

The Benefits Services Division assists employees with enrollment in the benefit system, maintenance of their relevant benefit information, and applying for benefits upon termination of active employment. This division is also responsible for keeping employees updated and educated on benefit changes including group meetings and production and distribution of the ME NEWS newsletter.

Disability Management provides case management, arranges independent medical examinations and re-examinations and processes and monitors disability pensions.

08 Human Resources–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATIVE SERVICES					
1. Implement fully and support the new system of disciplinary appeal procedures utilizing Administrative Law Judges and Hearing Officers.	Scheduled backlog of hearings kept at a minimum	2 months	2 months	2 months	2 months
2. Expand Substance Abuse Program consistent with federal Department of Transportation (DOT) regulations and endeavor to achieve an environment that is free of alcohol and controlled substances for Metro government employees.	*Substance Abuse Program a. Training of staff/orientation employees and supervisors b. Monitor on-going program	3,500 monitor	1,600 monitor	<400 monitor	3,500 monitor
3. Develop and implement appropriate training programs in order to meet the needs of operating departments and enhance the job performance of employees. Training to comply with federal and local laws.	a. General training session/participants	150/3,000	229/7,100	175/3,500	300/9,000
	b. Diversity/Non-Violence classes/participants	60/8,000	29/870	<10/100	18/540
	c. Sexual Harassment sessions/participants*	40/1,200	70/2,100	25/1,000	30/1,200
	d. Supervisor training sessions/participants*	na	na	na	72/2,160
	e. Customer Service sessions/participants*	na	na	na	20/500
4. Provide effective eligibility registers to operating departments in a timely manner.	a. Applicants	9,000	10,772	9,000	12,000
	b. Eligibility lists produced	210	382	300	425
	c. Tests developed*	15	69	100	100
*2.	Substance Abuse Program is fully implemented. For FY 2003 the policy is revised and retraining begins.				
*3c.d.e.	Supervisor training is now the Metropolitan Management Institute in conjunction with UT-CGT. Customer Service is a new program call FISH.				
*4c.	These are oral interviews more than traditional tests, especially for promotions.				
FIELD SERVICES					
1. Conduct position audits to provide consistency to the classification structure. This also includes Fair Labor Standards Act (FLSA) audits for compliance.	a. Organizational charts obtained in proper format from departments*	40	33	*	33
	b. Number of job audits conducted*	100	95	<50	50
2. Interpret rules, policies, and practices. This would include assisting departments in the development of departmental policies.	a. Inquiries responded to same day, resolved within two weeks	100%	100%	100%	100%
	b. Field services internal projects*	100	116	100	100
	c. Pay plan issues	100	155	100	50
	d. Special projects*	75	89	75	75
	e. Salary surveys completed	na	55	na	55
3. Manage effectively the processing of profile	a. Department profiles generated	15,000	19,500	FASTnet	19,800

08 Human Resources–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
documents, payrolls and related record keeping.*	b. FASTnet HR payrolls processed	FASTnet	81	FASTnet	81
	c. Files maintained	10,500	10,860	10,500	10,000
	d. Records changed or added by data entry	31,000	39,000	FASTnet	40,000
4. To provide an effective loss prevention/employee safety program for Metropolitan Government including safety inspections and training activities.	a. Safety inspections* (Visits)	325	400	500	300
	b. Safety classes taught*	120	25	120	85
	c. Completed Forms	4,100	4,000	3,850	4,000
	1) 101 – Injury on Duty Form	2,100	2,100	2,000	2,000
	2) 104 – Lost Days – Light Duty Due to Injury	1,600	1,525	1,500	1,525
	3) 105 – Vehicle Accident	400	375	350	375

- *1a. Will be coordinated with Finance.
- *1b. Audits were stopped to do full compensation study.
- *2b.&d. Fewer internal projects: more pay plan issues in compensation study completed total reclassification study 7/1/01.
- *3. Files are maintained but more is done by FASTnet Office.
- *4a. Includes Safety Coordinator visits.
- *4b. Formerly included individual instruction: as of 4/10/02, reports actual classes.

BENEFITS SERVICES

1. Prepare and process pensions.	a. Service pensions granted	250	430	300	500
	b. Widow pensions granted	75	85	90	95
2. Process enrollment and change documents for active and retired participants.	a. Life insurance claims processed (FY 1999 – Active – 27, Retired – 168)	190	154	200	250
	b. New hires enrolled in benefit system	1,300	1,280	1,400	1,500
	c. Changes during open enrollment*	na	200	na	*6,000
3. Explain medical, life and dental insurance coverage.	Inquiries, calls for assistance	na	20,000	na	15,000
4. Provide case management services.	a. Case management of disability pensions and medical and in-line disability pensions*	10 Medical 90 IOD	30 (Med) 100 (IOD)	20 Medical 80 IOD	50 (Med) 200 (IOD)
	b. Number of files under management with Eckman/Freeman*	300	250	350	375
	c. Disability pensions granted: Medical & In-Line-of-Duty (IOD)*	70 (Med) 40 (IOD)	65 35	50 (Med) 35 (IOD)	50 35
5. Reviews pensions as part of follow-up process.	a. Reexaminations – disability	120	200	150	350
	b. Reemployment review	6	10	15	30
	c. Social security reviews*	39	40	40	500
	d. Return to work	12	12	20	50

- *2c. Carriers may change, so high numbers are anticipated.
- *4a. The staff in this area is working more closely with Safety to become involved in possible disabilities earlier and has implemented screening and early intervention after 5 days missed work for IOD.
- *4c. Staff reviews cases and refers to SSDI specialist if appropriate.

08 Human Resources–Financial



Human Resources GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,374,361	1,352,639	2,665,332	2,877,832
Fringe Benefits	372,397	336,904	697,017	735,417
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,746,758	1,689,543	3,362,349	3,613,249
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	227,000	277,195	171,500	171,500
Purchased Services	8,165	10,404	12,000	12,000
Travel	500	910	1,750	1,750
Communications	150	143	200	20,200
Printing	500	4,466	20,500	220,500
Advertising & Promotion	3,250	2,757	10,000	10,000
Subscriptions	6,000	4,263	6,500	6,500
Tuition, Reg., & Membership Dues	5,000	6,983	10,000	10,000
Repairs & Maintenance Services	10,000	6,397	7,000	7,000
Internal Service Fees	37,800	47,092	194,088	158,639
TOTAL OTHER SERVICES	298,365	360,610	433,538	618,089
OTHER EXPENSE:				
Supplies and Materials	11,500	8,386	61,401	61,401
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	4,000	4,856	10,000	10,000
Licenses, Permits, & Fees	1,250	945	3,250	3,250
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	16,750	14,187	74,651	74,651
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	23,000	23,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,061,873	2,064,340	3,893,538	4,328,989
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,061,873	2,064,340	3,893,538	4,328,989

O8 Human Resources–Financial



**Human Resources
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	139	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	139	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	13,000	6,200	8,000	6,000
Subtotal Other Governments & Agencies	13,000	6,200	8,000	6,000
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	13,000	6,339	8,000	6,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	1,360,630	1,013,952
TOTAL REVENUE AND TRANSFERS	13,000	6,339	1,368,630	1,019,952

08 Human Resources–Financial



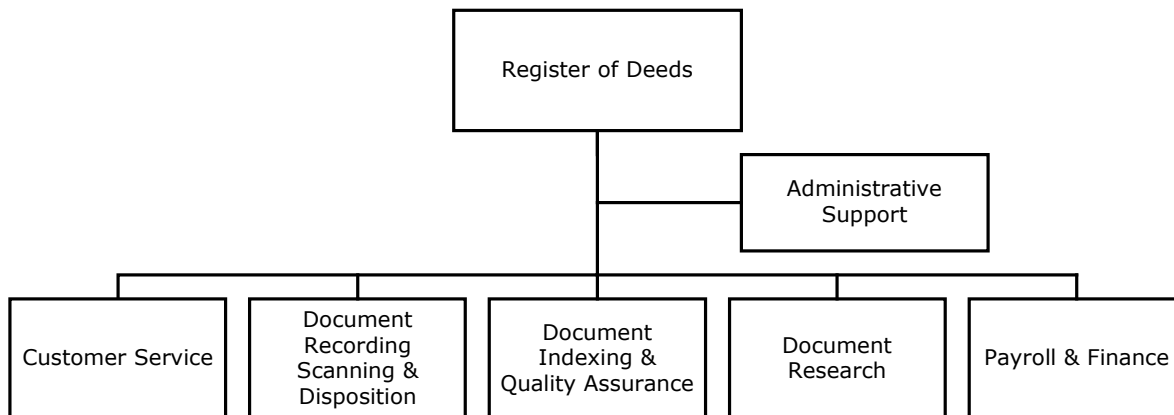
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

Class	Grade	FY 2001	FY 2001	FY 2002	FY 2002	FY 2003	FY 2003	
		Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
08 Human Resources - GSD Fund 10101								
Admin Asst 2	7241	GS08	0	0.0	1	1.0	0	0.0
Admin Services Officer 3	7244	GS09	1	1.0	0	0.0	0	0.0
Admin Services Officer 4	7245	GS11	1	1.0	0	0.0	0	0.0
Admin Services Officer 4	7245	SR12	0	0.0	2	2.0	1	1.0
Admin Specialist	7720	SR11	0	0.0	0	0.0	2	2.0
Administrative Assistant	7241	SR09	1	1.0	1	1.0	2	2.0
Administrative Services Manager	7242	SR13	0	0.0	1	1.0	1	1.0
Application Tech 1	10100	SR07	0	0.0	0	0.0	1	1.0
Application Tech 2	10102	SR08	0	0.0	0	0.0	1	1.0
Benefit Specialist 2	7728	GS07	0	0.0	4	4.0	0	0.0
Benefits Asst 1	7725	GS05	0	0.0	1	1.0	0	0.0
Benefits Specialist 1	7727	GS05	0	0.0	1	1.0	0	0.0
Benefits Specialist 3	7766	GS09	0	0.0	4	4.0	0	0.0
Compliance Insp 3	7733	SR10	0	0.0	0	0.0	1	1.0
Compliance Inspector 2	7732	GS08	0	0.0	1	1.0	0	0.0
Compliance Inspector 3	7733	GS09	0	0.0	1	1.0	0	0.0
Executive Secretary	5942	GS14	0	0.0	1	1.0	0	0.0
Human Resources Administrator	7346	SR13	3	3.0	3	3.0	1	1.0
Human Resources Analyst	6858	SR08	0	0.0	1	1.0	0	0.0
Human Resources Analyst 1	2730	SR08	3	3.0	0	0.0	5	5.0
Human Resources Analyst 2	3455	SR10	5	5.0	11	11.0	13	13.0
Human Resources Analyst 3	6874	SR12	8	8.0	8	8.0	11	11.0
Human Resources Assistant 1	1472	SR06	1	1.3	2	2.0	3	3.0
Human Resources Assistant 2	6931	SR07	5	5.0	5	5.0	3	3.0
Human Resources Asst Director	6004	SR15	1	1.0	1	1.0	3	3.0
Human Resources Director	1620	DP02	1	1.0	1	1.0	1	1.0
Human Resources Manager	6531	SR14	1	1.0	1	1.0	5	5.0
Info Sys Am 1	7779	SR10	0	0.0	0	0.0	1	1.0
Info Sys Tech 2	7785	SR09	0	0.0	0	0.0	1	1.0
Info Systems Technician 2	7784	GS07	1	1.0	1	1.0	0	0.0
Information System Specialist	7783	GS11	0	0.0	1	1.0	0	0.0
Loss Prevention Specialist	6593	SR10	0	0.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	1	1.0	1	1.0	0	0.0
Office Assistant 2	7748	GS04	0	0.0	1	1.0	0	0.0
Office Manager 2	7339	GS07	1	1.0	1	1.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10124	SR08	0	0.0	0	0.0	2	2.0
Professional Specialist	7753	SR11	1	1.0	2	2.0	2	2.0
Safety Administrator	7754	GS11	0	0.0	1	1.0	0	0.0
Special Asst to the Director	5945	SR13	1	1.0	1	1.0	0	0.0
Total Positions & FTE			36	36.3	61	61.0	63	63.0

09 Register of Deeds–At a Glance

Mission	To record all documents pertaining to real estate and documents relative to the Uniform Commercial Code. To maintain the integrity of all official records and offer courteous, friendly, and expeditious service to all who use the Register’s Office.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$243,870	\$418,234	\$405,716
	Special purpose funds	<u>807,000</u>	<u>220,000</u>	<u>220,000</u>
	Total Expenditures	<u>\$1,050,870</u>	<u>\$638,234</u>	<u>\$625,716</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$900,000	\$900,000	\$900,000
	Other Governments	0	0	0
	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>
	Total Program Revenue	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>
	Non-program Revenue	0	0	0
	Transfers	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>
Positions	Total Budgeted Positions	0	0	0
Contacts	Register of Deeds: Bill Garrett Financial Manager: Connie Brookshire 103 Metro Courthouse 37201		email: bill_garrett@metro.nashville.org email: connie_brookshire@metro.nashville.org Phone: 862-6790 FAX: 880-2039	

Organizational Structure



09 Register of Deeds–At a Glance

Budget Highlights FY 2003

• Fleet Management Consolidation net adjustment	\$-3,090
• Information Systems billings	-6,628
• Telecommunications net adjustment	-2,800
Total	<u>\$-12,518</u>

Overview

REGISTER OF DEEDS

The Register of Deeds Office records deeds, mortgages, plats, leases, liens, limited partnership agreements, charters, and service discharges. All documents are imaged and indexed.

ADMINISTRATION SUPPORT

Administration Support is responsible for budget and finance, information systems maintenance, and employee supervision.

CUSTOMER SERVICE

Customer Service assists walk-in customers with document research, trains customers on the computer system, and handles telephone inquires regarding land records.

DOCUMENT RECORDING, SCANNING AND DISPOSITION

This Division checks documents for required information, enters recording information into computer system, processes payments, scans documents into computer system, and returns documents to customers by mail or in person.

DOCUMENT INDEXING AND QUALITY ASSURANCE

This Division enters indexing information for documents such as grantor, grantee, map and parcel, etc., and verifies accuracy of indexing information.

DOCUMENT RESEARCH

This Division assists customers with document and plat printing, and assists customers with microfilm.

PAYROLL AND FINANCE

This Division maintains bank account, prepares financial reports and tax forms, processes deposits and prepares checks, maintains payroll and benefit records, and maintains employee files.

09 Register of Deeds–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DOCUMENT RECORDING, SCANNING AND DISPOSITION					
1. Record all documents in a timely, and efficient manner.	Document Recording Turnaround				
	a. Mail (60% of volume)	24 hours	24 hours	24 hours	24 hours
	b. Walk-ins (40% of volume)	5 minutes	5 minutes	5 minutes	5 minutes
2. Ensure accuracy and integrity of all official public records maintained in the Register’s Office.	Document Recording Totals				
	a. Charter	2,356	2,330	2,497	2,400
	b. Judgments	405	374	429	350
	c. Liens	6,490	6,197	6,879	6,000
	d. Military Discharges	39	39	41	35
	e. Plats	360	345	382	320
	f. Powers of Attorney	3,440	3,679	3,646	3,950
	g. Releases	27,740	29,584	29,404	35,000
	h. Trust Deeds	49,040	53,724	51,982	60,000
	i. UCC Fixture Filings and Financing Statements	3,160	8,953	3,350	5,100
	j. Warranty Deeds	20,250	25,819	21,465	28,105
DOCUMENT RESEARCH					
1. Provide courteous, and expeditious customer service.	Document Research Totals				
	Register Staff				
	a. Telephones inquiries	84,500	87,500	92,000	90,000
	b. Walk-ins	10,000	9,052	11,000	10,000
	c. Faxes	na	10,000	36,400	10,000
	d. Copies	na	9,924	5,200	11,000
	Document Researchers				
	a. Faxes	na	181,951	139,000	185,000
	b. Copies	199,000	408,682	350,000	70,000
	Internet Service Customers	na	25	50	125

09 Register of Deeds–Financial

Register of Deeds GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	1,052,447	0	0
Fringe Benefits	0	257,181	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	1,309,628	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	1,569	0	0
Purchased Services	20,600	4,335	38,750	38,750
Travel	5,500	1,381	2,500	2,500
Communications	21,000	19,771	18,500	18,500
Printing	5,000	935	1,000	1,000
Advertising & Promotion	750	0	250	250
Subscriptions	750	1,504	1,500	1,500
Tuition, Reg., & Membership Dues	1,800	598	2,170	2,170
Repairs & Maintenance Services	20,000	15,321	15,500	15,500
Internal Service Fees	33,020	22,975	191,914	179,396
TOTAL OTHER SERVICES	108,420	68,389	272,084	259,566
OTHER EXPENSE:				
Supplies and Materials	135,450	62,937	125,950	125,950
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	7,557	8,200	8,200
Licenses, Permits, & Fees	0	0	12,000	12,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	135,450	70,494	146,150	146,150
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	243,870	1,448,511	418,234	405,716
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	243,870	1,448,511	418,234	405,716

Note on presentation of FY 2001 Actual Expenditures and Revenues: As allowed by state law, the department pays salaries, fringe benefits and some other expenses from fees collected and not through the operating budget. Excess fee collections are remitted as revenue to the Metropolitan Government. Consequently, some costs reflected in FY 2001 Actual data were not budgeted in FY 2001. In FY 2001, this totaled \$1,309,628. The reported difference is necessary for reconciliation to the Comprehensive Annual Financial Report (CAFR).

09 Register of Deeds–Financial

Register of Deeds GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	48,440	0	0
Commissions and Fees	900,000	2,064,184	900,000	900,000
Subtotal Charges, Commissions, & Fees	900,000	2,112,624	900,000	900,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	900,000	2,112,624	900,000	900,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	900,000	2,112,624	900,000	900,000

09 Register of Deeds–Financial

Register of Deeds Special Purpose Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	4,570	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	2,230	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	6,800	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	6,800	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	807,000	807,000	220,000	220,000
TOTAL EXPENSE AND TRANSFERS	807,000	813,800	220,000	220,000

09 Register of Deeds–Financial

Register of Deeds Special Purpose Fund

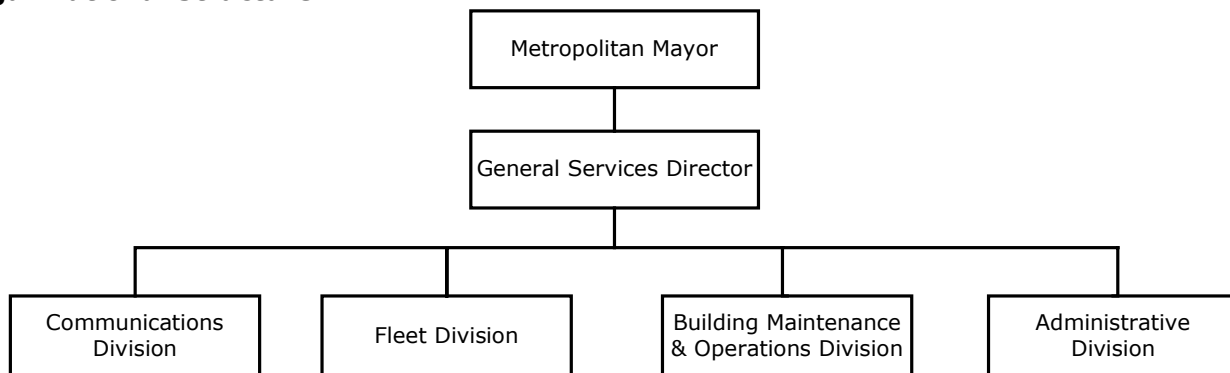
	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	261,551	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	261,551	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	37,814	0	0
Subtotal Other Program Revenue	0	37,814	0	0
TOTAL PROGRAM REVENUE	0	299,365	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	299,365	0	0

10 General Services–At a Glance



Vision	To strive to be a department held in the highest regard by its customers.			
Mission	To provide quality services to all Metropolitan Government Departments in the most timely, efficient, and economical manner possible.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$6,368,293	\$8,204,749	\$9,072,159
	Central Printing	651,454	651,454	662,054
	Motor Pool	10,320,518	10,140,729	0
	Postal Service	914,113	914,113	908,429
	Radio Shop	2,455,783	3,002,483	3,052,177
	Office of Fleet Management	0	0	13,022,862
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$20,710,161</u>	<u>\$22,913,528</u>	<u>\$26,717,681</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$10,946,106	\$12,822,359	\$18,406,824
	Other Governments	0	0	0
	Other Program Revenue	358,500	444,000	51,000
	Total Program Revenue	<u>\$11,304,606</u>	<u>\$13,266,359</u>	<u>\$18,457,824</u>
	Non-program Revenue	335,870	60,000	0
	Transfers	151,324	319,324	350,662
	Total Revenues	<u>\$11,791,800</u>	<u>\$13,645,683</u>	<u>\$18,808,486</u>
Positions	Total Budgeted Positions	137	135	138
Contacts	Director of General Services: Michael Bradley email: michael_bradley@metro.nashville.org Financial Manager: Glenda Gregory email: glenda_gregory@metro.nashville.org 222 Building, 3 rd Floor, 37201 Phone: 862-5050 FAX: 862-5035			

Organizational Structure



10 General Services–At a Glance



Budget Highlights FY 2003

• Transfers Record Center building maintenance from Metro Clerk	\$3,700
• Transfer building maintenance from Juvenile Court for Juvenile Justice Center	243,900
• Building Maintenance Lead Mechanic and Building Maintenance Mechanic positions for Juvenile Justice Center maintenance	78,600
• Building Maintenance Lead Mechanic for building maintenance	42,600
• Janitorial services for the 222 Building	17,000
• Enhanced security for Criminal Justice Center, Stahlman, Howard Office and 222 Building	327,000
• Property protection price increase/repairs and maintenance services	46,500
• Pay Plan/Benefit adjustments	83,400
• 800 MHz Radio System	-22,500
• Fleet Management Consolidation net adjustment	5,749
• Information Systems billing	55,161
• Telecommunication net adjustment	-13,700
Total	\$867,410

*Radio Shop and Postal Service

* No overall budget adjustment to these funds. Rate structure revisions are in the department's budget.

Overview

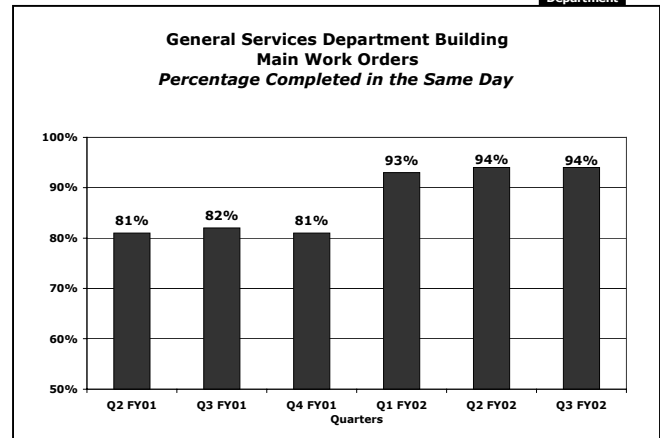
COMMUNICATIONS DIVISION

The Radio Shop services and maintains the microwave radio network for public safety agencies. It installs, services and maintains radio field equipment, including electronic emergency equipment for 26 Metro agencies and five other government agencies.

The Central Printing Division provides in-house bulk printing and duplicating services for Metro departments, offices, and agencies including the Capital Improvements Budget and Program, pay plans, stationary, business cards, and other jobs.

FLEET DIVISION

The Office of Fleet Management provides light duty vehicles for most general government agencies, by leasing vehicles to departments. It maintains and services these vehicles, and operates 7 fueling sites. In fiscal year 2003,



these services will be consolidated with four other Metro department's fleet operations. The new internal service fund will be called the Office of Fleet Management and will report under General Services.

BUILDING MAINTENANCE & OPERATIONS DIVISION

The Public Service Program provides cleaning services in certain facilities, including: Stahlman Building, Ben West Building, Criminal Justice Center, and Howard Office Building.

The Buildings Division administers and operates housing for governmental functions and maintenance of buildings and parking facilities for government employees. The Division provides services to approximately 2.0 million square feet of building space in 51 different locations. The major buildings include Metro Courthouse, Stahlman Building, Justice Center, Ben West Building, Emergency Communication Center, Police precincts and other police service buildings, Howard Office and the Metro Office buildings, Juvenile Justice Center, Lindsley Hall, and General Services facilities.

ADMINISTRATIVE DIVISION

The Postal Service Division provides internal mail and messenger services and facilitates more efficient handling of US mail with twice daily pickup/delivery service. Revenue comes from rate charges. A cooperative program with the state postal service has enabled additional savings to departments frequently corresponding with state offices.

The Fiscal, Budget & Human Resources Division provides assistance to the General Services Director and other General Services employees by coordinating training programs; providing accurate and timely financial reports, payroll reports and attendance reports; assisting in the preparation of the operating and capital budget; assisting with the development of the Departmental strategic plan, performance measures and Departmental Rules; and assisting in all Human Resource procedures and issues.

10 General Services-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
COMMUNICATIONS DIVISION					
Radio Shop					
1. Maintain current radio system.	Emergency repair hours	1,000	273	250	65
2. Provide preventive and corrective maintenance program for Radio system.	Number of work orders completed	na	na	na	4,300
Central Printing Division					
1. Provide printing services	Total printing orders	2,200	2,017	2,200	2,200
FLEET DIVISION					
Office of Fleet Management					
1. Provide preventive and corrective maintenance program for fleet vehicles.	a. Preventive maintenance work orders	10,450	6,674	10,500	10,500
	b. Corrective maintenance work orders	8,550	6,674	8,000	8,000
BUILDING MAINTENANCE & OPERATIONS DIVISION					
Buildings Division					
1. Provide corrective maintenance for assigned buildings.	a. Corrective maintenance calls	7,000	8,424	8,500	9,000
	b. Initiated by staff (%)	65	69	80	90
	c. Initiated by tenant (%)	35	31	20	10
	d. Complete same day (%)	88	81	95	95
ADMINISTRATIVE DIVISION					
Postal Service Division					
1. Provide same day turnaround of 95% mail.	a. Average pieces of mail handled per workday	8,000	13,557	16,000	14,500
	b. Average processed same day (%)	95	95	95	95
Fiscal, Budget & Human Resources Division					
1. Develop training plan for General Services Employees.	Number of employees attending training classes	125	35	112	115
2. Develop strategic plan and performance measures.	a. Percentage of strategic plan completed	na	na	na	100%
	b. Percentage of performance measures completed	na	na	na	100%

10 General Services–Financial



**General Services
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,517,770	1,344,409	1,816,201	1,986,301
Fringe Benefits	426,429	373,066	506,359	540,859
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,944,199	1,717,475	2,322,560	2,527,160
OTHER SERVICES:				
Utilities	3,216,729	2,846,514	3,654,345	3,857,545
Professional Services	17,200	65,895	52,200	52,200
Purchased Services	597,832	663,081	1,393,086	1,805,186
Travel	600	9,939	10,800	10,800
Communications	296	13,172	15,896	15,896
Printing	0	266	0	0
Advertising & Promotion	0	99	0	0
Subscriptions	82	80	82	82
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	332,168	454,733	472,058	485,758
Internal Service Fees	95,657	119,299	111,132	135,842
TOTAL OTHER SERVICES	4,260,564	4,173,078	5,709,599	6,363,309
OTHER EXPENSE:				
Supplies and Materials	159,709	238,628	168,769	174,969
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	152	0	0
Licenses, Permits, & Fees	3,200	9,983	3,200	6,100
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	162,909	248,763	171,969	181,069
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	621	0	621	621
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	6,368,293	6,139,316	8,204,749	9,072,159
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	6,368,293	6,139,316	8,204,749	9,072,159

10 General Services–Financial



**General Services
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	1,183	0	1,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	1,183	0	1,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	10	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	10	0	0
TOTAL PROGRAM REVENUE	0	1,193	0	1,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	168,870	0	0	0
TOTAL NON-PROGRAM REVENUE	168,870	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	196,545	168,000	350,662
TOTAL REVENUE AND TRANSFERS	168,870	197,738	168,000	351,662

10 General Services–Financial



General Services Central Printing

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	278,452	279,395	299,920	309,120
Fringe Benefits	92,289	81,010	92,289	93,689
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	370,741	360,405	392,209	402,809
OTHER SERVICES:				
Utilities	8,654	5,764	8,654	8,654
Professional Services	0	0	0	0
Purchased Services	5,147	20,026	22,647	22,647
Travel	100	22	100	100
Communications	12	0	12	12
Printing	18,500	8,646	12,000	12,000
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	150	350	150	150
Repairs & Maintenance Services	18,000	5,924	12,000	12,000
Internal Service Fees	16,181	17,169	15,035	15,035
TOTAL OTHER SERVICES	66,744	57,901	70,598	70,598
OTHER EXPENSE:				
Supplies and Materials	156,832	156,653	147,239	147,239
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	13,825	7,828	13,825	13,825
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	214	0	214	214
TOTAL OTHER EXPENSE	170,871	164,481	161,278	161,278
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	45,202	0	0
EQUIPMENT, BUILDINGS, & LAND	43,098	0	27,369	27,369
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	651,454	627,989	651,454	662,054
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	651,454	627,989	651,454	662,054

10 General Services–Financial



General Services Central Printing

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	640,000	514,001	595,000	502,500
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	640,000	514,001	595,000	502,500
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	733	0	0
Use of Money or Property	22,000	30,228	30,000	16,000
Subtotal Other Program Revenue	22,000	30,961	30,000	16,000
TOTAL PROGRAM REVENUE	662,000	544,962	625,000	518,500
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	(415)	0	0
TOTAL NON-PROGRAM REVENUE	0	(415)	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	662,000	544,547	625,000	518,500

10 General Services–Financial



**General Services
Postal Service**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	153,277	151,907	164,320	172,520
Fringe Benefits	52,300	51,120	52,300	53,500
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	205,577	203,027	216,620	226,020
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	1,500	1,626	1,700	1,700
Travel	0	0	0	0
Communications	687,144	583,532	676,574	650,000
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	4,039	5,993	5,000	5,000
Internal Service Fees	4,970	5,496	5,302	6,903
TOTAL OTHER SERVICES	697,653	596,647	688,576	663,603
OTHER EXPENSE:				
Supplies and Materials	4,487	743	2,521	2,521
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	811	0	811	811
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	5,298	743	3,332	3,332
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	4,765	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	908,528	805,182	908,528	892,955
TRANSFERS TO OTHER FUNDS & UNITS:	5,585	5,502	5,585	15,474
TOTAL EXPENSE AND TRANSFERS	914,113	810,684	914,113	908,429

10 General Services–Financial



**General Services
Postal Service**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	702,000	641,322	702,000	908,429
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	702,000	641,322	702,000	908,429
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	146	0	0
Use of Money or Property	6,500	8,606	9,000	0
Subtotal Other Program Revenue	6,500	8,752	9,000	0
TOTAL PROGRAM REVENUE	708,500	650,074	711,000	908,429
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	151,324	151,324	151,324	0
TOTAL REVENUE AND TRANSFERS	859,824	801,398	862,324	908,429

10 General Services–Financial



General Services Radio Shop

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	926,140	638,788	888,445	915,145
Fringe Benefits	281,536	185,194	281,536	285,436
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,207,676	823,982	1,169,981	1,200,581
OTHER SERVICES:				
Utilities	50,216	67,067	68,909	68,909
Professional Services	305,000	277,194	418,825	418,825
Purchased Services	13,656	7,834	15,968	15,968
Travel	2,657	15	2,657	2,657
Communications	0	0	0	0
Printing	0	261	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	100	0	100	100
Tuition, Reg., & Membership Dues	7,000	925	7,000	7,000
Repairs & Maintenance Services	221,019	52,028	490,624	490,624
Internal Service Fees	64,524	63,530	64,524	83,618
TOTAL OTHER SERVICES	664,172	468,854	1,068,607	1,087,701
OTHER EXPENSE:				
Supplies and Materials	550,235	392,220	550,235	550,235
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	33,500	23,786	36,500	36,500
Licenses, Permits, & Fees	0	12	176,960	176,960
Taxes	200	0	200	200
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	583,935	416,018	763,895	763,895
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	1,060,078	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,455,783	2,768,932	3,002,483	3,052,177
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,455,783	2,768,932	3,002,483	3,052,177

10 General Services–Financial



General Services Radio Shop

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	1,950,783	1,506,113	3,795,359	3,972,033
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	1,950,783	1,506,113	3,795,359	3,972,033
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	3,466	0	0
Use of Money or Property	30,000	35,324	155,000	35,000
Subtotal Other Program Revenue	30,000	38,790	155,000	35,000
TOTAL PROGRAM REVENUE	1,980,783	1,544,903	3,950,359	4,007,033
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	1,980,783	1,544,903	3,950,359	4,007,033

10 General Services–Financial



General Services Motor Pool

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,389,392	1,055,181	1,360,740	0
Fringe Benefits	427,813	312,425	427,813	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,817,205	1,367,606	1,788,553	0
OTHER SERVICES:				
Utilities	102,363	122,202	111,663	0
Professional Services	29,965	7,464	19,470	0
Purchased Services	70,830	54,929	72,830	0
Travel	10,706	283	10,706	0
Communications	0	0	0	0
Printing	8,393	0	8,393	0
Advertising & Promotion	0	0	0	0
Subscriptions	463	0	463	0
Tuition, Reg., & Membership Dues	6,473	589	6,473	0
Repairs & Maintenance Services	678,404	386,773	528,404	0
Internal Service Fees	234,055	196,679	227,366	0
TOTAL OTHER SERVICES	1,141,652	768,919	985,768	0
OTHER EXPENSE:				
Supplies and Materials	3,360,656	3,520,708	3,510,656	0
Misc. Other Expenses & Payments	0	2,516	0	0
Fixed Charges	137,074	92,034	137,074	0
Licenses, Permits, & Fees	20,000	13,403	20,000	0
Taxes	0	0	0	0
Grant Contributions & Awards	1,000	0	1,000	0
TOTAL OTHER EXPENSE	3,518,730	3,628,661	3,668,730	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	2,648,429	0	0
EQUIPMENT, BUILDINGS, & LAND	3,842,931	0	3,697,678	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	10,320,518	8,413,615	10,140,729	0
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	10,320,518	8,413,615	10,140,729	0

The Motor Pool budget will be reflected in the Fleet Management budget for FY 2003.

10 General Services–Financial



General Services Motor Pool

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	7,653,323	7,996,577	7,730,000	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	7,653,323	7,996,577	7,730,000	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	1,263	0	0
Use of Money or Property	300,000	305,797	250,000	0
Subtotal Other Program Revenue	300,000	307,060	250,000	0
TOTAL PROGRAM REVENUE	7,953,323	8,303,637	7,980,000	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	167,000	163,434	60,000	0
TOTAL NON-PROGRAM REVENUE	167,000	163,434	60,000	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	19,563	0	0
TOTAL REVENUE AND TRANSFERS	8,120,323	8,486,634	8,040,000	0

The Motor Pool budget will be reflected in the Fleet Management budget for FY 2003.

10 General Services–Financial



**General Services
Office of Fleet Management**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	3,877,564
Fringe Benefits	0	0	0	1,163,270
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	5,040,834
OTHER SERVICES:				
Utilities	0	0	0	242,600
Professional Services	0	0	0	33,500
Purchased Services	0	0	0	135,700
Travel	0	0	0	17,500
Communications	0	0	0	19,000
Printing	0	0	0	7,000
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	1,000
Tuition, Reg., & Membership Dues	0	0	0	42,000
Repairs & Maintenance Services	0	0	0	1,016,400
Internal Service Fees	0	0	0	165,832
TOTAL OTHER SERVICES	0	0	0	1,680,532
OTHER EXPENSE:				
Supplies and Materials	0	0	0	5,921,751
Misc. Other Expenses & Payments	0	0	0	500
Fixed Charges	0	0	0	125,500
Licenses, Permits, & Fees	0	0	0	27,300
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	6,075,051
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	48,672
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	12,845,089
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	177,773
TOTAL EXPENSE AND TRANSFERS	0	0	0	13,022,862

10 General Services–Financial



**General Services
Office of Fleet Management**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	13,022,862
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	13,022,862
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	13,022,862
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	13,022,862

10 General Services–Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
10 General Services - GSD Fund 10101								
Accountant 2	7237	GS07	1	1.0	0	0.0	0	0.0
Administrative Assistant	7241	SR09	0	0.0	2	2.0	2	2.0
Administrative Service Officer 4	7245	SR12	0	0.0	1	1.0	1	1.0
B&G Electrician	1770	TG12	2	2.0	2	2.0	2	2.0
B&G Lead Electrician	1780	TL10	1	1.0	1	1.0	1	1.0
Bldg Maint Lead Mechanic	2230	TL10	8	8.0	8	8.0	10	10.0
Bldg Maint Supervisor	7256	TS11	1	1.0	1	1.0	1	1.0
Bldg Maint Supt	0842	TS13	1	1.0	1	1.0	1	1.0
Bldg Maint Worker	7257	TG04	1	1.0	1	1.0	1	1.0
Bldg Maintenance Mech	2220	TG08	5	4.5	5	5.0	6	6.0
Building Maint Leader	7255	TG06	0	0.0	1	1.0	1	1.0
Carpenter 1	0960	TG10	2	2.0	2	2.0	2	2.0
Carpenter 2	0970	TL10	1	1.0	1	1.0	1	1.0
Comm Analyst 1	6918	SR10	0	0.0	1	1.0	1	1.0
Cust Serv Asst Supv	5450	TS02	2	1.6	2	2.0	2	2.0
Cust Serv Supv	5460	TS03	2	2.0	2	2.0	2	2.0
Custodian 2	2630	TG05	14	11.4	14	11.4	14	11.4
Finance Officer 1	10150	SR08	0	0.0	1	1.0	1	1.0
Gen Svc Div Mgr	7312	SR14	2	2.0	2	2.0	2	2.0
General Services Dir	1575	DP02	1	1.0	1	1.0	1	1.0
Office Assistant 2	7748	GS04	1	1.0	0	0.0	0	0.0
Office Assistant 3	7749	GS04	1	1.0	0	0.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	1	1.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	1	1.0	1	1.0
Painter	7341	WG07	1	1.0	0	0.0	0	0.0
Painter 2	7342	TL08	1	1.0	1	1.0	1	1.0
Professional Specialist	7753	SR 11	0	0.0	1	1.0	1	1.0
Property Guard 1	3920	SR03	0	0.0	2	2.0	2	2.0
Total Positions & FTE			48.0	44.5	55	52.4	58	55.4
10 General Services - Central Printing Fund 51136								
Printing Equip Operator 1	1720	TG07	4	4.0	4	4.0	4	4.0
Photographer	4690	SR08	1	1.0	1	1.0	1	1.0
Printing Equip Operator 2	5919	TL07	3	3.0	3	3.0	3	3.0
Printing Shop Supv	6875	TS11	1	1.0	1	1.0	1	1.0
Total Positions & FTE			9	9.0	9	9.0	9	9.0
10 General Services - Motor Pool Fund 51139								
Automotive Mechanic	0680	TG10	1	1.0	1	1.0	1	1.0
Account Clerk 2	4370	GS04	2	2.0	0	0.0	0	0.0
Account Clerk 3	3730	GS05	2	2.0	0	0.0	0	0.0
Administrative Assistant 2	7241	GS08	1	1.0	0	0.0	0	0.0
Administrative Services Mgr	7242	GS12	1	1.0	0	0.0	0	0.0
Administrative Services Officer 3	7244	GS09	1	1.0	0	0.0	0	0.0
Auto Service Writer	7250	SR07	1	1.0	1	1.0	1	1.0
Automotive Mech Leader	0690	TL11	4	4.0	4	4.0	4	4.0
Automotive Mech-Certified	6081	TG11	10	10.0	10	10.0	10	10.0
Automotive Shop Supv	0700	TS11	1	1.0	1	1.0	1	1.0
Craft Helper	7278	WG04	1	1.0	0	0.0	0	0.0
Data Entry Operator 2	4600	SR05	1	1.0	1	1.0	1	1.0

10 General Services–Financial



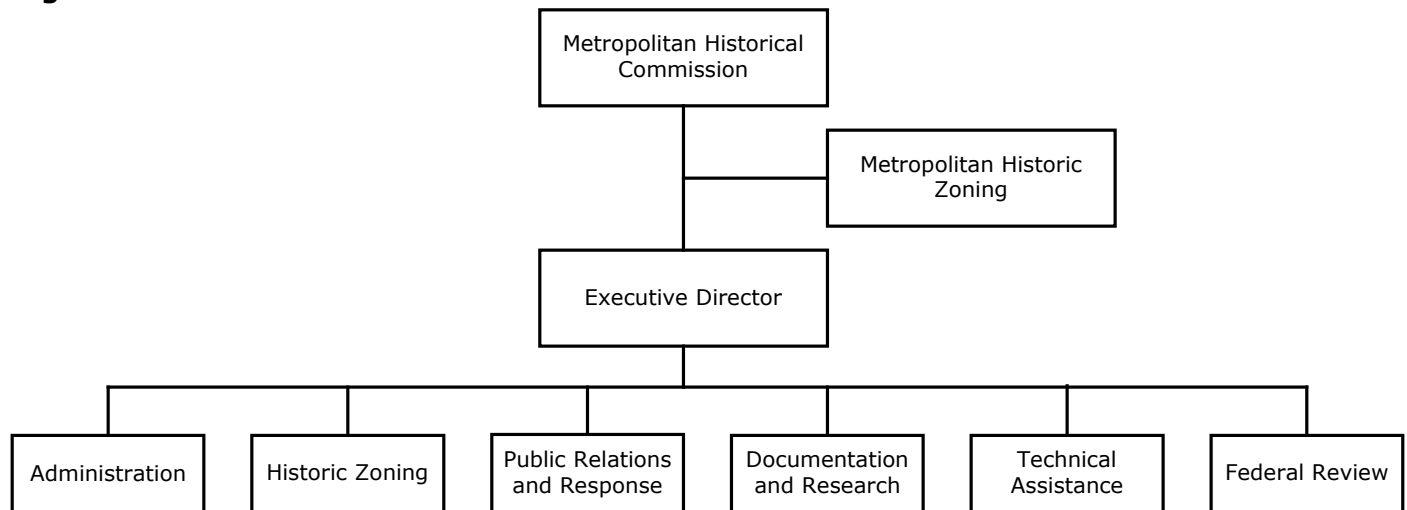
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
10 General Services – Motor Pool Fund 51139								
Data Programmer	6817	SR07	0	0.0	1	1.0	1	1.0
Equip And Supply Clerk 1	5010	SR04	1	1.0	1	1.0	1	1.0
Equip And Supply Clerk 2	3440	SR06	1	1.0	1	1.0	1	1.0
Equipment Servicer	7304	TG05	11	11.0	11	11.0	11	11.0
Fleet Manager - Light Equipment	5947	SR12	1	1.0	1	1.0	1	1.0
Gen Svc Div Mgr	7312	SR14	1	1.0	1	1.0	1	1.0
Maint & Repair Worker 2	7328	TG04	0	0.0	1	1.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	2	2.0	2	2.0
Office Support Rep 3	10122	SR06	0	0.0	2	2.0	2	2.0
Office Support Spec1	10123	SR07	0	0.0	1	1.0	1	1.0
Office Assistant 2	7748	GS04	1	1.0	0	0.0	0	0.0
Office Manager 1	5956	GS06	1	1.0	0	0.0	0	0.0
Parts Supervisor	7345	SR09	1	1.0	1	1.0	1	1.0
Professional Specialist	7753	GS10	1	1.0	0	0.0	0	0.0
Programmer	1304	GS05	1	1.0	0	0.0	0	0.0
Property Guard 1	3920	GS02	2	1.8	0	0.0	0	0.0
Total Positions & FTE			48	47.8	41	41.0	41	41.0
10 General Services - Postal Service Fund 51151								
Customer Service Supv.	6598	GS09	1	1.0	1	1.0	1	1.0
Mail Clerk Carrier	5910	GS04	4	4.0	4	4.0	4	4.0
Office Support Rep 3	10122	SR06	0	0.0	1	1.0	1	1.0
Office Assistant 3	7749	GS05	1	1.0	0	0.0	0	0.0
Total Positions & FTE			6	6.0	6	6.0	6	6.0
10 General Services - Radio Shop Fund 51153								
Account Clerk 2	4370	GS04	1	1.0	0	0.0	0	0.0
Administrative Assistant	7241	SR09	2	2.0	1	1.0	1	1.0
Communications Analyst 1	6918	GS09	1	1.0	0	0.0	0	0.0
Communications Analyst 2	7769	SR11	1	1.0	1	1.0	1	1.0
Equip And Supply Clerk 2	3440	SR06	1	1.0	1	1.0	1	1.0
Equip And Supply Supervisor	3027	SR07	1	1.0	1	1.0	1	1.0
Gen Svc Div Mgr	7312	SR14	1	1.0	2	2.0	2	2.0
Office Support Rep 2	10121	SR05	0	0.0	1	1.0	1	1.0
Radio Technician 1	6613	TG08	8	8.0	8	8.0	8	8.0
Radio Technician 2	4040	TG11	5	5.0	5	5.0	5	5.0
Radio Technician 3	6213	WL11	2	2.0	2	2.0	2	2.0
Special Projects Manager	7762	GS14	1	1.0	0	0.0	0	0.0
Technical Specialist 1	7756	SR11	2	2.0	2	2.0	2	2.0
Total Positions & FTE			26	26.0	24	24.0	24	24.0

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Office of Fleet Management.

11 Historical Commission–At a Glance

Vision	The preservation of Davidson County’s heritage will be recognized as essential to community identity, neighborhood revitalization, and general economic health. The Historical Commission will act with professional integrity, will be proactive and collaborative in its programs, and will make preservation services available to the Davidson County community.			
Mission	To preserve, protect, and document the history, historic places, buildings, and neighborhoods of Davidson County through education, technical assistance, and advocacy.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$410,915	\$459,443	\$470,765
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$410,915</u>	<u>\$459,443</u>	<u>\$470,765</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	10,000	0	0
	Other Program Revenue	1,000	0	0
	Total Program Revenue	<u>\$11,000</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	10,000	10,000
	Total Revenues	<u>\$11,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
Positions	Total Budgeted Positions	7	7	7
Contacts	Director of Historical Commission: Ann Roberts email: ann_roberts@metro.nashville.org Financial Manager: Terri Johnson email: terri_johnson@metro.nashville.org Suite 414, 209 10 th Avenue South 37203 Phone: 862-7970 FAX: 862-7974			

Organizational Structure



11 Historical Commission–At a Glance

Budget Highlights FY 2003

• FY 03 relocation to Sunnyside Mansion (non-recurring)	\$10,000
• Utilities adjustment	6,000
• Security monitoring (Sunnyside Mansion)	900
• Non-recurring FY 02 donation to the Hermitage Tornado Relief Fund	-20,000
• Pay Plan/Benefit adjustments	15,000
• Postal Service rates increase	900
• Information Systems billing	-578
• Telecommunication net adjustment	-900
Total	<u>\$11,322</u>

Overview

ADMINISTRATION

The Administration Division provides overall policy and direction for the office staff, programs, and financial management.

HISTORIC ZONING

The Historic Zoning Program provides technical/design assistance to property owners within historic zoning areas and works with neighborhoods seeking stabilization and revitalization. They are also responsible for issuing preservation permits and regulatory historic zoning properties.

PUBLIC RELATIONS AND RESPONSE

The Public Relations and Response program is responsible for educating the public on the history of the community and the value of historical preservation through publications, workshops, conferences and public events.

This division also produces tourism publications and provides information and marketing features at historic sites.

The division responds to requests from the public and the media for information about historic properties and Nashville history. It also collaborates with other groups to further the mission of preservation.

DOCUMENTATION AND RESEARCH

The Documentation and Research program prepares, advises, and coordinates the nomination of properties to the National Register of Historical Places. It also identifies the County's historic resources and researches local history and historic properties.

TECHNICAL ASSISTANCE

The Technical Assistance Program assists property owners with planning and designing the rehabilitation of buildings and the revitalization of neighborhoods and commercial areas. It also oversees the preservation of Metro owned historic resources.

FEDERAL REVIEW

The Federal Review Program carries out Federal mandates for preservation and identifies the County's historic resources.

11 Historical Commission–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
HISTORIC ZONING					
Historic Zoning Program					
1. Provide effective administration, management, and growth of Historic Zoning through advice, guidance, and effective procedures on zoning issues and requests.	a. Number of instances of technical/design assistance to property owners within historic zoning areas	na	na	650	650
	b. Issued preservation permits	na	na	110	120
	c. Regulate historic zoning properties (# properties)	na	na	2,623	3,700
PUBLIC RELATIONS AND RESPONSE					
Public Relations and Response Program					
1. Serve as a leading voice and a major catalyst that positively influences historic preservation in the Davidson County community.	a. Provide information and marketing features on Nashville, historical sites, etc., to the media (# articles)	na	na	40	45
	b. Collaborate with individuals and groups to produce events, programs, and projects that advance the Metro Historical Commission mission (# events).	na	na	9	11
DOCUMENTATION AND RESEARCH					
Documentation and Research Program					
1. Research, document, and maintain current information on history and historic places in Davidson County.	a. Prepare, advise, and coordinate nominations of properties National Register of Historic Places (# properties involved)	na	na	6	4
	b. Provide information about historic properties and Nashville history (# occurrences)	na	na	300	300
TECHNICAL ASSISTANCE					
Technical Assistance Program					
1. Provide educational materials/services that inform individuals, organizations, and neighborhoods about history, historic places and knowledge of preservation.	a. Provide technical assistance on historic places outside the historic zoning areas (# meetings and contacts)	na	na	200	200
	b. Produce/sponsor educational materials, books, tours, manuals, etc., (# publications and newsletters)	na	na	8	8
	c. Organize/partner in conferences, seminars, workshops, etc., focusing on preservation, history, and historical architecture (# participants)	na	na	1,470	2,000

11 Historical Commission–Financial

Historical Commission GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	287,024	242,848	300,719	313,819
Fringe Benefits	64,566	58,722	66,395	68,295
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	351,590	301,570	367,114	382,114
OTHER SERVICES:				
Utilities	0	0	0	6,000
Professional Services	1,089	0	1,089	1,089
Purchased Services	1,682	3,831	2,682	3,582
Travel	4,103	3,520	4,300	7,300
Communications	2,571	1,051	2,571	9,571
Printing	7,081	16,029	8,181	8,181
Advertising & Promotion	0	111	100	100
Subscriptions	100	64	100	100
Tuition, Reg., & Membership Dues	488	625	1,338	1,338
Repairs & Maintenance Services	1,100	1,224	1,300	1,300
Internal Service Fees	7,517	8,507	19,104	18,526
TOTAL OTHER SERVICES	25,731	34,962	40,765	57,087
OTHER EXPENSE:				
Supplies and Materials	7,544	2,252	5,960	5,960
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	24,750	24,515	25,304	25,304
Licenses, Permits, & Fees	300	0	300	300
Taxes	0	0	0	0
Grant Contributions & Awards	1,000	1,000	20,000	0
TOTAL OTHER EXPENSE	33,594	27,767	51,564	31,564
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	410,915	364,299	459,443	470,765
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	410,915	364,299	459,443	470,765

11 Historical Commission–Financial

Historical Commission GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	92	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	92	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	10,000	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	10,000	0	0	0
Other Program Revenue				
Contributions and Gifts	1,000	1,000	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	1,000	1,000	0	0
TOTAL PROGRAM REVENUE	11,000	1,092	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	10,000	10,000	10,000
TOTAL REVENUE AND TRANSFERS	11,000	11,092	10,000	10,000

11 Historical Commission–Financial

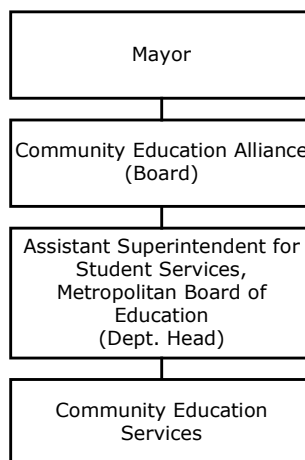
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
11 Historical Commission - GSD Fund 10101								
Historic Preservationist 1	6123	SR10	4	4.0	4	4.0	4	4.0
Historic Preservationist 2	7778	SR12	1	1.0	1	1.0	1	1.0
Historical Com Exec Dir	1945	DP01	1	1.0	1	1.0	1	1.0
Office Manager 3	7340	GS08	1	1.0	0	0.0	0	0.0
Office Support Manager	10119	SR09	0	0.0	1	1.0	1	1.0
Total Positions & FTE			7	7.0	7	7.0	7	7.0

13 Community Education Alliance–At a Glance

Vision	To provide superior quality, affordable, lifelong learning opportunities for the citizens of Metropolitan Nashville.			
Mission	With input from advisory councils and community members, community education coordinators facilitate classes, activities and services constructed to meet community needs. Public school facilities throughout the county are sites for community education programs and citizens of all ages are served.			
Budget Summary		2000-01	2001-02	2002-03
	Expenditures and Transfers:			
	GSD General Fund	\$478,610	\$501,251	\$518,385
	Special purpose funds	0	0	0
	Total Expenditures	\$478,610	\$501,251	\$518,385
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	\$0	\$0	\$0
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	\$0	\$0	\$0
Positions	Total Budgeted Positions	9	13	13
Contacts	Director of Community Education: Dr. Aldorothy Wright email: aldorothy.wright@mnps.org Financial Manager: Corine Jackson email: corine_jackson@metro.nashville.org 2601 Bransford Avenue 37204 Phone: 259-8761, 259-8544 FAX:259-8769			

Organizational Structure



13 Community Education Alliance–At a Glance

Budget Highlights FY 2003

The FY 2003 operating budget maintains the same funding level as in FY 2002.

Overview

COMMUNITY EDUCATION SERVICES

The Community Education Services provides over 150,000 citizens of all ages with 2,000 classes, programs and activities offered through the community schools. These

services include literacy training, job preparation and skill improvements, vocational and recreational programs, cultural and enrichment classes, tutorial sessions and opportunities for local groups to conduct meetings or gatherings of community interest. These activities reinforce the philosophy of community schools by offering opportunities to residents of all ages throughout the Metropolitan area and facilitate building use for all Metro schools.

13 Community Education Alliance–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
COMMUNITY EDUCATION SERVICES					
1. Increase the number of citizens served each year, and offer increased services to residents of all ages in the Metropolitan area.	a. Citizens served	150,000	156,126	170,000	170,000
	b. Locations	100	95	123	123
	c. Services offered	2,100	2,039	2,600	2,600

13 Community Education Alliance–Financial

Community Education Alliance GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	347,599	321,315	366,222	380,522
Fringe Benefits	88,640	76,937	91,126	93,226
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	436,239	398,252	457,348	473,748
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	6,970	0	6,970	6,970
Travel	2,191	1,402	2,191	2,191
Communications	870	862	870	870
Printing	8,121	8,151	12,442	12,442
Advertising & Promotion	15,134	14,906	12,955	12,955
Subscriptions	301	0	301	301
Tuition, Reg., & Membership Dues	3,842	269	1,700	1,700
Repairs & Maintenance Services	984	0	984	984
Internal Service Fees	3,958	3,287	1,630	2,364
TOTAL OTHER SERVICES	42,371	28,877	40,043	40,777
OTHER EXPENSE:				
Supplies and Materials	0	0	3,860	3,860
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	3,860	3,860
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	478,610	427,129	501,251	518,385
TRANSFERS TO OTHER FUNDS & UNITS:	0	5,230	0	0
TOTAL EXPENSE AND TRANSFERS	478,610	432,359	501,251	518,385

13 Community Education Alliance–Financial

Community Education Alliance GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

13 Community Education Alliance–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

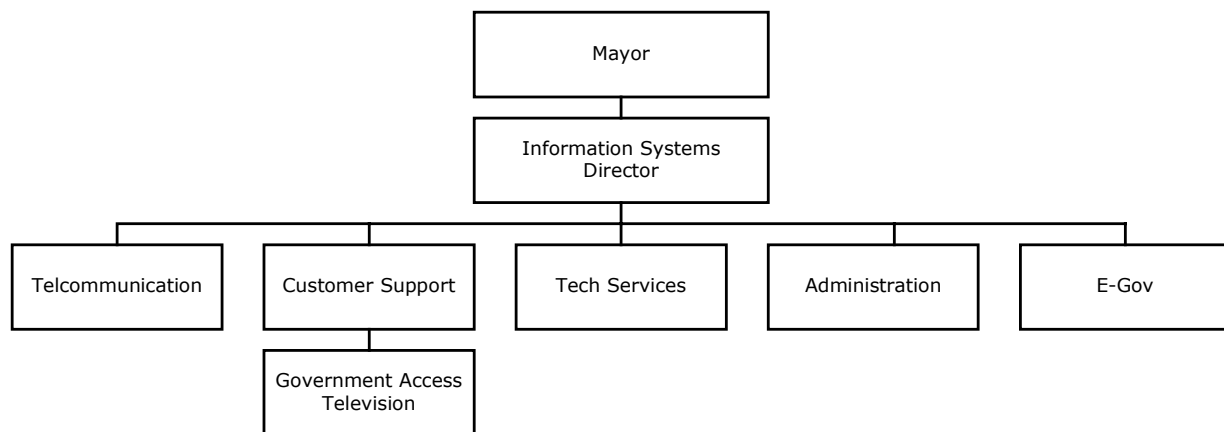
	<u>Class</u>	<u>Grade</u>	<u>FY 2000</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
13 Community Education Alliance - GSD Fund 10101								
Program Coordinator	6034	SR09	8	8.0	8	8.0	8	8.0
Program Manager 1	7241	SR11	1	1.0	1	1.0	1	1.0
Total Positions & FTE			9	9.0	9	9.0	9	9.0
Seasonal/Part-time/Temporary	9020	NS	0	0.0	4	4.0	4	4.0
Total Positions & FTE			9	9.0	13	13.0	13	13.0

14 Information Systems—At a Glance



Vision	Through the use of information technology, Metro Government, as an enterprise, will: <ul style="list-style-type: none"> Enhance services provided to the public Provide increased access to Metro services for all customers while protecting customers privacy and the security of Metro's data resources Improve the effectiveness and efficiency of service delivery Improve business processes through the use of technology 																																																								
Mission	To assist the Metropolitan Government's departments, boards, agencies, commissions, and authorities in achieving their objectives by providing information services.																																																								
Budget Summary	<table border="1"> <thead> <tr> <th></th> <th style="text-align: right;"><u>2000-01</u></th> <th style="text-align: right;"><u>2001-02</u></th> <th style="text-align: right;"><u>2002-03</u></th> </tr> </thead> <tbody> <tr> <td>Expenditures and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GSD General Fund</td> <td style="text-align: right;">\$181,910</td> <td style="text-align: right;">\$376,134</td> <td style="text-align: right;">\$599,472</td> </tr> <tr> <td>Information Systems</td> <td style="text-align: right;">6,150,807</td> <td style="text-align: right;">8,596,295</td> <td style="text-align: right;">8,596,295</td> </tr> <tr> <td>Special purpose funds</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Total Expenditures</td> <td style="text-align: right;"><u>\$6,332,717</u></td> <td style="text-align: right;"><u>\$8,972,429</u></td> <td style="text-align: right;"><u>\$9,205,767</u></td> </tr> <tr> <td>Revenues and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Charges, Commissions, & Fees</td> <td style="text-align: right;">\$5,779,567</td> <td style="text-align: right;">\$8,871,925</td> <td style="text-align: right;">\$8,595,795</td> </tr> <tr> <td>Other Governments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other Program Revenue</td> <td style="text-align: right;">100,700</td> <td style="text-align: right;">63,078</td> <td style="text-align: right;">2,600</td> </tr> <tr> <td>Total Program Revenue</td> <td style="text-align: right;"><u>\$5,880,267</u></td> <td style="text-align: right;"><u>\$8,935,003</u></td> <td style="text-align: right;"><u>\$8,598,395</u></td> </tr> <tr> <td>Non-program Revenue</td> <td style="text-align: right;">0</td> <td style="text-align: right;">367,000</td> <td style="text-align: right;">9,400</td> </tr> <tr> <td>Transfers</td> <td style="text-align: right;">0</td> <td style="text-align: right;">100,000</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Revenues</td> <td style="text-align: right;"><u>\$5,880,267</u></td> <td style="text-align: right;"><u>\$9,035,003</u></td> <td style="text-align: right;"><u>\$8,607,795</u></td> </tr> </tbody> </table>		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$181,910	\$376,134	\$599,472	Information Systems	6,150,807	8,596,295	8,596,295	Special purpose funds	0	0	10,000	Total Expenditures	<u>\$6,332,717</u>	<u>\$8,972,429</u>	<u>\$9,205,767</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$5,779,567	\$8,871,925	\$8,595,795	Other Governments	0	0	0	Other Program Revenue	100,700	63,078	2,600	Total Program Revenue	<u>\$5,880,267</u>	<u>\$8,935,003</u>	<u>\$8,598,395</u>	Non-program Revenue	0	367,000	9,400	Transfers	0	100,000	0	Total Revenues	<u>\$5,880,267</u>	<u>\$9,035,003</u>	<u>\$8,607,795</u>
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																						
Expenditures and Transfers:																																																									
GSD General Fund	\$181,910	\$376,134	\$599,472																																																						
Information Systems	6,150,807	8,596,295	8,596,295																																																						
Special purpose funds	0	0	10,000																																																						
Total Expenditures	<u>\$6,332,717</u>	<u>\$8,972,429</u>	<u>\$9,205,767</u>																																																						
Revenues and Transfers:																																																									
Charges, Commissions, & Fees	\$5,779,567	\$8,871,925	\$8,595,795																																																						
Other Governments	0	0	0																																																						
Other Program Revenue	100,700	63,078	2,600																																																						
Total Program Revenue	<u>\$5,880,267</u>	<u>\$8,935,003</u>	<u>\$8,598,395</u>																																																						
Non-program Revenue	0	367,000	9,400																																																						
Transfers	0	100,000	0																																																						
Total Revenues	<u>\$5,880,267</u>	<u>\$9,035,003</u>	<u>\$8,607,795</u>																																																						
Positions	Total Budgeted Positions 91 103 114																																																								
Contacts	Director of Information Systems: Richard McKinney email: richard.mckinney@nashville.gov Financial Manager: Mark Lynam email: mark.lynam@nashville.gov Howard Office Building 37210 Phone: 862-6300 FAX: 862-6288																																																								

Organizational Structure



14 Information Systems—At a Glance



Budget Highlights FY 2003

GSD	
• Pay Plan/Benefit adjustments	\$17,200
• Fleet Management Consolidation net adjustment	-10,185
• Information Systems billings	13,823
• Telecommunication net adjustment	-400
• Year Two of Three Year Plan-increase programming	202,900
Total	<u>\$223,338</u>

Information Systems Fund

No overall budget adjustment to this fund. Rate structure revisions are in the departments' budget.

Overview

INFORMATION SYSTEMS DIRECTOR

The Information Systems Director provides information and communications technology solutions to departments of the Metropolitan Government. Information Systems is an Internal Service Fund, meaning its Operating Budget is funded by charging other Metro departments and agencies for the services it provides. Specific examples of these services include:

TELECOMMUNICATION

The Telecommunication Division designs, implements, and maintains a state-of-the-art data communications network. This Division installs and repairs telephone systems and coordinates other voice communications services, such as cellular services and pagers.

CUSTOMER SUPPORT

The Customer Support Division develops and maintains software applications for mainframe, mid-range, and personal computers.

GOVERNMENT ACCESS TELEVISION

Government Access Television provides television and multi-media services to the public and other Government agencies.

Services include tape delayed and live coverage of various Metro board and commission meetings on Comcast Cable Channel 3, broadcasting information of public interest on the Government Access Channel (Channel 3), providing taped copies of meetings and events at a minimal charge, providing video production services for Metro departments, providing printing and multi-media graphic design services, consulting with other Government agencies on multi-media projects, and assisting Government agencies in locating/renting multi-media equipment.

TECH SERVICES

Tech Services provides on-line and batch processing services, installs, maintains and trouble-shoots PC's and PC networks, administers electronic mail (E-mail) and Internet services, and provides customer support.

ADMINISTRATION

The Administration Division prepares and processes purchase orders and administers contracts for all computer hardware and software purchases made by the Metro Government. This Division oversees the administration of the Cable Television Franchise Agreement, and provides staff support to the Emergency Communications District (E-911 Board).

E-GOV

E-Gov provides the public with web based information relating to Metro Government and develops and supports "self-service" web based applications that allow citizens and businesses to interact with Metro Government.

14 Information Systems—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
TELECOMMUNICATION					
1. Developing a state-of-the-art fiber-optic telecommunications network.	a. Telephones supported (includes cellular)	9,000	7,200	8,000	7,500
	b. Pagers supported	3,000	2,800	2,700	2,600
	c. Telephone repair calls	1,300	854	1,800	1,400
	d. Telephone work orders*	2,100	2,216	2,100	2,300
	e. Bridges, Routers, Hubs supported	700	748	812	900
* These figures include cellular phones and pagers in addition to desktop telephones.					
CUSTOMER SUPPORT					
1. Providing connectivity and timely response from all computer platforms supported.	a. Mainframe – OS/390 availability (24 hours/day, 7 days/week)	98%	100%	98%	98%
	b. CICS on-line (mainframe) availability (6 a.m.–10 p.m. Mon-Sat)	98%	100%	98%	98%
	c. Midrange – AS/400 availability (6 a.m.–10 p.m. Mon-Sat)	98%	100%	98%	98%
	d. Server availability (6 a.m. – 10 p.m. Mon-Sat)	98%	99%	98%	98%
2. Maintaining a Customer Support Center.	Help Desk calls	12,000	12,500	12,000	16,000
GOVERNMENT ACCESS TELEVISION					
1. To provide tape delayed and live television coverage of government meetings to the public by way of Comcast Cable Channel 3.	Hours of taped and live coverage of government meetings and education programs provided on the Government Access Channel:				
	- Live	120	112	120	250
	- Taped	1,100	1,155	1,150	1,500
	Total	1,220	1,267	1,270	1,750
2. To produce special projects (training or informational videos) for other Metro departments.	Special projects	25	23	25	30
TECH SERVICES					
1. Replacing out-dated technology with newer technology.	a. Workstations supported	4,400	5,300	6,200	5,700
	b. Servers supported	55	56	60	75
ADMINISTRATION					
1. Processing requisitions and purchase orders for PC's, Network Communications, and telephone hardware, software, and supplies.	Purchase Orders issued	900	764	800	788

14 Information Systems—Financial



**Metro Information Systems
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	129,906	130,375	270,143	410,710
Fringe Benefits	34,044	33,840	58,319	105,038
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	163,950	164,215	328,462	515,748
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	4,800	3,955	24,955	34,994
Travel	0	12	1,500	6,000
Communications	0	4	300	3,550
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	250	250
Tuition, Reg., & Membership Dues	0	0	500	5,500
Repairs & Maintenance Services	1,700	1,049	3,000	3,000
Internal Service Fees	6,900	7,953	9,167	18,430
TOTAL OTHER SERVICES	13,400	12,973	39,672	71,724
OTHER EXPENSE:				
Supplies and Materials	4,060	6,686	7,000	10,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	500	0	1,000	2,000
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	4,560	6,686	8,000	12,000
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	181,910	183,874	376,134	599,472
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	181,910	183,874	376,134	599,472

14 Information Systems—Financial



**Metro Information Systems
GSD General Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	820	912	900	500
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	820	912	900	500
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	2,282	2,728	1,000
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	2,282	2,728	1,000
TOTAL PROGRAM REVENUE	820	3,194	3,628	1,500
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	100,000	0
TOTAL REVENUE AND TRANSFERS	820	3,194	103,628	1,500

14 Information Systems—Financial



**Metro Information Systems
Metro Information Systems Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,732,313	3,482,728	4,577,910	4,577,910
Fringe Benefits	883,761	817,077	871,230	871,230
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	4,616,074	4,299,805	5,449,140	5,449,140
OTHER SERVICES:				
Utilities	2,000	1,667	2,036	2,036
Professional Services	0	1,252,283	300,000	300,000
Purchased Services	133,365	91,473	110,491	110,491
Travel	7,956	14,720	23,456	23,456
Communications	200	210	200	200
Printing	50,000	26,677	36,000	36,000
Advertising & Promotion	0	0	0	0
Subscriptions	500	(490)	0	0
Tuition, Reg., & Membership Dues	7,500	42,060	190,000	190,000
Repairs & Maintenance Services	205,186	222,775	257,468	257,468
Internal Service Fees	142,972	143,728	135,324	135,324
TOTAL OTHER SERVICES	549,679	1,795,103	1,054,975	1,054,975
OTHER EXPENSE:				
Supplies and Materials	42,048	199,584	106,625	106,625
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	9,240	11,122	11,022	11,022
Licenses, Permits, & Fees	471,347	420,087	522,378	522,378
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	500,000	500,000
TOTAL OTHER EXPENSE	522,635	630,793	1,140,025	1,140,025
PENSION, ANNUITY, DEBT, & OTHER COSTS	320,597	442,167	499,333	499,333
EQUIPMENT, BUILDINGS, & LAND	0	0	15,000	15,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	6,008,985	7,167,868	8,158,473	8,158,473
TRANSFERS TO OTHER FUNDS & UNITS:	141,822	142,300	437,822	437,822
TOTAL EXPENSE AND TRANSFERS	6,150,807	7,310,168	8,596,295	8,596,295

14 Information Systems—Financial



**Metro Information Systems
Metro Information Systems Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	5,778,747	6,007,807	8,871,025	8,595,295
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	5,778,747	6,007,807	8,871,025	8,595,295
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	700	9,112	350	200
Use of Money or Property	100,000	56,393	60,000	800
Subtotal Other Program Revenue	100,700	65,505	60,350	1,000
TOTAL PROGRAM REVENUE	5,879,447	6,073,312	8,931,375	8,596,295
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	500,000	0	0
TOTAL REVENUE AND TRANSFERS	5,879,447	6,573,312	8,931,375	8,596,295

14 Information Systems—Financial

Metro Information Systems Special Purpose Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	149,521	0	10,000
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	119	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	37	0	0
TOTAL OTHER SERVICES	0	149,677	0	10,000
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	149,677	0	10,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	149,677	0	10,000

14 Information Systems—Financial

Metro Information Systems Special Purpose Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	799	0	600
Subtotal Other Program Revenue	0	799	0	600
TOTAL PROGRAM REVENUE	0	799	0	600
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	157,997	0	9,400
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	157,997	0	9,400
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	158,796	0	10,000

14 Information Systems—Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

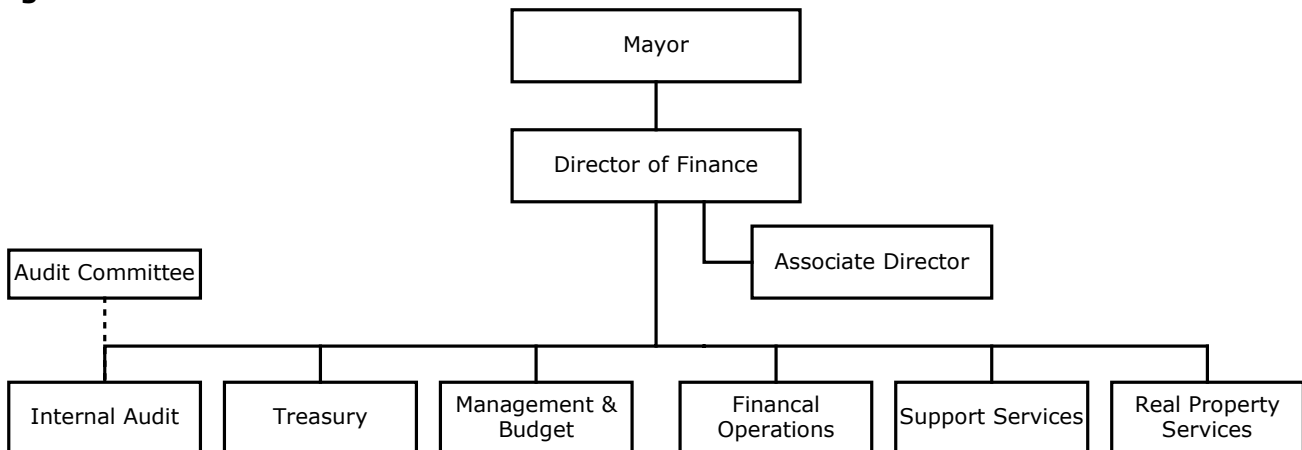
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
14 Government Access - GSD Fund 10101								
Admin Svcs Mgr	7242	SR13	0	0.0	0	0.0	1	1.0
Admin Svcs Officer 4	7245	SR12	0	0.0	0	0.0	1	1.0
Program Coordinator	6034	SR09	1	1.0	2	2.0	1	1.0
Program Spec 3	7380	SR10	0	0.0	0	0.0	4	4.0
Video Prod Specialist	6798	SR07	3	3.0	5	5.0	3	3.0
Total Positions & FTE			4	4.0	7	7.0	10	10.0
14 MIS - Fund 51137								
Accountant 2	7237	GS07	0	0.0	1	1.0	0	0.0
Admin Services Manager	7242	SR13	0	0.0	2	2.0	1	1.0
Admin Services Officer 1	2660	SR06	1	0.5	1	0.5	2	1.0
Admin Services Officer 4	7245	SR12	1	1.0	1	1.0	1	1.0
Administrative Assistant 2	7241	SR09	2	2.0	2	2.0	1	1.0
Cable TV Franchise Admin	7259	GS13	1	1.0	1	1.0	0	0.0
Comm Analyst 1	6918	GS09	2	2.0	0	0.0	0	0.0
Comm Technician 2	6919	GS08	1	1.0	1	1.0	0	0.0
Communications Analyst 2	7769	SR11	1	1.0	0	0.0	0	0.0
Communications Manager	6898	SR13	2	2.0	2	2.0	2	2.0
Communications Specialist	7265	SR12	2	2.0	4	4.0	4	4.0
Computer Operator 1	1430	GS04	1	1.0	0	0.0	0	0.0
Computer Operator 2	4540	SR06	5	5.0	3	3.0	3	3.0
Computer Operator 3	7268	SR07	2	2.0	3	3.0	3	3.0
Computer Ops Scheduler	1301	SR06	1	1.0	1	1.0	1	1.0
Computer Ops Shift Supv	1302	SR11	4	4.0	4	4.0	4	4.0
Customer Service Rep 3	7284	GS05	1	1.0	1	1.0	0	0.0
Database Administrator	6818	SR14	1	1.0	2	2.0	1	1.0
Database Analyst	7285	SR13	0	0.0	0	0.0	2	2.0
DP Control Specialist	7288	SR06	1	1.0	1	1.0	1	1.0
DP Cust Supt Rep	7286	GS05	1	2.0	2	2.0	0	0.0
Info Sys Cust Support Rep 1	10114	SR07	0	0.0	0	0.0	1	1.0
Info Sys Cust Support Rep 1	10115	SR08	0	0.0	0	0.0	1	1.0
Info Systems Analyst 1	7779	SR10	11	11.0	9	9.0	6	6.0
Info Systems Analyst 2	7780	SR11	2	2.0	3	3.0	3	3.0
Info Systems Associate	7781	GS05	3	0.0	0	0.0	0	0.0
Info Systems Asst Director	7744	SR15	0	3.0	3	3.0	1	1.0
Info Systems Div Mgr	7318	SR14	3	4.0	4	4.0	5	5.0
Info Systems Manager	7782	SR13	9	8.0	8	8.0	13	13.0
Info Systems Specialist	7783	SR12	13	13.0	20	20.0	26	26.0
Info Systems Tech 1	7784	SR08	0	0.0	4	4.0	5	5.0
Infor Systems Tech 2	7785	SR09	0	0.0	0	0.0	3	3.0
Information Systems Dir	7113	DP02	1	1.0	1	1.0	1	1.0
Information Systems Manager	7782	SR13	0	0.0	0	0.0	2	2.0
Office Assistant 2	7748	GS04	1	0.0	0	0.0	0	0.0
Office Assistant 3	7749	GS05	2	2.0	2	2.0	0	0.0
Office Manager 2	7339	GS07	2	2.0	1	1.0	0	0.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	1	1.0
Program Specialist 3	7380	GS09	1	1.0	0	0.0	0	0.0
Systems Advisor 1	7234	SR13	6	6.0	8	8.0	9	9.0
Systems Advisor 2	7407	GS13	3	2.5	1	0.5	0	0.0
Total Positions & FTE			87	86.0	96	95.0	104	103.0
Grand Total			91	90.0	103	102.0	114	113.0

15 Finance-At a Glance



Vision	Excellence in the management of public resources.			
Mission	The Department of Finance provides leadership by promoting sound management principles and practices and by effectively managing financial and other resources to enable the community to achieve its goals.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$7,417,132	\$8,474,856	\$9,374,120
	ADA Management	315,152	776,812	819,937
	Real Property Services	816,062	1,023,100	1,105,000
	Treasury Management	0	744,694	762,201
	Surplus Property Auction	0	0	30,000
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$8,548,346</u>	<u>\$11,019,462</u>	<u>\$12,091,258</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$816,062	\$1,768,469	\$1,867,876
	Other Governments	0	0	0
	Other Program Revenue	360,623	0	30,000
	Total Program Revenue	<u>\$1,176,685</u>	<u>\$1,768,469</u>	<u>\$1,897,876</u>
	Non-program Revenue	284,837	274,300	92,647
	Transfers	315,152	1,435,679	1,547,637
	Total Revenues	<u>\$1,776,674</u>	<u>\$3,478,448</u>	<u>\$3,538,160</u>
Positions	Total Budgeted Positions	100	159	174
Contacts	Director: David Manning Financial Manager: Talia Lomax-O'dneal 107 Metro Courthouse 37201	email: david.manning@nashville.gov email: talia.lomaxodneal@nashville.gov Phone: 862-6151 FAX: 862-6156		

Organizational Structure



15 Finance-At a Glance



Budget Highlights for FY 2003

GSD	
• Pay Plan/Benefit adjustments	\$335,600
• Postal Service rates increase	7,400
• Information Systems billings	-80,692
• Telecommunication net adjustment	-18,044
• General Fund appropriation for Office of Americans with Disability Act for program costs	160,000
• Increased operating expense for the Office of Minority and Small Business	15,000
• Add 2 positions to staff the Office Minority and Small Business	90,000
• Disparity Study for Office of Minority and Small Business	300,000
• Add 2 positions in Financial Operations due to the additional accounting work on upcoming Board of Education projects	90,000
	899,264
Real Property Services*	
• Pay Plan/Benefit adjustment	30,100
• Add Technical Specialist 1 due to increased workload	51,800
	81,900
Treasury*	
• Information Systems billings	17,507
ADA**	
• Pay Plan/Benefit adjustment	24,650
• Fleet Management Consolidation net adjustment	550
• Information Systems billings	17,925
	43,125
Total	\$1,041,796

* This is an Internal Service Fund and expenses are offset by revenues.

**This is a Special Revenue Fund and expenses are offset by revenues.

Overview

DIRECTOR OF FINANCE

The Finance Director administers the financial affairs of the Metropolitan Government in accordance with the provisions of the Charter, applicable ordinances, other laws and regulations, and practices of sound financial management. The Director of Finance is responsible to the Mayor for the oversight of the activities of the department and the implementation of the strategic plan.

INTERNAL AUDIT

Internal Audit audits each department periodically to assess department performance in terms of the effectiveness and efficiency with which each department

carries out its mission; reviews departments' system of internal controls to ensure that resources are managed appropriately and that information is properly, promptly and accurately processed; and present audit findings and recommendations to management, to the Administration, to the Council and to the public.

This Office performs requested audit work, studies or other assistance as requested by the Director of Finance, Mayor or other departments. It also provides audit implementation assistance to departments as needed as well as monitors the implementation status of issued audits and provides status reports to audit committee and others.

It also performs special projects and works with Finance and other Metro teams that provide or enhance the overall sound management of Metro.

TREASURY

The Treasury Cash Management section of this Office processes deposits and revenue postings received from various Metro Departments. It also prints and distributes daily vendor check runs, prepares all Treasury related accounting entries, manages Metro's banking relationship and reviews/analyzes benefit trust fund bank activity.

The Treasury Investment Management section of this Office maintains current investment portfolios as well as analyzes daily cash position and make appropriate investment decisions. It also supports the Investment Committee of the Employee Benefit Board, the Cash Investment Committee and the Plan Administrator for Deferred Compensation Plan.

The Treasury Debt Management section of this Office reviews all proposals for issuing or restructuring prior issues of Metro general obligation or revenue bonds and coordinates issuing activities between the Metro team, consultants, bond attorneys, and underwriters. It also prepares arbitrage rebate liability charts and graphs for management review as well as prepares annual disclosure statements.

MANAGEMENT AND BUDGET

The Office of Management and Budget (OMB) supports all entities within Metro Government in their core business functions of planning and budgeting. The OMB coordinates and manages Metro Government's annual operating and capital budgets; implements and manages a comprehensive system of "managing for results" (strategic planning and performance measurement); implements and manages full cost accounting and indirect cost policies and procedures; and prepares financial documents for the Department of Finance.

FINANCIAL OPERATIONS

Financial Operations serves as the steward of the financial resources of Metropolitan Government. Financial transactions and data are managed through the FASTnet (Financial Administrative Shared Teleprocessing Network) financial and accounting system.

15 Finance-At a Glance

The Office of Financial Operations consists of three Divisions:

- Accounts
- Payroll and Benefits
- FASTnet

The Division of Accounts establishes accounting policy; maintains the comprehensive chart of accounts; provides financial reporting, including the CAFR (Comprehensive Annual Financial Report) and Single Audit; maintains accurate and timely general ledger for the Government; provides accounts payable processing; provides debt service administration; and maintains fixed asset records.

The Division of Payroll and Benefits provides payroll and pension processing, including disbursement of taxes, deductions and benefits, for active and retired employees.

The Division of FASTnet provides the implementation, support and training of software within FASTnet (including general ledger, accounts payable, accounts receivable, purchase order processing, fixed assets, work order & service billing, budgeting and position control, human resources, payroll & pensions, and employee benefits) as well as other complementary financial management software solutions.

SUPPORT SERVICES

The Office of Support Services includes into a collection of diverse divisions that deliver essential services to all Metro agencies. The Office encompasses seven divisions:

- Americans with Disabilities Act (ADA) Compliance
- Customer and Claim Services
- Grants Coordination
- Grants Monitoring
- Minority and Small Business Assistance
- Purchasing
- Surplus Property Warehouse

ADA Compliance coordinates the efforts of Metro Government to comply with the requirements of the Americans with Disabilities Act of 1990 and other affiliated legislation and regulation.

Customer Service and Claims provides a centralized call center to assist Metro in providing customer services to Metro citizens and employees. In addition, this area assists Metro with accounts receivable management and Health Insurance Portability and Accountability Act (HIPAA) Compliance.

Division of Grants Coordination (DGC) assists Metro in participating effectively in grant programs that are designed to promote innovations, enhanced services, and professional development within local government. DGC provides assistance in Funding Development and Coordination of Grants.

Division of Grants Monitoring (DGM) is responsible for conducting programmatic and fiscal compliance reviews of Metro's grant programs. The reviews include Metro departments and agencies that receive federal and state grants, and non-profit organizations that receive direct appropriations from Metro.

The Division of Purchasing administers procurement policies and procedures and also facilitates the procurement goods, services, and construction for Metropolitan Government of Nashville and Davidson County except for a few agencies that are exempt.

Minority and Small Business provides information, technical assistance and resources to small and minority businesses in Davidson County to enhance their economic growth.

The Division of Surplus Property supports Metro agencies in the disposition, redistribution and sale of Metro personal property that is deemed excess or surplus.

REAL PROPERTY SERVICES

The Office of Real Property Services administers and enhances the planning, design, and construction management processes for all capital outlay projects. While seeking to maximize the use of Metro-owned real properties, this office also maintains a comprehensive inventory of all Metro-owned and/or leased facilities.

This Office plans and designs for the "highest and best" use of Metro facilities and real estate; manages or monitors all Metro facility-related construction projects; acquires and disposes of real property assets through purchase or lease; conducts space needs analysis; administers real property leases; plans and implements appropriate tenant loading of Metro facilities; provides technical support for Metro agencies and direction for consultants providing service to Metro Nashville Government; designs and implements a "Facilities Revolving Fund"; provides staff assistance to the ADA Compliance Committee; and assists in the development of the Capital Improvements Budget.

This Office was formerly known as Facilities Planning and Construction Management.

15 Finance–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DIRECTOR OF FINANCE					
1. Ensure the continuing fiscal integrity of the Metropolitan Government.	Bond ratings, most recent General Obligation issue: Standard & Poor's Moody's Investor Service Fitch	AA Aa2 AA+	AA Aa2 AA+	AA Aa2 AA+	AA Aa2 AA+
INTERNAL AUDIT					
1. Conduct routine performance, internal control and compliance audits and special audits of Metro departments, boards, commissions, agencies, elected officials, and other accounts. Provides management with assistance as needed.	a. Performance audit rotation plan (number of audits issued) b. Requested audit work (number of reports issued) c. Implementation monitoring d. Special projects	na na na na	6 6 na 1	5 8 9 4	6 8 15 4
N/A Performance measures for FY 2001 and FY 2002 were budgeted hours.					
TREASURY					
1. Accurately process all receipts.	Number of receivable warrants processed	22,000	18,449	21,000	21,000
2. Control release of all vendor checks.	Number of vendor checks processed	60,000	54,203	61,000	61,000
3. Effectively manage all invested funds.	Achieve average annual rate of return greater than: 90 day T-Bill Index and State LGIP on cash	yes	yes	yes	yes
MANAGEMENT AND BUDGET					
Capital Budget					
1. Implement governmental best practices in Capital Budget preparation.	Implementation of best practices	na	na	yes	yes
2. Provide quarterly status reports on approved and funded capital projects.	Number of quarterly capital project updates distributed	na	na	4	4
Managing for Results					
1. Facilitate training and support departments in their implementation of Managing for Results.	Number of departments successfully recruited and implementing Managing for Results	na	1	16	36
Cost Accounting					
1. Provide assistance to all Metro agencies in establishing and maintaining effective indirect cost recovery programs.	Number of departments utilizing new indirect cost recovery process	na	6	6	6

15 Finance–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Provide assistance to all Metro agencies to ensure billing rate structures are effective and comply with local, state, and federal policies and procedures.	Number of Metro agency billing rate structures reviewed annually	na	5	5	5

Operating Budget

1. Prepare and distribute a balanced operating budget by May 25 of each fiscal year that represents best practices in governmental budgeting.	Receive Government Finance Officer's Association Distinguished Budget Presentation Award	yes	yes	yes	yes
---	--	-----	-----	-----	-----

FINANCIAL OPERATIONS

Accounts

1. Process the financial transactions of Metropolitan Government timely and accurately. Issue reports of the financial condition and operation of Metropolitan Government timely and accurately.	a. Receive unqualified audit opinion	yes	yes	yes	yes
	b. Receive GFOA Certificate of Achievement in Financial Reporting	yes	yes	yes	yes
	c. Initiate imaging and document management and workflow solutions (accounts payable, payroll, etc.)	na	na	yes	yes
	d. Issue CAFR and Single Audit within required timeframe	na	na	yes	yes
	e. Implement GASB 34 for year end June 30, 2002	na	na	yes	yes
	f. Develop tools for measuring the promptness of payments to vendors	na	na	yes	na

Payroll and Benefits

1. Execute payrolls (active and retiree) timely and accurately. Distribute paychecks and disburse related payroll liabilities in a timely and efficient manner. Simplify payroll frequency. Encourage direct deposit.	a. Implement labor management software	na	na	yes	yes
	b. Convert weekly payroll employees to semi-monthly pay frequency	na	na	yes	na
	c. Maintain integrity over pension calculations and streamline underlying process for improved customer service	na	na	yes	yes

FASTnet

1. Ongoing education and training to improve the use of FASTnet as a tool to improve fiscal management and efficiency. Procure and implement solutions that integrate and complement FASTnet in the areas of time and labor	a. Expand use of job cost module	na	na	na	yes
	b. Complete MBOE implementation project	na	na	na	yes

15 Finance–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
management, imaging, and document and workflow management.					
SUPPORT SERVICES					
ADA Compliance					
1. Develop, adopt and implement procedures necessary to institutionalize compliance with the American’s with Disabilities Act.	a. Completion of self-evaluation of programs, services, activities and facilities. (%)	na	na	100	99.9
	b. Percentage of Metropolitan Government construction and renovation of all parks, playgrounds, facilities and rights-of-ways that include compliance requirements	na	na	na	75
Customer and Claims Services					
1. To implement a customer relationship management system to deliver and track pertinent customer information.	Successful resolution of issues raised through the customer management system. (%)	na	na	na	90
Grants Coordination					
1. To provide support services to Metro agencies for new grant opportunities and the grant approval process.	Improve grant approval process	na	na	na	yes/no
Grants Monitoring					
1. To conduct internal monitoring of Metro agencies that receive federal and state financial assistance and non-profit organizations that receive appropriations from Metro government is the responsibility of this division.	a. Percentage of Metro agencies receiving federal and state grants that are monitored by year-end	na	na	na	80%
	b. 100% of non-profits monitored by year-end	na	na	na	yes
Minority & Small Business Assistance					
1. To promote the development of minority and small businesses in Nashville and Davidson County by providing information, technical assistance and resources to enhance their economic growth.	a. Number of small and minority businesses that are provided with technical assistance and educational workshops	na	na	na	100
	b. Number of Metro departments that are provided with technical assistance and educational workshops	na	na	na	10

15 Finance–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Purchasing					
1. Procure goods, services, and construction needed by Metro agencies.	a. Annual valid protests of purchasing awards	na	na	na	<1
	b. Design and complete implementation plan of e-procurement system	na	na	na	yes
	c. Develop customer relation strategy by year-end	na	na	na	yes
Surplus Property Warehouse					
1. To coordinate and facilitate excess property transfers, surplus property dispositions, and new vehicle/equipment transactions.	a. On-line auction system implemented	na	na	na	yes
	b. Customer expectation baseline is created	na	na	na	yes
REAL PROPERTY SERVICES					
1. Administer and enhance the planning, design, and construction management processes for all capital outlay projects.	a. Complete projects on schedule (%)	na	na	na	75
	b. Projects completed within or under budget (%)	na	na	na	75
2. Increase customer awareness of the services offered by the Office of Real Property Services.	Implement a marketing campaign to increase customer awareness of our services	na	na	na	yes
3. Design and implement a Facilities Revolving Fund.	Development of Facilities Revolving Fund (FRF) and a plan for implementing FRF	na	na	na	yes
4. Promote the effective and consistent use of Metro leased properties/facilities.	Percentage of Metro leases that are reviewed	na	na	na	100

15 Finance–Financial



**Finance
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	4,280,064	3,688,640	5,662,445	6,106,145
Fringe Benefits	1,135,889	873,197	1,439,552	1,511,452
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	5,415,953	4,561,837	7,101,997	7,617,597
OTHER SERVICES:				
Utilities	2,100	1,275	600	600
Professional Services	1,368,378	1,934,327	226,839	526,839
Purchased Services	57,885	62,785	32,246	32,246
Travel	22,822	21,584	74,495	75,495
Communications	2,660	2,783	4,232	5,232
Printing	37,067	39,040	60,053	65,053
Advertising & Promotion	11,900	14,467	19,290	19,290
Subscriptions	17,548	9,512	16,998	17,998
Tuition, Reg., & Membership Dues	28,525	31,446	61,137	62,137
Repairs & Maintenance Services	25,150	22,883	35,804	35,804
Internal Service Fees	156,318	130,431	486,373	395,037
TOTAL OTHER SERVICES	1,730,353	2,270,533	1,018,067	1,235,731
OTHER EXPENSE:				
Supplies and Materials	30,446	64,574	93,941	99,941
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	5,000	3,007	2,000	2,000
Licenses, Permits, & Fees	234,970	235,373	258,851	258,851
Taxes	300	538	0	0
Grant Contributions & Awards	110	198	0	0
TOTAL OTHER EXPENSE	270,826	303,690	354,792	360,792
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	5,350	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	7,417,132	7,141,410	8,474,856	9,214,120
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	160,000
TOTAL EXPENSE AND TRANSFERS	7,417,132	7,141,410	8,474,856	9,374,120

15 Finance–Financial



Finance
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	901	675	675
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	901	675	675
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	249,570	0	0
Miscellaneous Revenue	0	29,206	0	0
Use of Money or Property	360,623	0	0	0
Subtotal Other Program Revenue	360,623	278,776	0	0
TOTAL PROGRAM REVENUE	360,623	279,677	675	675
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	284,837	263,463	274,300	92,647
TOTAL NON-PROGRAM REVENUE	284,837	263,463	274,300	92,647
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	658,867	727,700
TOTAL REVENUE AND TRANSFERS	645,460	543,140	933,842	821,022

15 Finance–Financial



**Finance
ADA Management**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	84,718	96,800	418,845	439,400
Fringe Benefits	22,027	27,542	104,021	108,116
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	106,745	124,342	522,866	547,516
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	45,267	279,135	130,000	130,000
Purchased Services	0	0	0	0
Travel	1,800	245	28,938	28,938
Communications	8,750	0	12,500	12,500
Printing	0	0	6,500	6,500
Advertising & Promotion	0	13,584	20,000	20,000
Subscriptions	0	0	1,000	1,000
Tuition, Reg., & Membership Dues	3,210	0	15,500	15,500
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	19,066	5,758	31,008	49,483
TOTAL OTHER SERVICES	78,093	298,722	245,446	263,921
OTHER EXPENSE:				
Supplies and Materials	116,870	73,743	8,500	8,500
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	13,444	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	130,314	73,743	8,500	8,500
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	16,720	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	315,152	513,527	776,812	819,937
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	315,152	513,527	776,812	819,937

15 Finance–Financial



**Finance
ADA Management**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	315,152	513,526	776,812	819,937
TOTAL REVENUE AND TRANSFERS	315,152	513,526	776,812	819,937

15 Finance–Financial



Finance
Real Property Services

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	518,918	133,160	679,030	752,300
Fringe Benefits	134,919	24,600	190,220	201,600
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	653,837	157,760	869,250	953,900
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	1,380	0	0
Purchased Services	0	0	0	0
Travel	0	0	5,500	5,800
Communications	3,550	0	7,300	7,100
Printing	2,000	0	9,100	9,100
Advertising & Promotion	1,750	0	12,200	12,200
Subscriptions	1,000	0	2,000	2,000
Tuition, Reg., & Membership Dues	2,000	245	17,000	21,200
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	27,020	11,912	51,050	50,000
TOTAL OTHER SERVICES	37,320	13,537	104,150	107,400
OTHER EXPENSE:				
Supplies and Materials	100,715	60,601	39,700	35,800
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	17,190	10,954	10,000	6,000
Taxes	0	200	0	400
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	117,905	71,755	49,700	42,200
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	1,500
EQUIPMENT, BUILDINGS, & LAND	7,000	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	816,062	243,052	1,023,100	1,105,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	816,062	243,052	1,023,100	1,105,000

15 Finance–Financial



Finance
Real Property Services

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	816,062	232,051	1,023,100	1,105,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	816,062	232,051	1,023,100	1,105,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	816,062	232,051	1,023,100	1,105,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	816,062	232,051	1,023,100	1,105,000

15 Finance–Financial



**Finance
Treasury Management**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	228,531	462,707	484,942
Fringe Benefits	0	71,571	143,443	150,332
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	300,102	606,150	635,274
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	510,622	82,596	54,514
Purchased Services	0	32,386	2,400	2,400
Travel	0	2,899	3,000	3,000
Communications	0	442	600	600
Printing	0	1,351	1,745	703
Advertising & Promotion	0	0	750	750
Subscriptions	0	509	525	525
Tuition, Reg., & Membership Dues	0	1,709	2,651	2,651
Repairs & Maintenance Services	0	829	2,000	2,000
Internal Service Fees	0	32,588	26,977	44,484
TOTAL OTHER SERVICES	0	583,335	123,244	111,627
OTHER EXPENSE:				
Supplies and Materials	0	1,225	13,300	13,300
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	2,028	2,000	2,000
Licenses, Permits, & Fees	0	25	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	3,278	15,300	15,300
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	886,715	744,694	762,201
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	886,715	744,694	762,201

15 Finance–Financial



**Finance
Treasury Management**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	886,697	744,694	762,201
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	886,697	744,694	762,201
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	18	0	0
Subtotal Other Program Revenue	0	18	0	0
TOTAL PROGRAM REVENUE	0	886,715	744,694	762,201
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	886,715	744,694	762,201

15 Finance–Financial



Finance Surplus Property Auction

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	30,000
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	30,000
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	30,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	0	0	30,000

15 Finance–Financial



Finance Surplus Property Auction

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	30,000
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	30,000
TOTAL PROGRAM REVENUE	0	0	0	30,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	30,000

15 Finance–Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

Class	Grade	FY 2001		FY 2002		FY 2003		
		Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
15 Finance Department - GSD Fund 10101								
Account Clerk 2	4370	GS04	2	2.0	1	1.0	0	0.0
Account Clerk 3	3730	GS05	8	8.0	7	7.0	0	0.0
Accountant 2	7237	GS07	7	7.0	4	4.0	0	0.0
Accountant 4	7239	GS11	2	2.0	0	0.0	0	0.0
Accounting Assistant Chief	0270	GS12	1	1.0	1	1.0	0	0.0
Accounting Chief	1050	GS13	1	1.0	0	0.0	0	0.0
Admin Services Manager	7242	SR13	2	2.0	3	3.0	2	2.0
Admin Services Officer 2	7243	SR08	1	1.0	3	3.0	0	0.0
Admin Services Officer 3	7244	SR10	2	2.0	0	0.0	3	3.0
Admin Services Officer 4	7245	SR12	2	2.0	3	3.0	0	0.0
Administrative Assistant 1	7240	GS06	1	1.0	1	1.0	0	0.0
Administrative Assistant 2	7241	SR09	1	1.0	1	1.0	1	1.0
Administrative Specialist	7720	SR11	1	1.0	1	1.0	1	1.0
Application Tech 1	10100	SR07	0	0.0	0	0.0	19	19.0
Application Tech 2	10102	SR08	0	0.0	0	0.0	5	5.0
Auditing Assistant Mgr	6151	GS12	1	1.0	1	1.0	0	0.0
Auditing Manager	2580	SR15	1	1.0	1	1.0	1	1.0
Auditor 1	0650	GS07	2	2.0	5	5.0	0	0.0
Auditor 2	4410	GS09	0	0.0	3	3.0	0	0.0
Auditor 3	3744	GS11	5	5.0	9	9.0	0	0.0
Benefits Administrator	7724	GS10	0	0.0	1	1.0	0	0.0
Benefits Assistant 1	7725	GS05	0	0.0	3	3.0	0	0.0
Benefits Assistant 2	7726	GS06	0	0.0	1	1.0	0	0.0
Benefits Specialist 2	7728	GS07	0	0.0	2	2.0	0	0.0
Benefits Specialist 3	7766	GS09	0	0.0	1	1.0	0	0.0
Budget Analyst 2	0780	GS07	1	1.0	0	0.0	0	0.0
Budget Analyst 3	4440	GS09	2	2.0	3	3.0	0	0.0
Budget Analyst 4	3746	GS11	2	2.0	6	6.0	0	0.0
Budget Officer	0800	GS13	1	1.0	1	1.0	0	0.0
Budget Officer-Assistant	0795	GS12	1	1.0	1	1.0	0	0.0
Business Development Officer	6699	SR12	0	0.0	0	0.0	1	1.0
Buyer 1	7258	GS05	2	2.0	2	2.0	0	0.0
Buyer 2	0920	GS07	3	3.0	1	1.0	0	0.0
Buyer 3	4455	GS09	5	5.0	3	3.0	0	0.0
Buyer 4	0520	GS11	1	1.0	3	3.0	0	0.0
Collections & Billing Manager	N/A	GS13	0	0.0	1	1.0	0	0.0
Customer Service Manager	0746	SR11	0	0.0	2	2.0	2	2.0
Customer Service Representative	6855	GS09	0	0.0	3	3.0	0	0.0
Customer Service Supervisor	6598	SR10	0	0.0	0	0.0	1	1.0
Equip Inventory Asst.1	1872	GS05	1	1.0	0	0.0	0	0.0
Equip Inventory Asst.2	7301	GS06	1	1.0	1	1.0	0	0.0
Equipment & Supply Clerk 2	3440	SR06	0	0.0	0	0.0	1	1.0
Finance Administrator	10108	SR13	0	0.0	0	0.0	10	10.0
Finance Assistant Dir	6108	SR15	0	0.0	3	3.0	3	3.0
Finance Associate Dir	7704	SR16	1	1.0	1	1.0	1	1.0
Finance Director	1570	DP03	1	1.0	1	1.0	1	1.0
Finance Manager	6232	SR14	0	0.0	1	1.0	5	5.0
Finance Officer 1	10150	SR08	0	0.0	0	0.0	12	12.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	14	14.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	25	25.0
Finance Specialist	10153	SR13	0	0.0	0	0.0	4	4.0
Info Systems Analyst 1	7779	SR10	1	1.0	2	2.0	2	2.0
Info Systems Analyst 2	7780	SR11	1	1.0	2	2.0	1	1.0

15 Finance–Financial



Class	Grade	FY 2001		FY 2002		FY 2003		
		Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
15 Finance Department - GSD Fund 10101								
Info Systems Specialist	7783	SR12	1	1.0	4	4.0	2	2.0
Info Systems Technician 1	7784	GS07	0	0.0	1	1.0	0	0.0
Information Systems Div Mgr	7318	SR14	1	1.0	1	1.0	1	1.0
Management Services Manager	N/A	GS13	0	0.0	1	1.0	0	0.0
Office Assistant 2	7748	GS04	3	3.0	3	3.0	0	0.0
Office Assistant 3	7749	GS05	3	3.0	3	3.0	0	0.0
Office Manager 1	5956	GS06	1	1.0	1	1.0	0	0.0
Office Manager 2	7339	GS07	1	1.0	1	1.0	0	0.0
Office Rep 3	10122	SR06	0	0.0	0	0.0	4	4.0
Office Support Manager	10119	SR09	0	0.0	0	0.0	2	2.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	2	2.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	2	2.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	2	2.0
Payroll Supervisor	5490	SR13	1	1.0	1	1.0	0	0.0
Payrolls Asst Supervisor	0598	GS09	1	1.0	1	1.0	0	0.0
Professional Specialist	7753	SR11	2	2.0	3	3.0	0	0.0
Program Manager II	7377	GS11	0	0.0	2	2.0	0	0.0
Publication Specialist	6893	SR07	2	2.0	2	2.0	2	2.0
Purchasing Agent	4000	SR14	1	1.0	1	1.0	1	1.0
Secretary 1	0060	GS05	2	2.0	2	2.0	0	0.0
Secretary 2	6146	GS06	3	3.0	2	2.0	0	0.0
Secretary 3	7398	GS07	0	0.0	1	1.0	0	0.0
Sp Asst Director	5945	GS12	3	3.0	1	1.0	0	0.0
Stores Manager	6180	SR10	0	0.0	0	0.0	1	1.0
Systems Advisor I	7234	SR13	0	0.0	5	5.0	4	4.0
Total Positions & FTE			89	89	125	125	138	138.0
15 Finance Department - Office of ADA Fund 30110								
ADA Coordinator	N/A	GS12	0	0.0	1	1.0	0	0.0
Admin Services Officer 3	7244	GS09	0	0.0	1	1.0	0	0.0
Administrative Services Manager	7242	SR13	0	0.0	0	0.0	1	1.0
CAD/GIS Analyst 2	7730	GS09	0	0.0	1	1.0	0	0.0
Compliance Inspector 2	7732	SR09	0	0.0	3	3.0	3	3.0
Compliance Inspector 3	7733	SR10	0	0.0	3	3.0	3	3.0
Customer Service Representative II	6855	GS04	0	0.0	1	1.0	0	0.0
Engineering Tech 3	7300	GS09	0	0.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Technical Specialist 1	7756	SR11	0	0.0	0	0.0	3	3.0
Total Positions & FTE			0	0	11	11.0	11	11.0
15 Finance Department – Real Property Services Fund 51100								
Accountant IV		GS11	0	0.0	1	1.0	0	0.0
Admin Asst I		GS06	0	0.0	1	1.0	0	0.0
Administrative Service Manager		GS12	0	0.0	3	3.0	0	0.0
Finance Administrator	10108	SR13	0	0.0	0	0.0	3	3.0
Finance Assistant Director	6108	SR15	0	0.0	1	1.0	1	1.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	1	1.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Program Specialist III		GS09	0	0.0	1	1.0	0	0.0
Public Prop Negotiator 3	6391	GS11	1	1.0	1	1.0	0	0.0
Public Property Div Mgr	1640	SR13	1	1.0	1	1.0	1	1.0
Technical Specialist 1	7756	SR11	0	0.0	4	4.0	5	5.0
Technical Specialist 2	7757	SR12	0	0.0	0	0.0	1	1.0
Total Positions & FTE			2	2	13	13	14	14.0

15 Finance–Financial

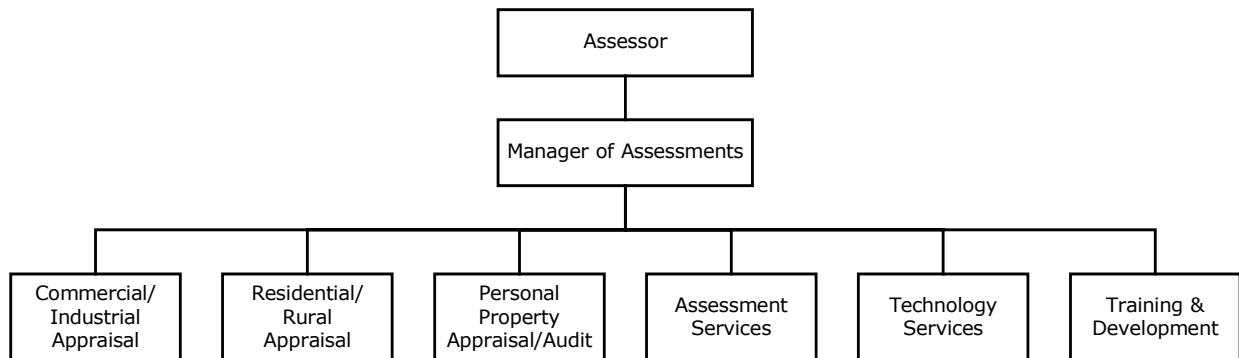


	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
15 Finance Department - Office Supply Fund 51140								
Equip And Supply Clerk 2	3440	GS05	1	1.0	0	0.0	0	0.0
Stores Manager	6180	GS09	1	1.0	0	0.0	0	0.0
Total Positions & FTE			2	2.0	0	0.0	0	0.0
15 Finance Department - Treasury Fund 51180								
Account Clerk 2	4370	GS04	2	2.0	2	2.0	0	0.0
Account Clerk 3	3730	GS05	1	1.0	1	1.0	0	0.0
Accountant 4	7239	GS11	0	1.0	1	1.0	0	0.0
Administrative Assistant 1	7240	GS06	1	1.0	1	1.0	0	0.0
Assistant Chief Investment Officer	N/A	GS12	0	1.0	1	1.0	0	0.0
Asst. Metropolitan Treasurer	0490	GS12	1	1.0	1	1.0	0	0.0
Cash Manager	6106	GS10	1	1.0	1	1.0	0	0.0
Finance Admin	10108	SR13	0	0.0	0	0.0	1	1.0
Finance Manager	6232	SR14	0	0.0	0	0.0	1	1.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	3	3.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Investment Analyst	7789	GS09	0	1.0	1	1.0	0	0.0
Metropolitan Treasurer	3160	SR15	1	1.0	1	1.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	2	2.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	1	1.0
Total Positions & FTE			7.0	10.0	10.0	10.0	11.0	11.0
Grand Total Finance			100	103	159	159	174	174

16 Assessor of Property–At a Glance

Vision	Achieving equity in the appraisal of property for tax assessment.			
Mission	To appraise real property at its market value, and business tangible personal property under schedules provided by law; to classify property correctly under the law; to apply property assessment in accordance with each parcel's proper classification; to maintain accurate public records; to reappraise every real parcel at least every four years and to reappraise all business tangible personal property annually; to provide property owners easy access to appeal rights; to generate annually an assessment roll for the purpose of property taxation by the Metropolitan Council.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$5,835,373	\$6,780,377	\$6,574,521
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$5,835,373</u>	<u>\$6,780,377</u>	<u>\$6,574,521</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	254,328	242,306	217,089
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$254,328</u>	<u>\$242,306</u>	<u>\$217,089</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$254,328</u>	<u>\$242,306</u>	<u>\$217,089</u>
Positions	Total Budgeted Positions	108	109	109
Contacts	Assessor of Property: Jo Ann North Financial Manager: Cathy Stonebrook 800 2 nd Avenue North 37201		email: joann.north@nashville.gov email: cathy.stonebrook@nashville.gov Phone: 862-6086 FAX: 862-6078	

Organizational Structure



16 Assessor of Property–At a Glance

Budget Highlights FY 2003

• Elected Official salary increase/benefits	\$1,800
• Software upgrade, maintenance and technical support	18,400
• Computer software and support services related to AssessPRO appraisal software	29,000
• Hearing Officers to assist the Board of Equalization for appeals	15,000
• Postage and Delivery Service adjustment to mail Personal Property Tax Schedule B's	22,500
• Non-recurring FY 02 Hearing Officer Review Section for the reappraisal year	-143,000
• Non-recurring FY02 funding for International Association of Assessing Officers Conference	-60,000
• Pay Plan/Benefit adjustments	176,600
• Postal Service rates increase	1,000
• Information Systems billings	-177,611
• Fleet Management Consolidation net adjustment	-81,524
• Telecommunication net adjustment	-8,021
Total	\$-205,856

Overview

COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL

The above divisions lists, inspects, and evaluates all taxable property within Davidson County (except for utilities assessed by the State of Tennessee), maintains property classification of parcels as "exempt, residential, farm, commercial, industrial, or utility," applies the appropriate percentage of assessed valuation as required by law, and generates a tax roll for the application of property taxes set by the Metropolitan County Council to be billed by the Davidson County Trustee.

The real property appraisal function is divided between residential and commercial/industrial units because of the special considerations required for each area; appraisals are updated after field inspection every four years, or sooner if improvements or demolitions are discovered which affect market value. There are more than 206,000 separate land parcels in Davidson County. The next countrywide reappraisal is scheduled for the values effective as of January 1, 2005.

The Reappraisal Program provides funding for the four-year cycle of reappraisal to update property values pursuant to TCA 67-5-1601. Reappraisal programs are conducted by the counties in accordance with standards, rules and regulations formulated by the State Board of Equalization.

The Board of Equalization provides funding for an independent board, appointed by the Metropolitan County Mayor, to hear appeals on appraisals, classifications and assessments on real and personal property. The board also may employ hearing officers to ensure the accessibility of all property owners to their appeal rights.

Hearing Officers Review provides funding for real property experts to conduct informal hearings on appraisals, classifications and assessments on real and personal property on behalf of the Board of Equalization.

PERSONAL PROPERTY APPRAISAL/AUDIT

The Personal Property Division updates its values on an annual basis, with for-profit businesses required to submit a schedule of all tangible personal property owned or leased by the business. Values are based on a schedule established under state law. More than 25,000 business accounts are filed each year.

Personal Property Audit performs systematic and random field audits of a percentage of the 25,000 plus personal property accounts in Davidson County. This state-mandated program began January 1, 1998. An outside auditing firm is presently under contract to assist the Assessor's Office Audit Unit in the fourth year of the audit project.

ASSESSMENT SERVICES

The Assessment Services Division includes Data Entry, Customer Services, Sales Verification/Exemptions and Document Imaging sections.

TECHNOLOGY SERVICES

The Technical Services Division offers computer and technical support for the department.

TRAINING AND DEVELOPMENT

Training Development assists the employees in keeping certifications current as well as offering training in customer support applications.

16 Assessor of Property-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL					
Property Assessment					
1. Complete Property Assessor Strategic Plan, Implement and Monitor during FY 2003*	a. Complete detailed task assignments/productivity schedules	na	na	na	7/15/02
	b. Publish plan and disseminate to staff and others	na	na	na	9/01/02
	c. Perform quarterly reviews for compliance	na	na	na	12/01/02 03/01/03 06/01/03
* More specific Objectives, Tasks, Indicators to be published in Strategic Plan for 2002-2006					
Reappraisal Program					
1. Perform requirements of State-approved 2005 Reappraisal Plan for Real Property and update files on current.	a. Number of updated listings of parcels, as required by changes	**203,000	**202,000	24,000	25,000
	b. Physically inspect one-third of real property parcels	**203,000	**202,000	80,000	80,000
	c. Perform appraisals on parcels with construction/demolition	na	na	na	5,000
	d. Provide informal staff reviews with property owners	11,000	8,700	2,500	750
2. Perform time-based requirements of State-approved Personal Property Assessment Plan and update files in current basis.	a. Update appraisal roll, as required by changes	6,000	4,329	6,900	7,935
	b. Perform inspections	16,000	13,256	18,400	21,160
	c. Set appraisal on accounts	30,000	28,560	34,500	39,675
	d. Perform informal staff reviews	2,000	1,528	2,300	2,645
** Mass reappraisal year; next mass reappraisal 01/01/05.					
Board of Equalization					
1. Hear and process appeals of classifications and appraisals on timely basis as required by statutes.	a. Direct and validate Real Estate appeals	10,000	8,700	2,500	750
	b. Hear Personalty appeals	22,000	200	100	100
Hearing Officers Review					
1. Provides property owners a review of their new appraisal and assessment at a informal hearing.**	a. Meetings between taxpayers and appraisers	11,000	9,770	na	na
	b. Percent of complaints resolved at the taxpayer and appraiser review level	75%	85%	na	na
	c. Number of complaints reviewed by the hearing officers	8,000	6,525	2,500	750
	d. Percent of complaints resolved at the hearing officer level	90%	85%	85%	85%
	e. Appeals referred to the Board of Equalization	600	487	375	110
	f. Percent of complaints				

16 Assessor of Property-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
	resolved at the Board of Equalization	75%	85%	85%	85%

** Note: Hearing Officers will be utilized to serve for the Board of Equalization in FY 2002 and FY 2003. The Board of Equalization will review the proceedings and will validated the outcome of the hearings. The compensation for the hearing officers will be paid from BU 16105000, Hearing Officer Review.

PERSONAL PROPERTY APPRAISAL/AUDIT

Personal Property Audit

1. Verify accuracy of tangible personal property account fillings by businesses each tax year.	a. Perform desk audits of taxpayer returns	15,000	15,000	15,000	17,500
	b. Perform field audits (accounts under \$50,000 value)	1,400	1,400	1,400	1,750
	c. Perform book audits (accounts over \$50,000 value)**	1,430	1,600	1,430	2,500

** Contract with TMA to audit must be expanded to include new businesses and those who have grown over \$50,000 value to avoid state sanctions for non-compliance.

16 Assessor of Property-Financial

Assessor of Property GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,400,617	3,302,671	3,728,525	3,764,725
Fringe Benefits	872,846	866,717	898,250	920,450
Per Diem & Other Fees	13,348	2,900	13,348	13,348
TOTAL PERSONAL SERVICES	4,286,811	4,172,288	4,640,123	4,698,523
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,001,438	868,278	1,005,438	1,005,438
Purchased Services	28,331	28,306	28,931	28,931
Travel	17,166	11,609	23,666	23,666
Communications	111,000	81,073	15,000	34,500
Printing	62,988	45,620	27,988	22,988
Advertising & Promotion	7,000	5,165	52,000	7,000
Subscriptions	2,754	1,680	2,754	2,754
Tuition, Reg., & Membership Dues	20,978	16,584	30,202	25,202
Repairs & Maintenance Services	60,395	54,676	34,595	81,995
Internal Service Fees	221,738	230,078	886,172	610,016
TOTAL OTHER SERVICES	1,533,788	1,343,069	2,106,746	1,842,490
OTHER EXPENSE:				
Supplies and Materials	11,548	10,718	32,106	32,106
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	2,084	2,044	60	60
Licenses, Permits, & Fees	0	2	200	200
Taxes	0	0	0	0
Grant Contributions & Awards	33	0	33	33
TOTAL OTHER EXPENSE	13,665	12,764	32,399	32,399
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	1,109	0	1,109	1,109
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,835,373	5,528,121	6,780,377	6,574,521
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	5,835,373	5,528,121	6,780,377	6,574,521

16 Assessor of Property-Financial

Assessor of Property GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	6,142	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	6,142	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	254,328	209,556	242,306	217,089
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	254,328	209,556	242,306	217,089
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	254,328	215,698	242,306	217,089
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	254,328	215,698	242,306	217,089

16 Assessor of Property-Financial

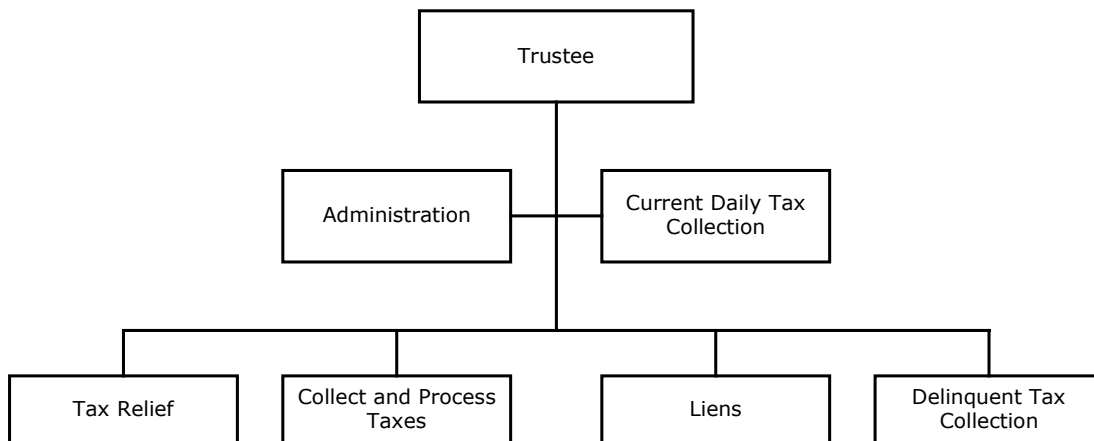
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
16 Assessor Of Property - GSD Fund 10101								
Admin Services Manager	7242	SR13	4	4.0	4	4.0	4	4.0
Admin Services Officer 3	7244	SR10	0	0.0	1	1.0	1	1.0
Admin Services Officer 4	7245	SR12	2	2.0	4	4.0	4	4.0
Administrative Assistant	7241	SR09	0	0.0	4	4.0	4	4.0
Administrative Assistant 1	7240	GS06	2	2.0	0	0.0	0	0.0
Administrative Assistant 2	7241	GS08	3	3.0	0	0.0	0	0.0
Administrative Specialist	7720	GS10	1	1.0	0	0.0	0	0.0
Appraiser 1	2675	SR06	3	3.0	5	5.0	5	5.0
Appraiser 2	2670	SR08	22	22.0	21	21.0	21	21.0
Appraiser 3	7247	SR10	11	11.0	11	11.0	11	11.0
Appraiser 4	4400	SR12	7	7.0	8	8.0	8	8.0
Appraiser Analyst 1	6112	GS06	2	2.0	0	0.0	0	0.0
Appraiser Analyst 2	7246	SR09	4	4.0	4	4.0	4	4.0
Appraiser Analyst 3	6116	SR12	5	5.0	4	4.0	4	4.0
Assessment Manager	6524	SR14	1	1.0	1	1.0	1	1.0
Customer Service Rep 1	7283	GS03	2	2.0	0	0.0	0	0.0
Customer Service Rep 2	6855	GS04	2	2.0	0	0.0	0	0.0
Customer Service Rep 3	7284	GS05	7	7.0	0	0.0	0	0.0
Customer Service Supv	6598	SR10	0	0.0	1	1.0	1	1.0
Data Entry Operator 1	2770	GS02	1	1.0	0	0.0	0	0.0
Data Entry Operator 2	2760	SR05	1	1.0	1	1.0	1	1.0
Data Entry Operator 3	4600	GS04	2	2.0	0	0.0	0	0.0
Data Entry Programmer	6817	SR07	3	3.0	4	4.0	4	4.0
Hearing Officer	7198	N/A	20	3.4	15	1.5	15	1.5
Info Systems Manager	7782	SR13	1	1.0	1	1.0	1	1.0
Info Systems Specialist	7783	SR12	0	0.0	2	2.0	2	2.0
Office Assistant 2	7748	GS04	1	1.0	0	0.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	1	1.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	2	2.0	2	2.0
Office Support Rep 3	10122	SR06	0	0.0	5	5.0	5	5.0
Office Support Spec 1	10123	SR07	0	0.0	1	1.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	1	1.0	1	1.0
Tax Assessor-Set Charter	5534	EL	1	1.0	1	1.0	1	1.0
Training Spec	10159	SR11	0	0.0	1	1.0	1	1.0
Total Positions & FTE			108	91.4	103	89.5	103	89.5
Seasonal/Part-time/Temporary	9020		0	0.0	6	3.0	6	3.0
Total Positions & FTE			108	91	109	92.5	109	92.5

17 Trustee-At a Glance

Vision	To continue the development of a superior system that will be efficient and practical for the taxpayers who do business with this office.			
Mission	To collect Davidson County's Real Property Tax, Public Utility Tax, Personal Property Tax, Central Business Improvement District Tax, Vegetation Liens and Demolition Liens each year; and administer the Tax Relief Program for the State of Tennessee and Metro Government.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,425,485	\$1,989,513	\$2,018,973
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,425,485</u>	<u>\$1,989,513</u>	<u>\$2,018,973</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Positions	Total Budgeted Positions	24	31	31
Contacts	Trustee: Charles Cardwell Financial Manager: Pat Alexander 800 2 nd Avenue North 37201	email: charlie_cardwell@metro.nashville.org email: pat_alexander@metro.nashville.org Phone: 862-6330 FAX: 862-6337		

Organizational Structure



17 Trustee–At a Glance

Budget Highlights FY 2003

• Elected Officials Pay increase	\$1,800
• Pay Plan/Benefit adjustments	52,100
• Fleet Management Consolidation net adjustment	-3,739
• Information Systems billings	-30,948
• Telecommunication net adjustment	-4,053
• Postal Service rates increase	10,100
• Printing and Binding Tax Invoices	4,200
Total	<u>\$29,460</u>

Overview

CURRENT DAILY TAX COLLECTION

The Trustee’s Office accepts the Certified Real Property and Personalty Tax Roll from the Assessor’s office in September of each year and the Utility Tax Roll from the Tennessee Regulatory Authority in December of each year. The Office of the Trustee has printed tax statements, and statements are mailed by October 1. The Trustee’s Office maintains the Tax Receivable Roll, collects and processes receivables daily and forwards receipts to the Metro Treasurer’s office daily. The Office maintains Tax Accounting records and history on approximately 223,700

parcels. The Trustee’s Office processes all Certified Tax Roll adjustments and refunds during the tax year.

TAX RELIEF

The Tax Relief Program is administered for the elderly for the State of Tennessee and Metro Government.

COLLECT AND PROCESS TAXES

The Trustee’s Office collects and processes Central Business Improvement District Tax receivable.

LIENS

The Trustee’s Office records and collects Property Tax (Vegetation) Liens that are placed on the property by the Metro Department of Parks and Recreation. The Office collects and processes demolition liens that are placed on property by Codes Department.

DELINQUENT TAX COLLECTION

The Trustee’s Office collects and processes delinquent taxes March 1 through the following February 28, sends delinquent taxes to the Clerk and Master, and maintains and post all payments collected through the Clerk and Master.

17 Trustee–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CURRENT DAILY TAX COLLECTION					
1. Collect and process real property, utility and personalty taxes.	a. Real property, utility and personalty tax receivable	\$442,000,000	\$579,142,000	\$490,000,000	\$600,000,000
	b. Tax statements mailed	270,000	265,000	270,000	270,000
	c. Active parcels	225,000	230,000	224,000	230,000
	d. Tax receipts mailed	229,000	229,000	228,000	230,000
2. Collect central business improvement district tax.	a. Central business improvement district tax receivable	\$504,600	\$606,000	\$700,000	\$800,000
	b. Parcels from which revenue is received	466	476	460	480
	c. Business District revenue received	\$490,000	\$574,000	\$670,000	\$750,000
TAX RELIEF					
1. Implement tax relief program.	Tax relief recipients	3,600	3,610	3,500	3,400
COLLECT AND PROCESS TAXES					
1. Process refunds and adjustments and collect property liens.	a. Refunds and adjustments (number of properties)	7,000	2,600	2,200	5,000
	b. Amount of refunds and adjustments	\$6,000,000	\$3,800,000	\$5,000,000	\$5,000,000
	c. Property tax liens	185	293	180	325
	d. Property tax lien receivable	\$140,000	\$186,634	\$180,000	\$225,000
	e. Demolition liens	na	23	42	30
	f. Demolition lien	na	\$91,693	\$295,000	\$125,000
DELINQUENT TAX COLLECTION					
1. Collect and process delinquent real property, utility and personalty taxes.	a. September 1 through February 28 delinquent real property, utility and personalty tax projected received	\$7,000,000	\$12,496,361	\$5,000,000	\$10,000,000
	b. September 1 through February 28 delinquent real property, utility and personalty tax projected receivable	\$14,000,000	\$15,940,158	\$13,500,000	\$17,000,000

17 Trustee–Financial

Trustee GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	952,426	948,536	999,899	1,047,199
Fringe Benefits	263,622	245,072	269,865	276,465
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,216,048	1,193,608	1,269,764	1,323,664
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	400	124	200	200
Travel	3,213	1,719	3,113	3,113
Communications	112,329	110,060	112,429	122,529
Printing	49,164	44,859	49,564	53,764
Advertising & Promotion	3,200	2,279	3,200	3,200
Subscriptions	723	561	723	723
Tuition, Reg., & Membership Dues	3,749	2,127	3,749	3,749
Repairs & Maintenance Services	3,000	3,037	3,100	3,100
Internal Service Fees	30,859	28,298	534,752	496,012
TOTAL OTHER SERVICES	206,637	193,064	710,830	686,390
OTHER EXPENSE:				
Supplies and Materials	2,700	5,046	8,819	8,819
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	100	76	100	100
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	2,800	5,122	8,919	8,919
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,425,485	1,391,794	1,989,513	2,018,973
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,425,485	1,391,794	1,989,513	2,018,973

17 Trustee–Financial

**Trustee
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

17 Trustee–Financial

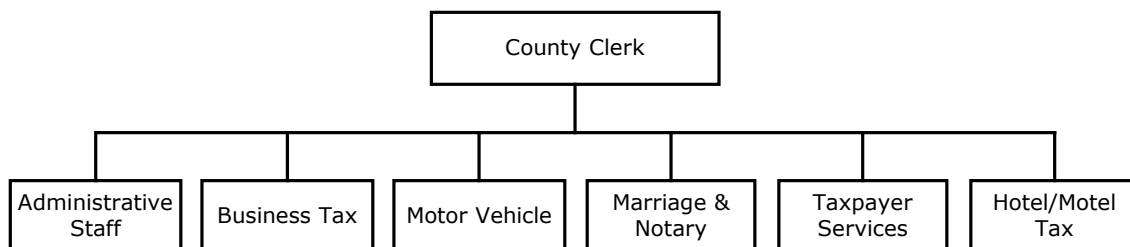
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
17 Trustee - GSD Fund 10101								
Administrative Assistant 2	7241	SR13	1	1.0	1	0.0	0	0.0
Collections Officer	1290	SR13	1	1.0	1	1.0	1	1.0
Deputy - Tax Accounting	6554	NS	17	17.0	17	18.0	18	18.0
Deputy Trustee	1503	NS	4	4.0	4	4.0	4	4.0
Trustee	5635	EL	1	1.0	1	1.0	1	1.0
Total Positions & FTE			24	24.0	24	24.0	24	24.0
Seasonal/Part-time				N/A	7	N/A	7	7.0

18 County Clerk–At a Glance

Mission	To collect certain state privilege license fees as well as other state and local revenues, fees, commissions, and taxes as provided by law.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$3,163,645	\$3,275,906	\$3,484,215
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$3,163,645</u>	<u>\$3,275,906</u>	<u>\$3,484,215</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$4,000,000	\$3,900,000	\$3,800,000
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$4,000,000</u>	<u>\$3,900,000</u>	<u>\$3,800,000</u>
	Non-program Revenue	200	400	900
	Transfers	0	0	0
	Total Revenues	<u>\$4,000,200</u>	<u>\$3,900,400</u>	<u>\$3,800,900</u>
Positions	Total Budgeted Positions	68	78	78
Contacts	County Clerk: Bill Covington Financial Manager: Tami Drake Howard Office Building 37210		email: bill_covington@metro.nashville.org email: tami_drake@metro.nashville.org Phone: 862-6050 FAX: 862-5986	

Organizational Structure



18 County Clerk–At a Glance

Budget Highlights FY 2003

• Elected Officials Pay increase	\$1,800
• Pay Plan/Benefit adjustments	122,200
• Postal Service rates increase	8,000
• Fleet Management Consolidation net adjustment	-16,800
• Information Systems billings	112,557
• Telecommunication net adjustment	-9,448
• Subscription increase to <i>National Auto Dealers Association Used Car Guide</i> and <i>Kelley Blue Book</i>	2,000
• Advertising and promotion for materials included in mailing renewal forms to citizens	1,000
• Savings on electric bills at new Madison location	-3,000
• Savings on rent due to new Madison location	-10,000
Total	<u>\$208,309</u>

Overview

ADMINISTRATIVE STAFF

The Administrative Staff Division provides administrative services to the various divisions.

BUSINESS TAX

The Business Tax Division collects Urban and General Services gross receipts tax, issues business licenses, collects Wholesale Beer and Liquor taxes, issues Liquor By the Drink licenses, collects Franchise Fees, issues licenses for Title Lenders, Pawnbrokers' and others.

MOTOR VEHICLE

The Motor Vehicle Division collects state and local motor vehicle fees and taxes for auto titling and registration, and issues motor vehicle license plates and metro stickers at the Clerk's main office and at five branch offices.

MARRIAGE & NOTARY

The Marriage & Notary Division issues Notary Public commissions, Marriage Licenses and collects related fees related to both.

TAXPAYER SERVICES

The Taxpayer Services Division provides troubleshooting for taxpayers, and acts as liaison between the Metro Beautification Division and Metro Police Dept.

HOTEL/MOTEL TAX

The Hotel/Motel Tax Division collects Hotel/Motel Occupancy Taxes.

18 County Clerk–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
BUSINESS TAX					
1. Collect business gross receipts tax and licensing fees (using computers to increase efficiency).	a. Business licenses issued – GSD	27,000	27,793	27,000	27,500
	b. Business licenses issued – USD	21,500	21,372	20,800	21,000
	c. Liquor by the drink licenses issued	350	361	375	400
	d. Wholesale beer & Liquor tax paid monthly	na	10	na	10
	e. Title Lender, Pawnbrokers’ licenses, & other misc. licenses issued	na	193	na	150
MOTOR VEHICLE					
1. Collect state and local motor vehicle fees & taxes and process all related documents (using computers to increase efficiency).	a. Vehicle registration	520,000	558,260	524,000	550,000
	b. Metro regulatory wheel tax decal (regular and commercial)	430,000	432,855	430,000	430,000
	c. Dealer auto recording licenses issued (bi-annual)	200	208	200	200
MARRIAGE AND NOTARY					
1. Issue marriage licenses and notary public commissions (using computers to increase efficiency).	a. Marriage licenses issued	6,500	6,081	6,000	6,000
	b. Notary public commissions issued	3,500	3,504	3,850	3,500
HOTEL/MOTEL TAX					
1. Collect hotel and motel taxes.	a. Hotels taxed	217	213	227	220
	b. Average monthly collection (per hotel)	\$ 8,015	\$7,669	\$ 8,000	\$7,500

18 County Clerk-Financial

County Clerk
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,129,639	2,121,217	2,252,140	2,360,740
Fringe Benefits	623,039	604,616	636,895	652,295
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,752,678	2,725,833	2,889,035	3,013,035
OTHER SERVICES:				
Utilities	6,000	1,801	6,000	3,000
Professional Services	0	0	0	0
Purchased Services	36,100	38,598	36,100	36,100
Travel	225	229	225	225
Communications	88,700	102,978	88,700	88,700
Printing	48,700	39,508	75,700	75,700
Advertising & Promotion	529	604	529	1,529
Subscriptions	1,000	1,980	1,000	3,000
Tuition, Reg., & Membership Dues	495	243	495	495
Repairs & Maintenance Services	5,000	5,950	5,000	5,000
Internal Service Fees	76,169	80,827	82,333	176,642
TOTAL OTHER SERVICES	262,918	272,718	296,082	390,391
OTHER EXPENSE:				
Supplies and Materials	18,312	13,417	31,052	31,052
Misc. Other Expenses & Payments	2,730	4,015	2,730	2,730
Fixed Charges	55,282	50,818	55,282	45,282
Licenses, Permits, & Fees	1,725	458	1,725	1,725
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	78,049	68,708	90,789	80,789
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,093,645	3,067,259	3,275,906	3,484,215
TRANSFERS TO OTHER FUNDS & UNITS:	70,000	72,807	0	0
TOTAL EXPENSE AND TRANSFERS	3,163,645	3,140,066	3,275,906	3,484,215

18 County Clerk-Financial

County Clerk
GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	4,000,000	3,751,745	3,900,000	3,800,000
Subtotal Charges, Commissions, & Fees	4,000,000	3,751,745	3,900,000	3,800,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	4,000,000	3,751,745	3,900,000	3,800,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	200	880	400	900
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	200	880	400	900
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	4,000,200	3,752,625	3,900,400	3,800,900

18 County Clerk-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

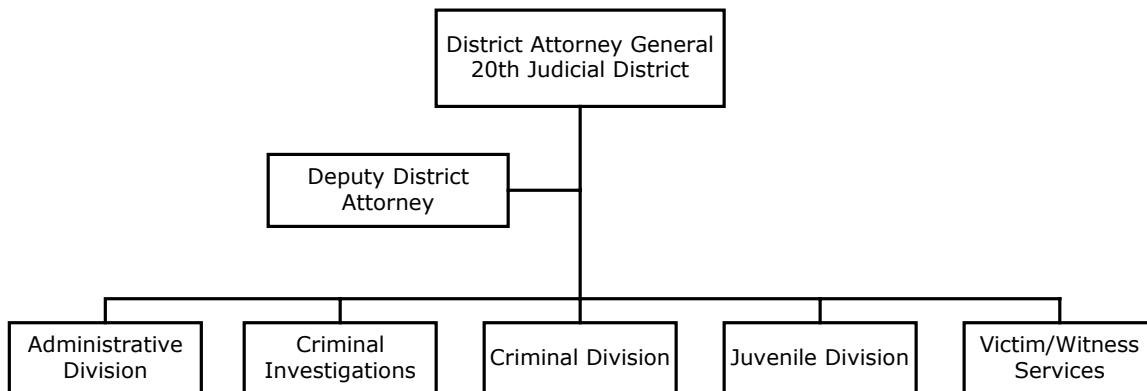
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
18 County Clerk - GSD Fund 10101								
Admin Assist-County Clerk	7804	NS	1	1.0	1	1.0	1	1.0
Bus Tax Dir-County Clerk	7216	NS	1	1.0	1	1.0	1	1.0
Chief Auditor-County Clerk	7217	NS	0	0.0	0	0.0	1	1.0
Chief Deputy Clerk-County Clerk	7077	NS	1	1.0	1	1.0	1	1.0
County Clerk	1336	EL	1	1.0	1	1.0	1	1.0
Deputy Clerk 1-County Clerk	6787	NS	6	6.0	6	6.0	6	6.0
Deputy Clerk 2-County Clerk	6788	NS	11	11.0	11	11.0	11	11.0
Deputy Clerk 3-County Clerk	6789	NS	20	20.0	20	20.0	20	20.0
Deputy Clerk 4-County Clerk	6790	NS	10	10.0	10	10.0	10	10.0
Deputy Clerk 5-County Clerk	6791	NS	1	1.0	1	1.0	0	0.0
Deputy Clerk 6-County Clerk	6792	NS	2	2.0	2	2.0	2	2.0
Dir Taxpayer Services	7647	NS	1	1.0	1	1.0	1	1.0
License Inspector 1	2935	NS	12	12.0	12	12.0	12	12.0
Systems Dir-County Clerk	7218	NS	1	1.0	1	1.0	1	1.0
Total Positions & FTE			68	68.0	68	68.0	68	68.0
Seasonal Employees	9020	NS			10		10	10.0



19 District Attorney–At a Glance

Vision	To pursue guilt and protect innocence. To punish and deter crime and to seek a just outcome as warranted by the law and the evidence. To provide high-quality and professional criminal prosecution in felony, misdemeanor and juvenile cases and to treat victims, witnesses, the judiciary, opposing counsel, and all others associated with the criminal justice system with dignity and respect. To employ innovative strategies to solve problems; to enhance the quality of life in the community; and to improve the operation of the criminal justice system. To maintain an office environment that emphasizes cooperation, mutual respect and personal and professional growth.			
Mission	Authority: TCA § 8-7-101. To investigate and prosecute all criminal offenses that occur within Davidson County where there is sufficient evidence to warrant conviction. All prosecutions are designed to punish offenders, incapacitate violent and repeat criminals, and generally to deter future criminal activity. Additionally, the office is committed to treating victims and witnesses with dignity.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$3,122,774	\$3,655,039	\$3,749,642
	Special purpose funds	0	0	983,595
	Total Expenditures	<u>\$3,122,774</u>	<u>\$3,655,039</u>	<u>\$4,733,237</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$300	\$300
	Other Governments	277,382	40,000	130,000
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$277,382</u>	<u>\$40,300</u>	<u>\$130,300</u>
	Non-program Revenue	0	0	814,800
	Transfers	0	0	0
	Total Revenues	<u>\$277,382</u>	<u>\$40,300</u>	<u>\$945,100</u>
Positions	Total Budgeted Positions	88	87	87
Contacts	District Attorney General: Victor S. (Torry) Johnson III email: torryjohnson@jis.nashville.org Director of Finance & Operations: Michael E. Brook email: michaelbrook@jis.nashville.org Director of Victim Witness Services: Jody S. Folk email: jodyfolk@jis.nashville.org Washington Square, Suite 500 222 2 nd Avenue, North 37201-1649 Phone: 862-5507 FAX: 862-5599			

Organizational Structure



19 District Attorney–At a Glance

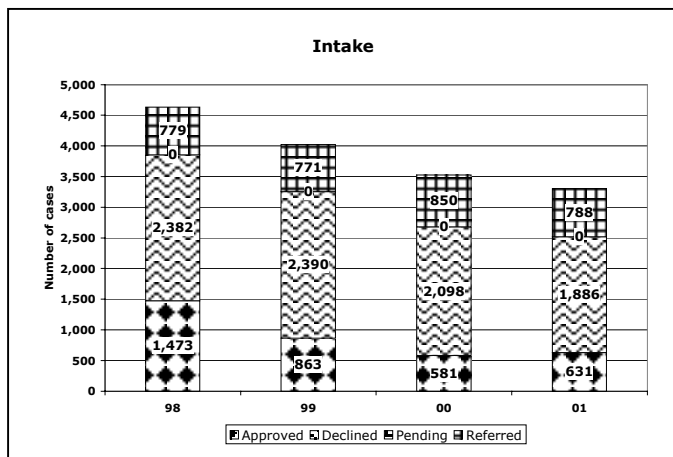
Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$108,400
• Non-recurring adjustment for Automated Victim Notification System (VINE) start-up costs FY 02	-22,250
• 800 MHz Radio System	13,100
• Information Systems billings	15,093
• Telecommunication net adjustment	-19,740
Total	\$94,603

Overview

ADMINISTRATIVE DIVISION

The Administrative Division is responsible for all activities necessary to support the mission of the office. These duties include Metro, State, and Federal financial management, purchasing, human resources, facilities management, network and PC support, special project support, the development and implementation of strategic and operational plans of the Metropolitan Government, State of Tennessee, and the Federal Government.



CRIMINAL INVESTIGATIONS

The Criminal Investigations Division is responsible for 24/7 on-call responses to assist units of the Metropolitan Police Department, Grand Jury subpoena issuance and service, Criminal Division support for witness location and investigative services including special assignments.

CRIMINAL DIVISION

The Criminal Division represents the State of Tennessee and victims of crime in Davidson County and prosecutes all adult state warrants issued by private individuals, the Metropolitan Police Department, or warrants issued following independent investigation and grand jury presentment. This division staffs the General Sessions Courts, and all Davidson County Criminal Courts. In addition, it operates the 20th Judicial Drug Task Force, a

Special Prosecution Unit, Traffic Unit, Family Protection Unit, and a Grand Jury Preparation Unit.

Special Operations Fraud and Economic Crimes Prosecution Act (FECPA) Fund 30103 (T.C.A. § 40-3-201 et seq.) provides the District Attorney General of this State the resources necessary to deal effectively with fraud, and other economic crimes, and to provide a means for obtaining restitution in bad check cases prior to the institution of formal criminal charges. Expenditures subject to limitations under T.C.A. § 40-3-209(b), the use of any monies collected under the provision of this part shall be at the discretion of the District Attorney General.

Special Operations DA Investigations Fund 30104 accounts for the non-salary costs of ongoing confidential criminal investigations carried out in cooperation with other State and Federal law enforcement agencies. These costs are supported by shared proceeds of forfeited funds, distributed by the US Department of Justice, and the Department of the Treasury in accordance with 210USC 881 and DAG-71. The nature of the investigations and activities of this unit are confidential.

Special Operations Metro Major Drug Enforcement Program (MMDEP) Fund 30101 has an Assistant District Attorney General assigned to the unit who assists and coordinates with Metro Police Investigators in the identification of appropriate targets, and in the development of effective investigative approaches to secure the arrest and successful prosecution of targeted individuals. These activities are funded through a grant from the Department of Justice, and from confiscated money and related fines. The nature of the investigations and activities of this unit are confidential.

JUVENILE DIVISION

The Juvenile Division represents the State of Tennessee and victims of crime in Davidson County and prosecutes all juvenile charges issued by private individuals, the Metropolitan Police Department, or independent investigation and grand jury presentment. This division also manages the intake and preparation of juvenile petitions for the Juvenile Court Judge.

VICTIM/WITNESS SERVICES

The Victim/Witness Services administers a program designed to encourage and promote the fair and just treatment for victims of crime. Services include notification of court appearances, court preparation groups for young children, the provision of court advocates, information on criminal compensation, an elderly abuse program, and programs to assist victims at Juvenile Court.



19 District Attorney–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CRIMINAL DIVISION					
1. Increase General Sessions and Criminal Court dispositions.	<i>Calendar year count by Criminal Court Clerk</i> a. General Sessions Court disposition (offenses) b. Criminal Court dispositions (defendants)	60,000 5,100	56,870 4,428	60,000 5,100	60,000 4,600
2. Reduce lag time between date-of-arrest and date-bound-over to grand jury (DOA-DBO) to average 65 days. Reduce lag time between date-bound-over and date indicted (DBO-DIN) to average 100 days.	<i>Stats per CASEAGE (MNPJ) (MAJIC) Metropolitan Administration of Justice Information Center</i> a. Arrest to bound over to grand jury (average days) b. Bound over to indictment (average days)	60 120	51 111	50 120	50 100
3. Increase Criminal and Probate indictment filings.	<i>Calendar year count per Office of the District Attorney</i> a. Criminal grand jury case filings (indictments) b. Probate filings (indictments)	3,900 1,100	3,688 628	3,900 1,000	3,900 1,000
4. Increase services and support to victims of crime; provide early intervention within 72 hours of crime, and continue to make referrals to victims.	<i>Calendar year count per Office of the District Attorney</i> a. Domestic violence victims (cases) b. Elderly abuse victims	4,000 120	3,851 252	4,000 275	4,000 275
5. Provide services in Juvenile Court to all victims of violent crime and provide an advocate to give crises intervention and court support to youth in the criminal justice system.	<i>Calendar year count per Office of the District Attorney</i> a. Number of victims of juvenile offenders that are provided with comprehensive services b. Youth served by child advocates* c. Non-offending parent and child participants	450 300 60	624 203 56	700 210 60	700 210 60
Special Operations					
1. To provide funds necessary to deal with fraud and other economic crimes.	Collection of fines under § 40-3-201 by the Criminal Court Clerk.	na	\$25,062	\$30,000	\$34,800
2. Provide funds for confidential investigative operations.	Federal funds from Forfeitures (DOJ)	na	127,771	50,000	30,000
Special Operations MMDEP					
Actual performance only is documented for this program.					
1. Drug Task Force Arrest Statistics	Targets' arrested	na	163	na	na
2. Asset seizures by MMDEP	Targets' assets seized	na	\$907,922	na	na
3. Asset forfeitures by Department of Safety	Targets' assets forfeited	na	\$520,031	na	na
* This includes sexual assaults in juvenile and adult court.					

19 District Attorney–Financial

District Attorney GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,837,103	1,750,307	2,137,058	2,231,958
Fringe Benefits	563,302	454,282	576,646	590,146
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,400,405	2,204,589	2,713,704	2,822,104
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	800	111	800	800
Purchased Services	19,500	14,413	105,226	82,976
Travel	46,258	43,903	62,258	62,258
Communications	7,500	7,626	7,500	7,500
Printing	5,200	1,943	5,200	5,200
Advertising & Promotion	0	0	0	0
Subscriptions	12,500	20,215	1,642	1,642
Tuition, Reg., & Membership Dues	6,000	5,004	10,000	10,000
Repairs & Maintenance Services	3,200	6,965	3,200	3,200
Internal Service Fees	80,440	102,919	171,728	180,181
TOTAL OTHER SERVICES	181,398	203,099	367,554	353,757
OTHER EXPENSE:				
Supplies and Materials	11,450	20,065	42,950	42,950
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	485,097	511,893	485,097	485,097
Licenses, Permits, & Fees	50	15	50	50
Taxes	0	0	0	0
Grant Contributions & Awards	1,700	13,693	1,700	1,700
TOTAL OTHER EXPENSE	498,297	545,666	529,797	529,797
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,080,100	2,953,354	3,611,055	3,705,658
TRANSFERS TO OTHER FUNDS & UNITS:	42,674	39,746	43,984	43,984
TOTAL EXPENSE AND TRANSFERS	3,122,774	2,993,100	3,655,039	3,749,642

19 District Attorney–Financial

District Attorney GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	391	300	300
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	391	300	300
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	247,382	222,945	0	90,000
Federal Through Other Pass-Through	0	0	0	0
State Direct	30,000	38,174	40,000	40,000
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	277,382	261,119	40,000	130,000
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	277,382	261,510	40,300	130,300
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	277,382	261,510	40,300	130,300

19 District Attorney–Financial

District Attorney Special Purpose Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	266,710	0	263,050
Fringe Benefits	0	44,955	0	42,203
Per Diem & Other Fees	0	27,674	0	35,000
TOTAL PERSONAL SERVICES	0	339,339	0	340,253
OTHER SERVICES:				
Utilities	0	16,044	0	16,800
Professional Services	0	40,998	0	42,700
Purchased Services	0	17,840	0	179,080
Travel	0	33,774	0	32,000
Communications	0	15,148	0	16,690
Printing	0	81	0	200
Advertising & Promotion	0	8,457	0	1,000
Subscriptions	0	25,903	0	0
Tuition, Reg., & Membership Dues	0	9,852	0	15,000
Repairs & Maintenance Services	0	32,148	0	17,000
Internal Service Fees	0	124,925	0	109,967
TOTAL OTHER SERVICES	0	325,170	0	430,437
OTHER EXPENSE:				
Supplies and Materials	0	149,396	0	62,600
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	10,823	0	8,600
Licenses, Permits, & Fees	0	2,007	0	1,705
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	162,226	0	72,905
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	273,995	0	140,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	1,100,730	0	983,595
TRANSFERS TO OTHER FUNDS & UNITS:	0	45,094	0	0
TOTAL EXPENSE AND TRANSFERS	0	1,145,824	0	983,595

19 District Attorney–Financial

District Attorney Special Purpose Funds

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	138,200	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	138,200	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	264,140	0	0
Subtotal Other Program Revenue	0	264,140	0	0
TOTAL PROGRAM REVENUE	0	402,340	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	531,984	0	568,050
Compensation From Property	0	257,928	0	246,750
TOTAL NON-PROGRAM REVENUE	0	789,912	0	814,800
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	19,777	0	0
TOTAL REVENUE AND TRANSFERS	0	1,212,029	0	814,800

19 District Attorney–Financial

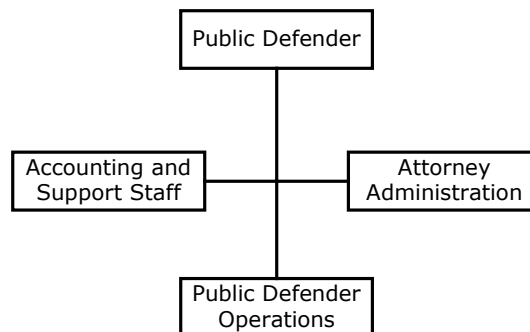
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
19 District Attorney – GSD Fund 10101								
Admin Services Mgr	7242	SR13	1	1.0	1	1.0	1	1.0
Admin Services Officer 2	7243	GS07	0	0.0	0	0.0	0	0.0
Admin Services Officer 3	7244	GS09	1	1.0	1	1.0	0	0.0
Admin Services Officer 4	7245	SR12	2	2.0	1	1.0	1	1.0
Assistant DA	0390	NS	29	29.0	28	28.0	29	29.0
Criminal Investigator	7279	SR09	4	4.0	4	4.0	4	4.0
District Attorney Gen	1684	EL	1	1.0	1	1.0	1	1.0
Finance Manager	6232	SR14	1	1.0	1	1.0	1	1.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Legal Secretary 1	2870	SR07	7	7.0	6	6.0	8	8.0
Legal Secretary 2	7322	SR08	3	3.0	2	2.0	3	3.0
Office Assistant 1	7747	GS03	2	2.0	3	3.0	0	0.0
Office Assistant 2	7748	GS04	2	2.0	4	4.0	0	0.0
Office Assistant 2	10121	SR05	0	0.0	0	0.0	5	5.0
Office Assistant 3	7749	GS05	1	1.0	0	0.0	0	0.0
Office Assistant 3	10122	SR06	0	0.0	0	0.0	5	5.0
Paralegal	7343	SR08	0	0.0	0	0.0	2	2.0
Paralegal 1	7073	SR08	4	4.0	3	3.0	0	0.0
Program Coordinator	6034	SR09	1	1.0	1	1.0	1	1.0
Program Manager 1	7376	GS10	1	1.0	0	0.0	0	0.0
Program Specialist 2	7379	SR08	1	1.0	1	1.0	1	1.0
Program Supervisor	7381	SR10	1	1.0	1	1.0	1	1.0
Secretary 1	0060	GS05	5	5.0	6	6.0	0	0.0
Social Work Associate	1820	SR07	4	4.0	0	0.0	0	0.0
Social Worker	4949	SR08	7	7.0	8	8.0	8	8.0
Sr Asst. District Attorney	4406	NS	8	8.0	8	8.0	8	8.0
Sr. Social Worker	4835	SR10	0	0.0	1	1.0	1	1.0
Total Positions & FTE			86	86.0	81	81.0	81	81.0
Fund 32000 Grants								
19300100 – Byrne FastTrack Grant								
Assistant DA	0390	NS	0	0.0	2	2.0	2	2.0
			0	0.0	2	2.0	2	2.0
19300110 – DA Family VOCA Grant								
Social Worker	4949	SR08	0	0.0	2	2.0	2	2.0
			0	0	2	2.0	2	2.0
19300120 – DA Community Diversity Advocate								
Seasonal Part-time	9020	NS	0	0.0	0	0.0	1	0.6
Social Worker	4949	SR08	2	1.5	2	1.5	1	1.0
			2	2	2	1.5	2	1.6
Total 10101 and 32000 Funds			88.0	87.5	87.0	86.5	87.0	86.6

21 Public Defender–At a Glance

Vision	To ensure that every client will receive high quality and zealous representation without regard to their economic or social situation and without regard to the nature of the accusation against them.			
Mission	To provide zealous representation and to fight for equal justice for the indigent accused, in accordance with the United States Supreme Court mandate and the Metropolitan Government of Nashville and Davidson County Charter.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$3,488,707	\$3,889,238	\$3,441,211
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$3,488,707</u>	<u>\$3,889,238</u>	<u>\$4,441,211</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	1,287,800	1,320,700	1,344,200
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$1,287,800</u>	<u>\$1,320,700</u>	<u>\$1,344,200</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$1,287,800</u>	<u>\$1,320,700</u>	<u>\$1,344,200</u>
Positions	Total Budgeted Positions	70	64	65
Contacts	Public Defender: Ross Alderman Financial Manager: Ronald K. Jackson, CPA		email: rossalderman@jis.nashville.org email: ronjackson@jis.nashville.org	
	1235 Stahlman Building 37201		Phone: 862-5730 FAX: 862-5736	

Organizational Structure



21 Public Defender–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$157,200
• Professional Membership Dues for Nashville Bar Association	7,400
• Training/Registration	10,000
• Rent for Relocation from Stahlman Building	378,000
• Postal Service rates increase	600
• Fleet Management Consolidation net adjustment	1,350
• Information Systems billings	7,583
• Background Check fees	1,000
• Telecommunication net adjustment	-11,160
Total	<u>\$551,973</u>

Overview

PUBLIC DEFENDER OPERATIONS

The Public Defender Office operates under the authority of the Metropolitan Charter, Article III, Section 2-1-43, which states as follows:

The public defender shall render legal aid and defend only those indigent defendants who are in jail, charged with the commission of a crime and are unable to make bond, or such other defendants as a court with criminal jurisdiction shall determine to be indigent.

The Public Defender's Office represents clients in General Sessions Court, Criminal Court, Probate Court, Juvenile Court and on cases appealed to both the Court of Criminal Appeals and the Supreme Court.

The office is divided into two divisions: The Criminal Division, located at 1235 Stahlman Building and the Juvenile Division, housed at the Juvenile Justice Building, 100 Woodland Street.

The Public Defender's Office is staffed with 36 licensed attorneys who represent defendants on charges ranging from public drunkenness to first-degree murder. Because of the large number of criminal cases in Davidson County, the judges of the various courts have set a number of different court dockets at which attorneys from this office must appear daily.

21 Public Defender-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
PUBLIC DEFENDER					
1. Provide constitutionally effective representation to indigent criminal defendants in cost effective manner.	Annual caseload per attorney – based on total closed cases	1,143	1,210	1,150	1,300
2. Provide constitutionally effective representation to indigent juvenile defendants in cost effective manner.	Annual caseload based on total cases - clients	2,769	1,801	2,700	1,600

21 Public Defender–Financial

Public Defender GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,703,617	2,690,593	3,044,149	3,181,749
Fringe Benefits	626,240	631,491	645,001	664,601
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	3,329,857	3,322,084	3,689,150	3,846,350
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	1,898	0	0
Purchased Services	0	0	0	1,000
Travel	8,397	2,379	8,397	8,397
Communications	0	127	0	0
Printing	2,800	4,711	2,800	2,800
Advertising & Promotion	0	0	0	0
Subscriptions	6,715	5,313	2,677	2,677
Tuition, Reg., & Membership Dues	14,750	4,590	14,750	32,150
Repairs & Maintenance Services	5,000	5,835	5,000	5,000
Internal Service Fees	64,413	58,736	88,968	87,341
TOTAL OTHER SERVICES	102,075	83,589	122,592	139,365
OTHER EXPENSE:				
Supplies and Materials	2,886	7,466	23,607	23,607
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	200	0	200	378,200
Licenses, Permits, & Fees	108	274	108	108
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	3,194	7,740	23,915	401,915
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,435,126	3,413,413	3,835,657	4,387,630
TRANSFERS TO OTHER FUNDS & UNITS:	53,581	42,638	53,581	53,581
TOTAL EXPENSE AND TRANSFERS	3,488,707	3,456,051	3,889,238	4,441,211

21 Public Defender–Financial

Public Defender GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	1,287,800	1,340,089	1,320,700	1,344,200
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	1,287,800	1,340,089	1,320,700	1,344,200
Other Program Revenue				
Contributions and Gifts	0	15,602	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	15,602	0	0
TOTAL PROGRAM REVENUE	1,287,800	1,355,691	1,320,700	1,344,200
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	1,287,800	1,355,691	1,320,700	1,344,200

21 Public Defender–Financial

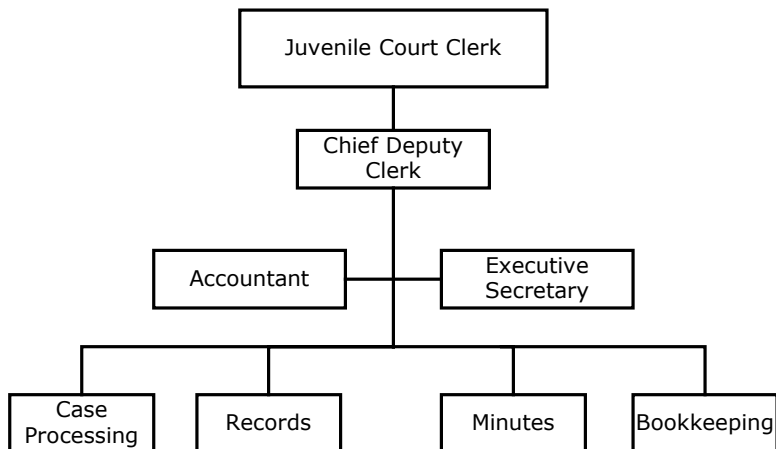
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>2001</u>		<u>FY 2002</u>		<u>FY 2003</u>		
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	
21 Public Defender - GSD Fund 10101									
Administrative Assistant 2	7241	SR09	1	1.0	1	1.0	1	1.0	
Administrative Services Manager	7242	SR13	1	1.0	1	1.0	1	1.0	
Assistant Public Defender	10171	PD01	0	0.0	0	0.0	27	26.5	
Asst Public Defender 1	7249	GS10	12	12.0	12	12.0	0	0.0	
Asst Public Defender 2	0510	GS12	13	12.5	13	12.5	0	0.0	
Asst Public Defender 3	5962	GS13	11	11.0	11	11.0	0	0.0	
Associate Public Defender	10172	PD02	0	0.0	0	0.0	9	9.0	
Criminal Invest Chief	7206	SR11	1	1.0	1	1.0	1	1.0	
Criminal Investigator	7279	SR09	2	2.0	2	2.0	2	2.0	
Deputy Public Defender	7205	PD02	1	1.0	1	1.0	1	1.0	
Law Clerk	2867	SR08	4	2.0	4	2.0	4	2.0	
Legal Secretary 1	2870	SR07	1	1.0	1	1.0	1	1.0	
Legal Secretary 2	7322	SR08	7	7.0	7	7.0	7	7.0	
Office Assistant 3	7749	GS05	1	1.0	1	1.0	0	0.0	
Office Manager 3	7340	GS08	1	1.0	1	1.0	0	0.0	
Office Support Manager	10119	SR09	0	0.0	0	0.0	1	1.0	
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0	
Paralegal 1	7073	GS07	2	2.0	2	2.0	0	0.0	
Paralegal	7343	SR08	1	1.0	1	1.0	3	3.0	
Program Manager 2	7377	SR12	1	1.0	1	1.0	1	1.0	
Public Defender	3964	PD	1	1.0	1	1.0	1	1.0	
Social Worker 3	4835	SR10	2	2.0	2	2.0	2	2.0	
Total Positions & FTE			63	60.50	63	60.50	63	60.50	
Fund 32000 Grants									
21300101 - Spanish Investigator									
Criminal Investigator	7279	SR09	1	1.0	1	1.0	0	0.0	
21301100 - Starting Point									
Social Worker Sr.	4835	GS09	2	2.0	0	0.0	0	0.0	
21301120 - Women's Center									
Social Worker Sr.	4835	GS09	1	1.0	0	0.0	0	0.0	
21301130 - Women's Treatment Ctr									
Seasonal, PT	9020	N/A	1	0.2	0	0.0	0	0.0	
21305500 - PDF LLEBG 00									
Social Worker Associate	7343	SR07	1	1.0	0	0.0	1	1.0	
21305400 - PDF LLEBG 01									
Paralegal	7343	SR08	1	1.0	0	0.0	1	1.0	
Total 10101 and 32000 Funds			70.0	66.7	64.0	61.5	65.0	62.5	

22 Juvenile Court Clerk–At a Glance

Vision	The office of the Juvenile Court Clerk sees itself as a service to all citizens of Davidson County in performing our role as the Keeper of the Record of Juvenile Court.			
Mission	To execute the statutory functions of the Clerk (maintaining records of the Juvenile Court; recording minutes of the Juvenile Court; accounting for and disbursing child support payments, court cost, fines, fees and restitution and contributions to the Drug Fund) with the highest level of efficiency and Customer Service possible.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,044,170	\$1,263,940	\$1,336,966
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,044,170</u>	<u>\$1,263,940</u>	<u>\$1,336,966</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$201,600	\$411,900	\$535,000
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$201,600</u>	<u>\$411,900</u>	<u>\$535,000</u>
	Non-program Revenue	159,000	249,000	225,000
	Transfers	0	0	0
	Total Revenues	<u>\$360,600</u>	<u>\$660,900</u>	<u>\$760,000</u>
Positions	Total Budgeted Positions	26	34	36
Contacts	Juvenile Court Clerk: Kenny Norman Financial Manager: Matt Drury Juvenile Justice Center 100 Woodland Street 37213		email: N/A email: mattdrury@jis.nashville.org Phone: 862-7983 FAX: 862-7982	

Organizational Structure



22 Juvenile Court Clerk–At a Glance

Budget Highlights FY 2003

• Add one Court Clerk and part-time Office Support Representative to address increased workload on additional dockets	\$29,900
• Pay/Plan benefit adjustments	40,000
• Elected Official salary TCA increase	1,800
• Information Systems billings	10,253
• Telecommunication net adjustment	-6,700
• Fleet Management Consolidation net adjustment	-2,227
Total	<u><u>\$73,026</u></u>

Overview

EXECUTIVE SECRETARY

The Office of Executive Secretary provides overall policy, direction and support for all areas of the agency and leadership in implementation of new policies, processes, and technologies.

CASE PROCESSING

The Case Processing Division receives and processes incoming filings, performs case data entry, and answers telephone and in-person inquiries.

RECORDS

The Records Division pulls and files all records for court hearings or review by other authorized personnel. It also answers record related telephone and in-person inquiries.

MINUTES

The Minutes Division provides all in Courtroom Clerk services. Performs case outcome data entry, prepares Court Orders for signature.

BOOKKEEPING

The Bookkeeping Division collects, accounts for, and disburses all Court related monies and answers all inquiries concerning them.

22 Juvenile Court Clerk–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
BOOKKEEPING					
1. Increase collection of non-child support commission revenue through use of computerized information (integrated in CJIS).	a. Non-Child Support Commission revenue collected	na	260,000	585,000	700,000

NOTE: Once the Juvenile Court Clerk’s Office is connected to the new CJIS system, information will become available.

22 Juvenile Court Clerk–Financial

Juvenile Court Clerk GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	717,927	710,411	879,954	939,654
Fringe Benefits	210,646	216,503	254,840	266,840
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	928,573	926,914	1,134,794	1,206,494
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	1,595	801	1,595	1,595
Communications	9,068	10,095	9,068	9,068
Printing	13,082	7,397	13,082	13,082
Advertising & Promotion	223	0	223	223
Subscriptions	64	0	64	64
Tuition, Reg., & Membership Dues	1,385	635	1,385	1,385
Repairs & Maintenance Services	24,458	22,521	24,458	24,458
Internal Service Fees	49,327	36,775	56,674	58,000
TOTAL OTHER SERVICES	99,202	78,224	106,549	107,875
OTHER EXPENSE:				
Supplies and Materials	7,924	5,113	19,924	19,924
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	7,971	0	2,173	2,173
Licenses, Permits, & Fees	500	0	500	500
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	16,395	5,113	22,597	22,597
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,044,170	1,010,251	1,263,940	1,336,966
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,044,170	1,010,251	1,263,940	1,336,966

22 Juvenile Court Clerk–Financial

Juvenile Court Clerk GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	201,600	157,981	411,900	535,000
Subtotal Charges, Commissions, & Fees	201,600	157,981	411,900	535,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	201,600	157,981	411,900	535,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	159,000	263,264	249,000	225,000
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	159,000	263,264	249,000	225,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	360,600	421,245	660,900	760,000

22 Juvenile Court Clerk–Financial

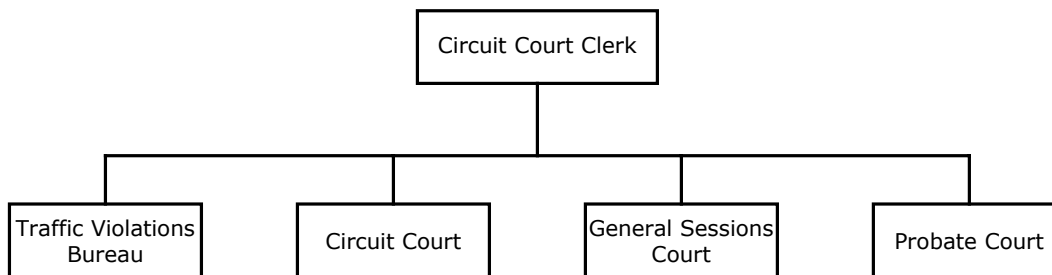
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
22 Juvenile Court Clerk - GSD Fund 10101								
Account Clerk 2	4370	GS04	1	1.0	0	0	0	0
Account Clerk 3	3730	GS05	3	3.0	0	0	0	0
Accountant 2	7237	GS07	1	1.0	0	0	0	0
Chief Deputy Clerk-Juvenile Court	7086	NS	1	1.0	1	1	1	1
Court Clerk	1340	GS05	4	4.0	6	6	7	6.5
Customer Service Rep 3	7284	GS05	1	1.0	0	0	0	0
Finance Officer 1	10150	SR08	0	0.0	1	1	1	1
Juvenile Court Clerk	7083	EL	1	1.0	1	1	1	1
Office Assistant 1	7747	GS03	11	11.0	0	0	0	0
Office Assistant 2	7748	GS04	1	1.0	0	0	0	0
Office Assistant 3	7749	GS05	1	1.0	0	0	0	0
Office Manager 1	5956	GS06	1	1.0	0	0	0	0
Office Support Rep 1	10120	SR04	0	0.0	13	13	13	13
Office Support Rep 2	10121	SR05	0	0.0	5	5	6	5.5
Office Support Rep 3	10122	SR06	0	0.0	5	5	5	5
Office Support Spec 1	10123	SR07	0	0.0	1	1	1	1
Seasonal/Part-time/Temporary	9020	NS	0	0.0	1	1	1	1
Total Positions & FTE			26	26.0	34.00	34.00	36	35

23 Circuit Court–At a Glance

Vision	The offices of the Circuit Court Clerk will utilize technological advances to improve efficiency and to offer the highest level of customer service.			
Mission	To serve the eight Circuit Courts, the Civil Division of the General Sessions Court, the Metropolitan Traffic Courts, and the public as a record keeping office; to file and maintain all records associated with Civil Court cases; to collect, disburse and report on funds according to state statutes and court orders. The clerk's salary is set by state law (TCA 8-14-102); deputies' salaries are set pursuant to TCA 8-20-101.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,693,967	\$2,821,084	\$2,882,761
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$2,693,967</u>	<u>\$2,821,084</u>	<u>\$2,882,761</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$650,000	\$850,000	\$1,000,000
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$650,000</u>	<u>\$850,000</u>	<u>\$1,000,000</u>
	Non-program Revenue	5,798,350	4,150,100	3,578,600
	Transfers	0	0	0
	Total Revenues	<u>\$6,448,350</u>	<u>\$5,000,100</u>	<u>\$4,578,600</u>
Positions	Total Budgeted Positions	65	65	64
Contacts	Circuit Court Clerk: Richard Rooker Financial Manager: Michelle Sawyer Metro Courthouse 37201		email: rickyrooker@jjs.nashville.org email: michellesawyer@jjs.nashville.org Phone: 862-5181 FAX: 862-5191	

Organizational Structure



23 Circuit Court–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$83,200
• Delete Office Support Representative due to streamlining of office procedures	-29,100
• 800 MHz Radio System	3,500
• Postal Service rates increase	22,200
• Fleet Management Consolidation net adjustment	-19,725
• Information Systems billings	15,402
• Telecommunication net adjustment	-13,800
Total	<u>\$61,677</u>

Overview

TRAFFIC VIOLATIONS

The Traffic Violations Division is responsible for processing all traffic and parking tickets, and all Health Department and Codes Department violations. This office prepares and calls dockets for Traffic Court and General Sessions Court, and processes payments for violations.

CIRCUIT COURT CLERK

The Circuit Court Division maintains the minutes of the eight Circuit Courts. This office files civil cases, domestic

cases, condemnations and adoptions, and is responsible for maintaining trust funds, disbursing child support, alimony and garnishment payments.

GENERAL SESSIONS COURT

The General Sessions Court Division files and maintains three types of records: records for civil cases under \$15,000, records for orders of protection, and records for emergency committals. This office also prepares and calls, in open court, the docket for 18 civil dockets per week, and is responsible for receiving and disbursing garnishment payments on judgments.

The department pays salaries and fringe benefits from gross fees collected. Excess fees are remitted as revenue to the Metropolitan Government.

PROBATE COURT

The Probate Court Division records appointments of administrators and executors, probates wills, files guardianships and conservatorships, maintains trust funds, and conducts the duties of the Probate Master. The Probate Court Clerk's Office pays salaries and fringe benefits from gross fees collected. Excess fees are remitted as revenue to the Metropolitan Government.

23 Circuit Court Clerk–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
TRAFFIC VIOLATIONS					
1. Process, record and maintain all records for Metro traffic and ordinance violations in an efficient and timely manner.	a. Moving tickets issued	250,000	189,183	198,000	190,000
	b. Parking tickets issued	102,000	97,159	95,000	90,000
CIRCUIT COURT AND GENERAL SESSIONS					
1. Receive and disburse promptly and efficiently court ordered child support payments and maintain official court records.	a. Child support payments received	38,000	22,714	29,000	18,000
	b. Child support checks issued	39,000	23,079	30,000	19,000
	c. Turnaround between receipt and disbursement of child support:				
	Cashier's checks/money orders	<1 day	1 day	1 day	1 day
	Wage assignments	<1 day	1 day	1 day	1 day
	Personal checks	10 days	10 days	10 days	10 days
2. File efficiently and maintain all records in civil and domestic cases for the Circuit Courts and the General Sessions Civil Division.	a. Cases filed in Circuit Court	9,300	9,844	8,700	9,000
	b. Child support payments received	38,000	22,714	29,000	18,000
	c. Child support checks issued	39,000	23,079	30,000	19,000
	d. Cases filed in General Sessions Civil Division	32,250	39,213	32,000	40,000
PROBATE COURT					
1. File efficiently and maintain all records regarding cases for the Probate Court.	Cases filed in Probate Court	1,900	1,976	1,900	1,900

23 Circuit Court Clerk–Financial

Circuit Court Clerk
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,860,974	4,394,822	1,956,123	2,006,123
Fringe Benefits	523,864	1,177,192	537,000	541,100
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,384,838	5,572,014	2,493,123	2,547,223
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	5,300	4,393	4,150	4,150
Travel	0	0	0	0
Communications	57,400	36,797	52,282	52,282
Printing	54,215	37,158	56,065	56,065
Advertising & Promotion	0	0	0	0
Subscriptions	2,206	2,824	3,006	3,006
Tuition, Reg., & Membership Dues	320	75	395	395
Repairs & Maintenance Services	25,824	27,569	28,350	28,350
Internal Service Fees	147,180	167,301	149,963	157,540
TOTAL OTHER SERVICES	292,445	276,117	294,211	301,788
OTHER EXPENSE:				
Supplies and Materials	15,720	407,028	32,736	32,736
Misc. Other Expenses & Payments	214	0	214	214
Fixed Charges	750	775	800	800
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	16,684	407,803	33,750	33,750
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,693,967	6,255,934	2,821,084	2,882,761
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,693,967	6,255,934	2,821,084	2,882,761

23 Circuit Court Clerk–Financial

Circuit Court Clerk
GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	650,000	4,734,850	850,000	1,000,000
Subtotal Charges, Commissions, & Fees	650,000	4,734,850	850,000	1,000,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	650,000	4,734,850	850,000	1,000,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	5,798,350	4,765,205	4,150,100	3,578,600
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	5,798,350	4,765,205	4,150,100	3,578,600
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	6,448,350	9,500,055	5,000,100	4,578,600

23 Circuit Court Clerk–Financial

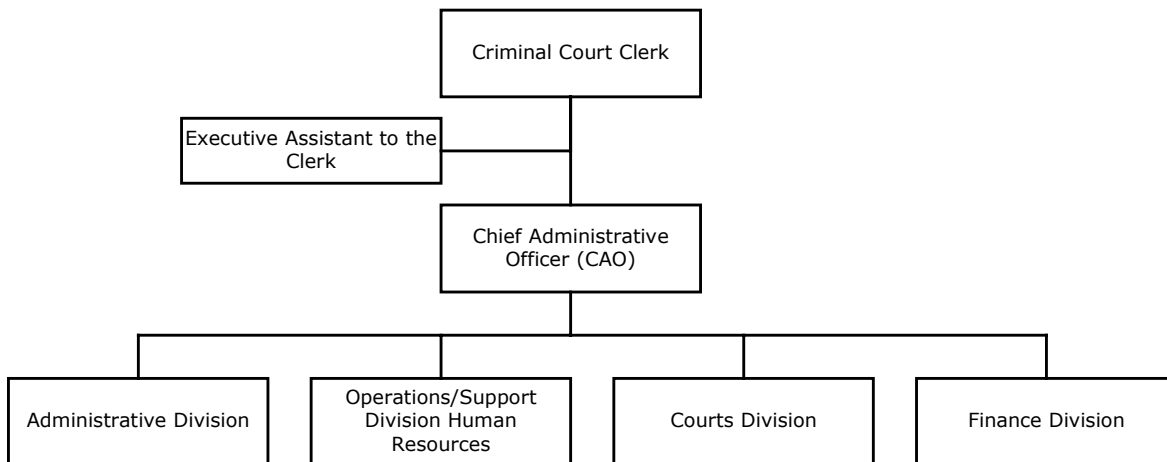
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
23 Circuit Court Clerk - GSD Fund 10101								
Account Clerk 3	3730	GS05	2	2.0	2	2.0	0	0.0
Admin Services Officer 2	7243	SR08	2	2.0	2	2.0	2	2.0
Admin Services Officer 3	7244	SR10	2	2.0	2	2.0	2	2.0
Administrative Assistant 2	7241	SR09	3	3.0	3	3.0	3	3.0
Auditor 3	3744	GS11	1	1.0	1	1.0	0	0.0
Chief Deputy Clerk-Gen Sess Court	1056	NS	1	1.0	1	1.0	1	1.0
Computer Ops Shift Supv	1302	SR11	1	1.0	1	1.0	1	1.0
Court Clerk	1340	SR06	7	7.0	7	7.0	7	7.0
Data Entry Operator 1	2760	SR04	4	4.0	4	4.0	4	4.0
Data Entry Operator 2	4600	SR05	5	5.0	5	5.0	5	5.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Office Assistant 1	7747	GS03	14	14.0	14	14.0	0	0.0
Office Assistant 2	7748	GS04	3	3.0	3	3.0	0	0.0
Office Assistant 3	7749	GS05	2	2.0	2	2.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	13	13.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	3	3.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	4	4.0
Steno Clerk 2	4840	SR05	2	2.0	2	2.0	2	2.0
Warrant Officer	7419	SR08	14	14.0	14	14.0	14	14.0
Warrant Officer Supervisor	5340	SR09	2	2.0	2	2.0	2	2.0
Total Positions & FTE			65	65	65	65	64	64

24 Criminal Court Clerk–At a Glance

Vision	To continue to provide the people of Davidson County with a Criminal Court Clerk’s Office of which they can be proud. This being accomplished by rendering professional, courteous and efficient service in a fiscally responsible manner to all members of the community that have dealings with the Office of the Criminal Court Clerk.			
Mission	To serve the courts having criminal jurisdiction, to be responsible for all records generated from arrest through disposal of charges on state warrants or indictments, and as an elective office, to serve the legal, financial, and public communities by rendering service in an efficient manner.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$3,952,391	\$4,201,889	\$4,381,132
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$3,952,391</u>	<u>\$4,201,889</u>	<u>\$4,381,132</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$1,334,181	\$1,609,210	\$1,210,044
	Other Governments	1,070,250	1,277,102	1,442,174
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$2,404,431</u>	<u>\$2,886,312</u>	<u>\$2,652,218</u>
	Non-program Revenue	1,867,605	1,602,561	1,499,692
	Transfers	0	0	0
	Total Revenues	<u>\$4,272,036</u>	<u>\$4,488,873</u>	<u>\$4,151,910</u>
Positions	Total Budgeted Positions	102	108	94
Contacts	Criminal Court Clerk: David C. Torrence Financial Manager: Walt Draper		email: davidtorrence@jjs.nashville.org email: waltdraper@jjs.nashville.org	
	309 Metro Courthouse 37201		Phone: 862-5611 FAX: 862-5676 Web Address: www.nashville.gov/cc	

Organizational Structure



24 Criminal Court Clerk–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$170,400
• Elected Officials Salary	1,800
• Postage costs for Reminder Notices for delinquent Fine/Fee payments	7,700
• Department of Motor Vehicle Internet Access	800
• Postal Service rates increase	6,000
• Fleet Management Consolidation net adjustment	-1,987
• Information Systems billings	3,680
• Telecommunication net adjustment	-9,150
Total	<u>\$179,243</u>

Overview

ADMINISTRATIVE DIVISION

The Administrative Division provides administrative and operational support to the Office.

OPERATIONS/SUPPORT DIVISION HUMAN RESOURCES

The Operations/Support Division maintains office supplies, processes FASTnet payables and payroll, and coordinates employee training.

COURTS DIVISION

The Court Division provides 3 levels of support: warrant and bond processing support, case processing and public service support, and in-court clerk support. This division issues arrest warrants, maintains bond records, and manages dockets, calendars, case assignments/filings, minutes of the courts, subpoenas, and jail/prison committals and releases. It maintains the records of the courts of criminal jurisdiction, including state traffic, Tennessee Wildlife Resources Association and Public Service Commission violations.

FINANCE DIVISION

The Finance Division calculates, collects and disburses court costs and fines related to criminal cases.

24 Criminal Court Clerk–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
COURTS DIVISION					
1. Provide 24-hour service for issuing warrants and making bonds, serve the courts exercising criminal jurisdiction, process all paperwork from arrest through disposition, maintain records for public inquiry.	a. Bail bonds written	25,000	14,039	25,000	14,750
	b. State warrants	46,000	38,539	46,000	40,000
	c. State traffic tickets	21,000	12,245	21,000	18,000
	d. Receipts written	28,000	28,078	15,000	29,000
	e. Criminal cases filed	4,900	4,947	4,200	5,100
	f. Probate cases filed	600	453	400	450
2. Have current and accurate information available on computer (dockets, case/warrant status, new activity/court dates).	Dispositions				
	a. Criminal courts	5,800	3,980	5,500	5,500
	b. Probate court	400	448	400	400
	c. General Session courts	72,000	56,870	70,000	65,000
	d. Record checks	19,000	24,773	20,000	22,000
e. Expungements	4,800	3,948	4,800	4,300	
FINANCE DIVISION					
1. To maintain more consistent level of collections during trends of decreasing or level arrests by use of additional "costs due" mailings.	a. Fines forfeits and penalties	1.867m	1.717m	1.602m	1.750m
	b. Arrests by MNP	52,000	48,000	50,000	50,000

24 Criminal Court Clerk–Financial

Criminal Court Clerk GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,907,909	2,887,564	3,059,459	3,210,259
Fringe Benefits	864,220	772,514	884,452	905,852
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	3,772,129	3,660,078	3,943,911	4,116,111
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	3,000	0	3,000	3,000
Purchased Services	8,700	7,787	8,445	8,445
Travel	1,250	0	1,250	1,250
Communications	0	0	0	0
Printing	7,000	17,585	14,000	14,000
Advertising & Promotion	900	834	900	900
Subscriptions	1,300	959	1,300	1,300
Tuition, Reg., & Membership Dues	1,000	225	300	300
Repairs & Maintenance Services	6,500	10,148	10,000	10,000
Internal Service Fees	75,150	83,975	121,066	127,309
TOTAL OTHER SERVICES	104,800	121,513	160,261	166,504
OTHER EXPENSE:				
Supplies and Materials	50,432	33,464	72,587	72,587
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	24,965	22,779	25,065	25,065
Licenses, Permits, & Fees	65	25	65	865
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	75,462	56,268	97,717	98,517
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,952,391	3,837,859	4,201,889	4,381,132
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	3,952,391	3,837,859	4,201,889	4,381,132

24 Criminal Court Clerk–Financial

Criminal Court Clerk GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	1,334,181	1,851,081	1,609,210	1,210,044
Subtotal Charges, Commissions, & Fees	1,334,181	1,851,081	1,609,210	1,210,044
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	1,070,250	1,180,869	1,277,102	1,442,174
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	1,070,250	1,180,869	1,277,102	1,442,174
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	(136,082)	0	0
Subtotal Other Program Revenue	0	(136,082)	0	0
TOTAL PROGRAM REVENUE	2,404,431	2,895,868	2,886,312	2,652,218
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	1,867,605	1,751,584	1,602,561	1,499,692
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	1,867,605	1,751,584	1,602,561	1,499,692
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	4,272,036	4,647,452	4,488,873	4,151,910

24 Criminal Court Clerk–Financial

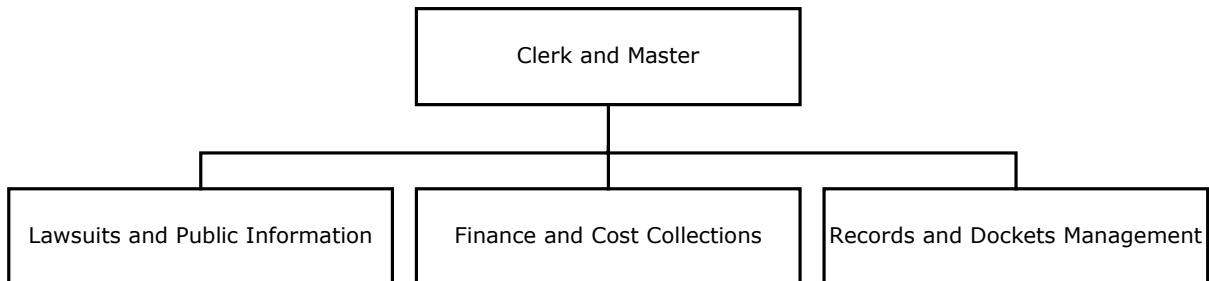
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
24 Criminal Court Clerk - GSD Fund 10101								
Chief Deputy Clerk-Gen Sess Court	1056	NS	1	1.0	1	1.0	1	1.0
Criminal Court Clerk	1358	EL	1	1.0	1	1.0	1	1.0
Deputy Criminal Court Clerk 1	6502	NS	6	6.0	6	6.0	6	6.0
Deputy Criminal Court Clerk 2	6503	NS	14	14.0	15	15.0	14	14.0
Deputy Criminal Court Clerk 3	6504	NS	17	17.0	19	19.0	16	16.0
Deputy Criminal Court Clerk 4	6505	NS	21	21.0	23	23.0	21	20.5
Deputy Criminal Court Clerk 5	6506	NS	28	28.0	34	34.0	28	28.0
Deputy Criminal Court Clerk 6	6560	NS	4	4.0	4	4.0	4	4.0
Deputy Criminal Court Clerk 7	6696	NS	10	9.0	5	5.0	3	3.0
Total Positions & FTE			102	101.0	108	108.0	94	93.5

25 Clerk and Master of the Chancery Court–At a Glance

Vision	Excellence in the provision of all service.			
Mission	To administer the caseload for three Chancellors including maintenance of books, records and case files; to collect and report substantial revenue from delinquent taxes and court costs; to issue process and invest funds held as trustee as an arm of the Chancery Court; to provide public records and information to citizens.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,145,835	\$1,248,769	\$1,303,252
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,145,835</u>	<u>\$1,248,769</u>	<u>\$1,303,252</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$719,595	\$850,000	\$842,338
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$719,595</u>	<u>\$850,000</u>	<u>\$842,338</u>
	Non-program Revenue	257,654	224,477	321,081
	Transfers	0	0	0
	Total Revenues	<u>\$977,249</u>	<u>\$1,074,477</u>	<u>\$1,163,419</u>
Positions	Total Budgeted Positions	22	22	21
Contacts	Clerk & Master: Claudia Bonnyman Financial Manager: Vicki Bailey		email: claudiabonnyman@jis.nashville.org email: vickibailey@jis.nashville.org	
	2 Metro Courthouse 37201		Phone: 862-5710 FAX: 862-5722	

Organizational Structure



25 Clerk and Master of the Chancery Court–At a Glance

Budget Highlights FY 2003

• Elected Official salary increase/benefits	\$1,800
• Elimination of Class 1 Deputy Clerk and Master position/benefits for unneeded position funded in FY 02	-37,100
• Training classes/Community Education for Clerk & Master employees	3,000
• To conduct a management audit to examine public services and cost collection processes	20,000
• Software consultant’s hourly pay increase	5,000
• Pay Plan/Benefit adjustments	42,500
• Postal Service rates increase	2,500
• Information Systems billings	19,808
• Telecommunication net adjustment	-3,025
Total	<u>\$54,483</u>

Overview

CLERK AND MASTER

The Clerk and Master Office serves the three elected chancellors, performs judicial duties pursuant to state law

and the Metro Charter, conducts hearings as judicial officer, and writes reports of findings to the chancellors upon referred cases.

LAWSUITS AND PUBLIC INFORMATION

The Lawsuits and Public Information Division administers judicial dockets and calendars of over 4,000 cases annually, and accepts and serves judicial process and other court documents.

FINANCE AND COST COLLECTIONS

The Finance and Cost Collections Division sells real estate and personal property by court order, collects court fees and costs, and deposits and remits judgments as an arm of Chancery Court.

RECORDS AND DOCKETS MANAGEMENT

The Records and Dockets Management Division keeps and manages records of Chancery Court according to state law, administers motion and trial dockets of Chancellors, and prepares and transmits all cases on appeal.

25 Clerk and Master of the Chancery Ct–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CLERK AND MASTER					
1. Accept, manage and resolve issues referred to the Clerk and Master by the Chancellors.	Hearings/mediations concluded by the Clerk and Master	60	60	60	60
LAWSUITS AND PUBLIC INFORMATION					
1. Administer and calendar all lawsuits.	a. Court cases filed	3,800	3,959	3,900	3,900
	b. Court cases resolved by final order	3,800	4,104	3,910	3,910
FINANCE AND COST COLLECTIONS					
1. Collect all court costs mandated by state statute.	Fees/commissions collected	\$829,160	\$956,835	\$850,000	\$842,337
2. Process and manage delinquent tax lawsuit so that taxes due can be justly adjudicated and collected.	a. Delinquent taxes collected	\$2,500,000	\$4,058,053	\$3,300,000	\$4,000,000
	b. Advertised sales of real property for tax collection	635	586	600	580
	c. Real Property parcels addressed in delinquent tax lawsuit	3,000	3,300	3,500	3,300
RECORDS AND DOCKETS MANAGEMENT					
1. Serve as public information center for lawyers, public officials, litigants, judges and citizens.	a. Copies made as requested by parties, lawyers and public officials and citizens	210,000	212,000	210,000	210,000
	b. Cubic feet of permanent records maintained annually	6,800	6,800	7,100	7,400
	c. Direct services to walk in citizens	na	na	40,000	40,000
2. Prepare and transmit all cases on appeal.	Court records prepared and transmitted on appeal	150	150	150	150

25 Clerk and Master of the Chancery Court–Financial

Clerk and Master - Chancery GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	820,683	740,901	897,055	906,055
Fringe Benefits	212,023	183,533	219,206	217,406
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,032,706	924,434	1,116,261	1,123,461
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	43,240	51,815	43,240	68,240
Purchased Services	0	0	0	0
Travel	4,140	2,296	4,140	4,140
Communications	660	27	660	660
Printing	0	1,405	0	0
Advertising & Promotion	1,000	314	1,000	1,000
Subscriptions	4,500	3,764	2,415	2,415
Tuition, Reg., & Membership Dues	3,500	3,081	3,500	3,500
Repairs & Maintenance Services	9,905	6,992	9,905	9,905
Internal Service Fees	34,955	30,961	45,052	64,335
TOTAL OTHER SERVICES	101,900	100,655	109,912	154,195
OTHER EXPENSE:				
Supplies and Materials	8,838	8,930	20,205	20,205
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	2,291	1,371	2,291	2,291
Licenses, Permits, & Fees	100	20	100	100
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	11,229	10,321	22,596	22,596
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,145,835	1,035,410	1,248,769	1,300,252
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	3,000
TOTAL EXPENSE AND TRANSFERS	1,145,835	1,035,410	1,248,769	1,303,252

25 Clerk and Master of the Chancery Court–Financial

Clerk and Master - Chancery GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	719,595	956,835	850,000	842,338
Subtotal Charges, Commissions, & Fees	719,595	956,835	850,000	842,338
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	719,595	956,835	850,000	842,338
NON-PROGRAM REVENUE:				
Property Taxes	178,125	286,634	178,125	275,500
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	79,529	44,238	46,352	45,581
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	257,654	330,872	224,477	321,081
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	977,249	1,287,707	1,074,477	1,163,419

25 Clerk and Master of the Chancery Court–Financial

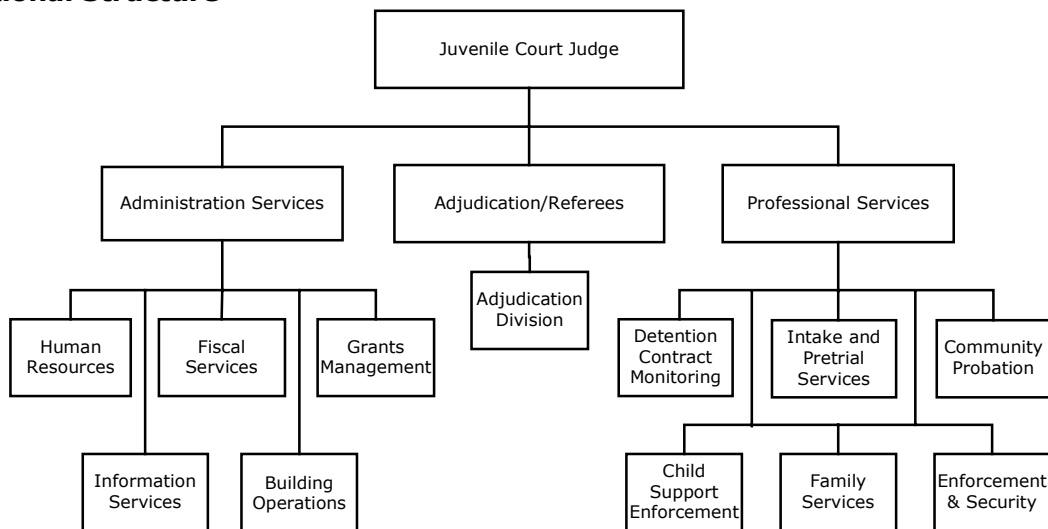
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
25 Chancery Court Clerk and Master - GSD Fund 10101								
Class 1 Deputy Clerk & Master	6302	NS	16	16.0	16	16.0	15	15.0
Class 2 Deputy Clerk & Master	6303	NS	2	2.0	2	2.0	2	2.0
Clerk & Master	1205	NS	1	1.0	1	1.0	1	1.0
Total Positions & FTE			19	19.0	19	19.0	18	18.0
Seasonal/Part-time/Temporary	9020	NS	3	3.0	3	3.0	3	3.0
Total Positions & FTE			22	22	22	22	21	21

26 Juvenile Court–At a Glance

Vision	The Juvenile Court will continually implement programs and provide services that better serve the community and advance the integrity of the juvenile justice system.			
Mission	To provide a judicial and non-judicial service delivery system that is fair, accessible, efficient and responsive that will meet the immediate and long term needs of the citizens of Greater Nashville and Davidson County Tennessee in a manner consistent with public safety. The Juvenile Court Judge’s salary is set by state law (TCA 8-23-103).			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$7,800,430	\$8,571,410	\$8,538,306
	Special purpose funds	557,035	0	127,413
	Total Expenditures	<u>\$8,357,465</u>	<u>\$8,571,410</u>	<u>\$8,665,719</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	1,162,580	651,674	767,504
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$1,162,580</u>	<u>\$651,674</u>	<u>\$767,504</u>
	Non-program Revenue	364,000	364,000	91,100
	Transfers	46,129	0	11,583
	Total Revenues	<u>\$1,572,709</u>	<u>\$1,015,674</u>	<u>\$870,187</u>
Positions	Total Budgeted Positions	107	118	121
Contacts	Juvenile Court Judge: Betty Adams Green email: N/A Financial Manager: Phoebe Johnson email: phoebejohnson@jis.nashville.org Juvenile Justice Center 100 Woodland Street 37213 Phone: 862-8000 FAX: 862-7982			

Organizational Structure



26 Juvenile Court-At a Glance

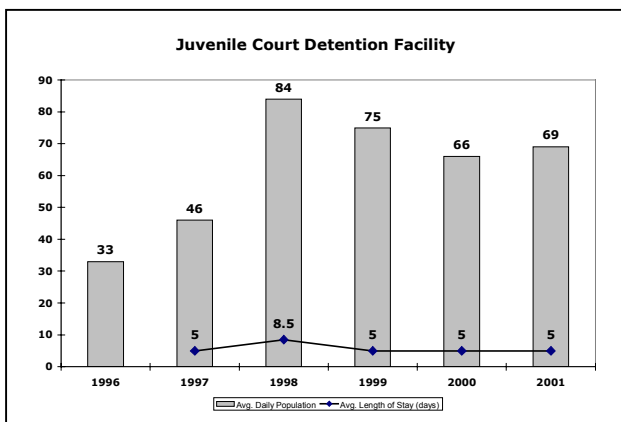
Budget Highlights FY 2003

• Reduction for FY 02 non-recurring costs for Criminal Justice Information System (CJIS) database upgrades	\$-40,000
• Pay Plan/Benefit adjustments	160,700
• 800 MHz Radio System adjustment	-3,488
• Postal Service increase	5,900
• Fleet Management Consolidation net adjustment	-52,606
• Information Systems billing	-834
• Telecommunication net adjustment	-27,176
• Add Pre-trial Service Manager position for the Probation Division	75,500
• Upgrade a part-time Security Officer to full-time Property Guard	23,300
• Continuation funding for two Warrant Officer positions in Child Support Enforcement Division	42,400
• Juvenile Judge cost of living salary adjustment	4,000
• Bullet Proof Vests for Probation Officers	3,000
• Enhanced Training for Juvenile Intake/Pretrial Service Workers	10,000
• Interpreter Services	10,000
• Transfer maintenance of Juvenile Justice Center to Department of General Services	-243,800
Total	<u>\$-33,104</u>

Overview

ADMINISTRATION SERVICES

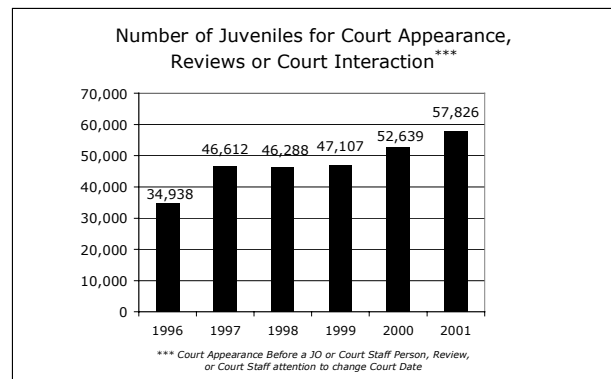
Administration Services is responsible for the Day-to-day operations of the Juvenile Justice Center; the management of the Juvenile Court fiscal and purchasing services; the coordination and management all Human Resource issues for the Court; the coordination of all grants; and all planning initiatives for the Court.



ADJUDICATION/REFEREES

Adjudication Division

The Adjudication Division presides over all cases entering the Juvenile Court of Davidson County and is responsible for the supervision (Judge) of all referees and related services. Cases include delinquency, unruly child cases (truancy, curfew runaway, etc.), neglect and abuse proceedings, termination of parental rights as well as paternity, legitimization, child support, child custody and visitation. This Division presides over and adjudicates all parentage cases filed by the IV-D agency (Maximus), including issues of parentage, child support, visitation and medical insurance, serves all IV-D process (summons, subpoenas and arrest orders), and manages "Law Library" and related information.



PROFESSIONAL SERVICES

Detention Contract Monitoring

The First Corrections Corporation (FCC) manages the Davidson County Juvenile Detention Center. The Court does not maintain daily administrative control of the facility, however, the Court provides a monitor as a contact for all issues which involve the Detention Center.

The FCC provides 24-hour intake services for law enforcement officers of juveniles, provides short-term secure detention for juveniles awaiting trial and adjudicated juveniles awaiting disposition or placement, provides day-to-day supervision and management of juveniles detained, maintains accurate records related to juveniles detained, and serves as a regional detention center.

Intake and Pretrial Services

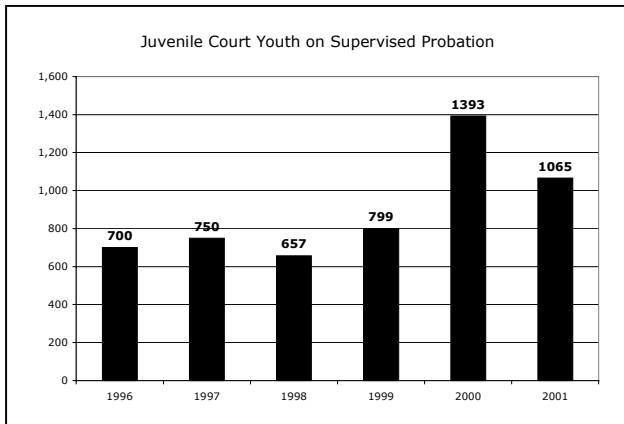
The Intake and Pretrial Services Division handles the initiation of process of petitions in all cases and receives and screens applications for petitions. It also manages the restitution, electronic monitoring and home detention programs and directs specialized group counseling sessions/crisis intervention.

26 Juvenile Court–At a Glance

Community Probation

The Community Probation Division supervises youth placed on probation. Staff makes home visits, collects urine samples, makes school visits, makes random curfew checks, arranges and monitors community service assignments, provides information and referral services, provides help in finding jobs, working to see that services (educational, mental health and social services) are provided. This Division provides intensive monitoring and case management of juveniles on probation; conducts alcohol and drug assessments; prepares cases for court hearings; and works with neighborhood organizations, schools, churches, synagogues and other agencies on prevention and early intervention programs.

Truancy Reduction operates out of Metropolitan Development Housing Authority’s (MDHA) public housing development and is responsible for case management of juveniles found to be truant, the management of specialized programs aimed at reducing truancy, supporting schools in truancy efforts, and providing referral information to schools.



Child Support Enforcement

The Child Support Enforcement Division provides case management of juveniles on probation, provides counseling services for juveniles and families, directs specialized programs in targeted areas, and networks with neighborhood and community groups to provide better communication with community. (Funded through a federal program) it maintains offices in public housing areas under an agreement with Metropolitan Development and Housing Authority (MDHA). In addition, other probation staff members are housed in various nonprofit facilities including schools and churches.

Family Services

The Family Services Division maintains case management of all dependency, neglect and abuse cases as well as cases involving guardianship, paternity, custody and parental rights proceedings. This Division manages foster care review boards, prepares cases for court hearings, and works with neighborhood organizations, schools, churches, synagogues and other agencies on prevention and early intervention programs.

Enforcement & Security

Enforcement & Security is charged with the maintenance of security and order within the Juvenile Justice Centers. It scans all person entering the JJC for weapons or contraband that would compromise the integrity of the building and judicial proceedings, monitors and operates all metal detector equipment, directs visitors to appropriate areas or to courtrooms as needed, monitors activity on the grounds of the JJC and parking areas, and escorts persons to the parking lot as needed.

26 Juvenile Court–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATIVE SERVICES					
1. Serve the various processes (arrest orders, summons, etc.) for the Court.	Summons, modification petitions and contempt orders served	8,950	6,125	4,730	6,200
2. Provide for case management of children ordered to restitution program.	Number of restitution cases	1,000	1,353	857	1,400
3. Set cases and provide notification of court dates.	a. Average cases on weekly settlement docket	100	100	138	100
	b. Summons prepared (monthly)	450	550	750	600
	c. Average cases on weekly appearance docket	350	200	350	250
ADJUDICATION/REFEREES					
Adjudication Division					
1. Supervise, approve and adjudicate cases presented.	a. Petitions filed*	16,000	16,241	na	16,500
	b. Court Hearings*	na	57,826	na	60,000
	c. Youth transferred to adult system	60	36	12	35
	d. Committed to Youth Development	500	60	170	65
2. Provide timely resolution of cases presented to the court.	a. Cases resolved within eight weeks	60%	71%	70%	70%
	b. Cases resolved through Settlement Docket (weekly average) number of cases	100	90	100	95
3. Adjudicate all IV-D cases.	a. Substantive hearings (parentage, support, and enforcement of them)**	na	4,254	na	5,000
4. IV-D papers issued for service.	a. Process issued**	na	5,372	na	5,500
	b. Service attempts**	na	13,381	na	14,500
	c. %Served (avg)**	na	50%	na	60%
* Does not include child support petitions. FY 2001 Actual and FY 2003 Budget numbers are separated into two categories. ** Performance information for FY 2001 and 2002 Budget was not maintained in this manner.					
PROFESSIONAL SERVICES					
Detention Contract Monitoring					
1. Provide short-term, pre-adjudication secure detention.	a. Average length of stay (days)	12	5.2	5	5
	b. Average daily population (all detainees)	85	69	66	70
	c. Out-of-county detainees (avg)*	50	2	8	2

26 Juvenile Court–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Provide a safe, healthy environment for youth detained.	a. Physicals administered	832	467	800	500
	b. Youths transported for health visits	180	76	100	100
	c. Hours of staff training	10,880	9,700	10,000	9,800
	d. Average hours of recreation per year**	1,344	468	450	470
3. Provide identification tools of youth charged with serious crimes.	a. Photographs taken**	33,172	6,027	6,700	6,000
	b. Fingerprints taken**	17,070	3,959	4,500	4,000
4. Provide an Educational Instruction Program for youth detained. Note: This Program is operated entirely by the Juvenile Court, not FCC.	a. Educational hours per day	6	6	6	6
	b. Educational hours per year**	58,500	109,200	34,000	110,000

* FY 2002 represents average daily population of out-of-county youth.

** FY 2001 Budget numbers were calculated differently from other years.

Community Probation

1. Supervise youth adjudicated for delinquency along with non-adjudicated youth the Court has diverted from the Juvenile Justice system.	a. Youth on supervised probation*	905	1,065	1,600	1,200
	b. Successful release rate**	na	60%	na	65%
	c. Informal adjustment and pretrial diversions	3,493	3,295	7,400	3,500
	d. Average probation officer unruly/runaways case-load	1,697	1,799	1,989	1,800
2. Assess and manage cases of youth with substance abuse problems.	a. Cases assessed	701	489	570	550
	b. Successfully completed treatment**	na	65%	na	70%
	c. Urinalysis tests given	3,768	1,905	2,541	1,950
	d. Positive urinalysis tests	2,416	777	1,200	750
Note: Multiple placements are common					
3. Provide case management for children believed to be neglected and/or abused.	a. Total number of neglect/abuse/termination petitions	5,000	3,995	5,693	4,100
	b. Total number of neglect/abuse/dependent children	5,000	3,000	5,693	3,500
	c. Parental rights terminated (children)	200	122	220	150
4. Provide a Juvenile Public/Community Service Work Program.	a. Number of children completing community service work hours	5,141	4,760	6,056	5,000
	b. Number of community work sites	1,043	869	1,390	880
	c. Number of hours worked	39,085	16,403	22,000	17,000

* Monthly average

** FY 2001 Budget numbers were calculated differently from other years.

MDHA – Truancy Reduction

1. Provide case management services for truancy cases.	Truancy petitions processed	1,611	1,311	2,027	1,500
--	-----------------------------	-------	-------	-------	-------

26 Juvenile Court–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Reduce truancy among children.	Number of children served	2,511	1,720	2,027	1,700
3. Recruit volunteers to serve on community advisory boards.	Number of volunteers serving on boards	198	180	170	180
Child Support Enforcement					
1. See the Probation Community for specific objectives.	See Probation division for specific performance related information				
Enforcement & Security					
1. Provide a safe environment for judicial proceedings conducted in the JJC.	Number of persons monitored and scanned at the JJC Security Checkpoint	264,000	*256,186	276,000	270,000
2. Provide a safe environment for all Juvenile Court employees and the public conducting business in the Juvenile Justice Center.	Reduce the amount of contraband brought into the JJC	3,600	*3,128	3,000	3,000
3. Protect the integrity of the Juvenile Justice Center and its parking area.	Reduce the incidence of major disruptive behavior in the JJC	300	*178	168	155

The In-house Security team was hired December 20, 2000.

* Statistics are annualized from monthly totals.

26 Juvenile Court–Financial

Juvenile Court GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,061,213	2,960,139	3,428,015	3,674,415
Fringe Benefits	795,826	731,976	849,091	905,591
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	3,857,039	3,692,115	4,277,106	4,580,006
OTHER SERVICES:				
Utilities	166,588	210,200	200,172	(28)
Professional Services	3,150,044	3,188,207	3,230,034	3,230,034
Purchased Services	65,471	91,653	78,087	13,587
Travel	58,520	40,758	43,020	43,020
Communications	6,390	827	6,310	6,310
Printing	2,000	239	2,000	2,000
Advertising & Promotion	0	0	0	0
Subscriptions	3,085	0	3,085	3,085
Tuition, Reg., & Membership Dues	4,282	9,829	11,882	21,882
Repairs & Maintenance Services	14,702	22,423	20,702	20,702
Internal Service Fees	142,553	187,429	238,936	160,732
TOTAL OTHER SERVICES	3,613,635	3,751,565	3,834,228	3,501,324
OTHER EXPENSE:				
Supplies and Materials	18,824	14,154	39,151	38,951
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	735	1,400	735	735
Licenses, Permits, & Fees	2,781	925	3,431	531
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	22,340	16,479	43,317	40,217
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	7,493,014	7,460,159	8,154,651	8,121,547
TRANSFERS TO OTHER FUNDS & UNITS:	307,416	297,181	416,759	416,759
TOTAL EXPENSE AND TRANSFERS	7,800,430	7,757,340	8,571,410	8,538,306

26 Juvenile Court–Financial

Juvenile Court GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	641,674	601,220	641,674	641,674
Federal Through Other Pass-Through	0	0	0	0
State Direct	10,000	10,000	10,000	10,000
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	651,674	611,220	651,674	651,674
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	191	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	191	0	0
TOTAL PROGRAM REVENUE	651,674	611,411	651,674	651,674
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	364,000	162,970	364,000	91,100
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	364,000	162,970	364,000	91,100
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	1,015,674	774,381	1,015,674	742,774

26 Juvenile Court–Financial

**Juvenile Court
Juvenile Court Accountability
Special Purpose Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	167,380	148,422	0	50,000
Fringe Benefits	52,456	33,603	0	18,750
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	219,836	182,025	0	68,750
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	91,091	66,248	0	25,000
Purchased Services	214,697	89,898	0	23,000
Travel	11,411	3,223	0	813
Communications	0	0	0	0
Printing	0	700	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	1,537	0	1,050
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	1,097	0	2,800
TOTAL OTHER SERVICES	317,199	162,703	0	52,663
OTHER EXPENSE:				
Supplies and Materials	20,000	122,400	0	6,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	20,000	122,400	0	6,000
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	557,035	467,128	0	127,413
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	557,035	467,128	0	127,413

26 Juvenile Court–Financial

**Juvenile Court
Juvenile Court Accountability
Special Purpose Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	510,906	418,031	0	115,830
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	510,906	418,031	0	115,830
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	2,444	0	0
Subtotal Other Program Revenue	0	2,444	0	0
TOTAL PROGRAM REVENUE	510,906	420,475	0	115,830
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	46,129	46,139	0	11,583
TOTAL REVENUE AND TRANSFERS	557,035	466,614	0	127,413

26 Juvenile Court–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
26 Juvenile Court - GSD Fund 10101								
Administrative Assistant 1	7240	--	2	2.0	0	0.00	0	0.00
Administrative Assistant 2	7241	SR09	4	4.0	2	2.00	2	2.00
Administrative Services Manager	7242	SR13	0	0.0	1	1.00	2	2.00
Court Administrator	1339	SR15	2	2.0	2	2.00	2	2.00
Customer Srvc Rep I	7283	GS03	0	0.0	0	0.00	0	0.00
Group Care Aide	7314	SR04	9	5.5	5	3.50	5	3.50
Info Systems Spec	7783	SR12	0	0.0	1	1.00	1	1.00
Information Systems Analyst 1	7779	SR10	0	0.0	2	1.01	2	1.01
Judge, Juvenile Court	2643	EL	1	1.0	1	1.00	1	1.00
Juvenile Court Referee 1	4058	SR13	2	0.8	1	0.20	1	0.20
Juvenile Court Referee 2	7232	SR15	4	4.0	3	3.00	3	3.00
Office Assistant 1	7747	--	4	4.0	3	3.00	3	3.00
Office Assistant 2	7748	--	2	2.0	5	5.00	5	5.00
Office Manager 1	5956	--	1	1.0	2	2.00	2	2.00
Office Support Rep 1	10120	SR04	0	0.0	0	0.00	0	0.00
Office Support Rep 2	10121	SR05	0	0.0	0	0.00	0	0.00
Office Support Rep 3	10122	SR06	0	0.0	0	0.00	0	0.00
Office Support Spec 1	10123	SR07	0	0.0	3	3.00	3	3.00
Paralegal 1	7073	--	3	3.0	2	2.00	2	2.00
Paralegal 1	7343	SR08	0	0.0	0	0.00	0	0.00
Probation Officer 1	7374	GS05	1	1.0	36	36.00	36	36.00
Probation Officer 2	7375	SR08	31	30.5	6	6.00	6	6.00
Probation Officer 3	4710	SR10	7	7.0	4	4.00	4	4.00
Probation Officer 4	5495	SR12	5	5.0	0	0.00	0	0.00
Probation Officer Chief	1120	SR13	1	1.0	1	1.00	1	1.00
Program Coordinator	6034	--	1	1.0	0	0.00	0	0.00
Program Specialist 1	7378	SR06	0	0.0	1	1.00	1	1.00
Program Specialist 2	7379	SR08	1	1.0	1	1.00	1	1.00
Property Guard 1	3920	SR03	0	0.0	9	9.00	9	9.00
Property Guard 2	4725	SR05	0	0.0	1	1.00	2	1.50
Seasonal/Part-time/Temporary	9020	NS	0	0.0	0	0.00	0	0.00
Social Work Associate	1820	SR07	1	1.0	1	1.00	1	1.00
Special Projects Manager	7762	SR15	0	0.0	1	0.49	1	0.49
SPT (Health Care Coordinator)	6839	--	0	0.0	1	0.20	1	0.20
Warrant Off Supervisor	5340	SR09	2	2.0	1	1.00	1	1.00
Warrant Officer	7419	SR08	23	18.2	16	12.14	17	13.14
Total Positions & FTE			107	96.9	112	103.5	115	106.04
26 Juvenile Court - GSD Fund 30030								
Admin Assist	7241	SR09	0	0	1	1	1	1
Admin Svcs Mgr	7374	GS05	0	0	1	1	1	1
Probation Officer 1	7374	GS05	0	0	2	1.65	2	1.65
30030 Total Positions and FTE			0	0	4	3.65	4	3.65
26 Juvenile Court - GSD Fund 30015								
Probation Officer 1	7375	SR08	0	0	1	1	1	1
Warrant Officer	7419	SR08	0	0	1	1	1	1
30015 Total Positions and FTE			0	0	2	2	2	2

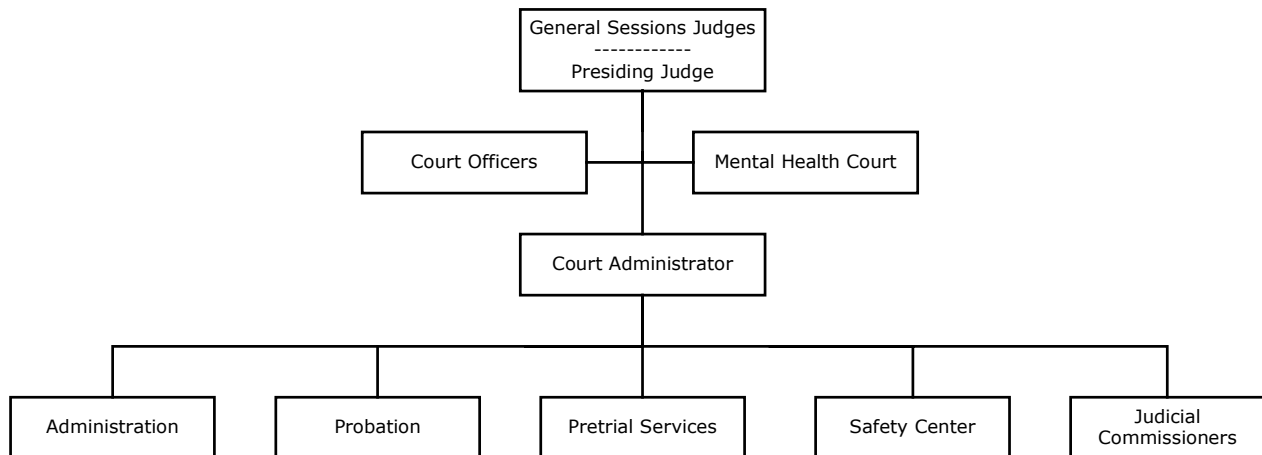
26 Juvenile Court–Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
26 Juvenile Court - GSD Fund 32000								
Admin Assist	7241	SR09	0	0	2	2.00	2	2.00
Group Care Aide	7314	SR04	0	0	8	4.97	8	4.97
Juv Crt Referee 2	7232	SR15	0	0	2	2.00	2	2.00
Office Support Rep 2	10121	SR05	0	0	1	1.00	1	1.00
Officer Support Spec 1	10123	SR07	0	0	2	2.00	2	2.00
Probation Officer 1	7375	SR08	0	0	1	1.00	1	1.00
Program Mgr 1	7376	SR11	0	0	1	1.00	1	1.00
Warrant Officer	7419	SR08	0	0	7	7.00	7	7.00
32000 Total Positions and FTE			0	0	24	20.97	24	20.97
All Funds Total and FTE			107	96.9	118	109.2	121	111.69

27 General Sessions Court–At a Glance

Vision	Metropolitan General Sessions Court is "The Court of First Resort" that will provide to all individuals: equal access, professional and impartial treatment, and timely resolution of all court matters.			
Mission	Metropolitan General Sessions Court is committed to excellence in administering justice and is a contributing partner working toward a safe and vital community in Nashville-Davidson County.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$7,419,303	\$7,984,612	\$8,497,498
	Special purpose funds	0	0	71,635
	Total Expenditures	<u>\$7,419,303</u>	<u>\$7,984,612</u>	<u>\$8,569,133</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$63,000	\$102,375	\$93,000
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$63,000</u>	<u>\$102,375</u>	<u>\$93,000</u>
	Non-program Revenue	1,302,400	1,439,000	1,236,000
	Transfers	0	1,300	1,300
	Total Revenues	<u>\$1,365,400</u>	<u>\$1,542,675</u>	<u>\$1,330,300</u>
Positions	Total Budgeted Positions	155	159	162
Contacts	Presiding Judge for 2001-02: John Aaron Holt email: johnholt@jis.nashville.org Financial Manager: Warner Hassell email: warnerhassell@jis.nashville.org Ben West Building 37201 Phone: 862-8317 FAX: 880-2711			

Organizational Structure



27 General Sessions Court—At a Glance

Budget Highlights FY 2003

• Add one Probation Officer 1 to allow part-time supervisor to become full-time supervisor	\$33,000
• Add one Pretrial Services Officer 1 to assist Night Court Commissioner implement bond release procedures	33,000
• Pay Plan/Benefit adjustments	250,000
• Judges COLA	35,800
• Contingency for additional Judicial Commissioners	200,000
• Non-recurring adjustment for DUI Instructor Bonuses FY 02	-4,800
• Fleet Management Consolidation net adjustment	-2,202
• Information Systems billings	-11,057
• Background Check fees	2,400
• Telecommunication net adjustment	-23,255
Total	\$512,886

Overview

GENERAL SESSIONS JUDGES

The Court Judges of the Metropolitan General Sessions Court of Nashville-Davidson County is a high volume, limited jurisdiction Court that was first established in 1937. It has grown to an 11 division Court that handles civil cases with monetary limits not greater than \$15,000. The criminal case jurisdiction covers preliminary hearings in felony cases and misdemeanor trials in which the defendant waives the right to a jury. Since it is not a "court of record", its decisions are subject to appeal. Since 1971, this Court has been authorized under the Metropolitan Charter to handle Metropolitan ordinance violations involving traffic, environmental, and other county ordinance violations. The General Sessions judges are elected to an eight-year term.

In addition to the eleven (11) judges, a part-time referee conducts the initial hearings for environmental cases and the non-traffic Metro ordinance violations, and five (5) law trained judicial commissioners preside over Night Court 24 hours per day, 365 days per year.

The General Sessions Courts have dockets that adjudicate the following types of cases: criminal bond, traffic, civil, driver license, jail review, orders of protection, domestic violence, environmental, emergency committals, special committals, state traffic and felony drug, probation, and Mental Health Court.

The court projects will cover its funding needs through the collection of affiliated service fees, fines and court costs, and litigation tax—all monies provided by only those who utilize the court's services.

COURT OFFICERS

Each General Sessions Judge is assigned 2 court officers who ensures and maintains security and order in the courtroom. Their other duties include escorting defendants from the courtrooms to the correctional facilities, and monitoring and operating security devices as required.

MENTAL HEALTH COURT

On December 1, 2000, a new Mental Health Court was established under the direction of the Division II judge and is being funded by a federal Edward Byrne Memorial grant and Metropolitan Government. The purpose of this court is to decrease the amount of jail time for the mentally challenged and coordinate effective treatment intervention upon case adjudication by the Court.

COURT ADMINISTRATOR

Court Administrator serves as liaison between the General Sessions Judges and the other divisions of the court. The primary responsibility of the court Administrator is to oversee the fiscal, administrative, and operational requirements of the court as conducted in the divisional units of the General Sessions Court.

ADMINISTRATION

The Administration Division performs the managerial and administrative duties involved in assisting the Presiding Judge in overseeing the daily operation of the Court. This responsibility includes, but is not limited to, the following: formulates and submits, on a continuous basis, recommendations for improving the efficiency and operation of the General Sessions Court; acts as a secretary in all matters of the Court. This division also performs other basic administrative responsibilities as follows: personnel management, fiscal management, caseload/docket management, automated office management, space and equipment management, grant management, court liaison, ensures Americans with Disabilities Act (ADA) and Title VI compliance, and research and advisory services. Grant management currently includes the Mental Health Grant and the multiple grants from the dedicated Driving Under the Influence (DUI) Excess Fine Account that is authorized pursuant to T.C.A. § 55-10-451 through 55-10-453. The Administration Division also maintains oversight of the 30102 DUI Excess Fine Fund.

Driving Under the Influence (DUI) Excess Fine Fund

was established pursuant to T.C.A. § 55-10-453. The source of the revenue for this fund is \$100 of the DUI fine that is imposed in each respective court. Authorized expenditure categories from the designated fund are defined in the statute as follows: (1) Alcohol and Drug Treatment Facilities Licensed by Tennessee Department of Health; (2) Metropolitan Drug Commissions or other similar programs sanctioned by the Governor's Drug Free Tennessee program; (3) Non-profit organizations (501c3) whose primary mission is to educate the public on the dangers of illicit drug use or alcohol abuse or to render treatment of alcohol and drug addiction; and (4)

27 General Sessions Court—At a Glance

Organizations that operate drug and alcohol programs for the homeless or indigent.

PROBATION

Activities of the Probation Division are as follows. Two probation officers work with each of the 11 judges and every week attend different dockets while maintaining office responsibilities. The domestic violence probation officers focus on supervising domestic violence offenders and referring them to the appropriate domestic violence treatment program designed to assist in the rehabilitation of the offender. The Probation Division monitors the activities of convicted misdemeanor defendants, offers a rigid drug-screening program, and oversees an extensive public service work program. This Division provides intensive case management of domestic violence offenders, and collects and distributes court ordered restitution for crime victims. The Courts use electronic monitoring as a sentencing alternative. Electronic monitoring allows participants, mostly probation violators, to pay a minimal fee per day for the privilege of wearing a tracking device rather than spending time in jail. Two staff members have responsibility for this service.

PRETRIAL SERVICES

The Pretrial Services Division ensures a fair and equitable way for all eligible persons to be released from custody. Only those persons charged with misdemeanor offenses and some nonviolent felonies, who meet financial hardship and custody release conditions, are eligible for pretrial supervision. Pretrial Service Officers monitor persons for compliance until trial. Another service under the office is Pretrial Diversion, a program for first-time nonviolent

offenders who must make restitution, perform public service work and submit to drug screening for up to two years.

SAFETY CENTER

The Safety Center administers both a state licensed DUI School and a National Safety Council recognized Traffic Safety School. The DUI school offers a 20 hour "Prime for Life" curriculum and assessment for the chemically impaired drivers who have alcohol related driving convictions. The Traffic Safety School offers the first offender defensive driving and "Alive at 25" traffic classes. The "Alive at 25" classes are administered by Court personnel in 8 Metro High Schools. The Safety programs serve as educational alternatives to monetary retribution but are self-sustained through the collection of enrollment fees that top the \$1,000,000.00 mark. The safety programs are part of the General Sessions Court's approach to promoting safer driving habits among the county's motoring public.

JUDICIAL COMMISSIONERS

Night Court is the first step in the justice process with a staff of five judicial commissioners working shifts presiding over proceedings that take place twenty-four hours a day, 365 days a week. Commissioners conduct probable cause hearings, issue warrants and set bail bonds in criminal cases and issue ex parte orders of protection, as well as citations for violations of such orders and issue property seizure warrants upon probable cause.

27 General Sessions Court–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
GENERAL SESSIONS JUDGES					
1. Handle all civil and criminal limited jurisdiction cases as well as Metro Traffic and State Traffic cases.	a. Total civil and criminal docketed caseload	207,000	192,144	205,000	200,000
	b. Metro traffic docketed caseload	258,000	206,400	250,000	210,000
	c. State traffic docketed caseload	15,600	12,182	14,500	12,500
MENTAL HEALTH COURT					
1. Develop a referral base for potential clients.	a. Percentage of referrals to community mental health agencies	100%	100%	100%	100%
	b. Percentage of completed evaluations	60%	60%	80%	80%
	c. Percentage of Metro agencies the Court utilizes	75%	85%	100%	100%
2. Provide mental health assessment upon request.	Percentage of completed evaluations	80%	80%	100%	80%
3. Diversion to pre-adjudication status and reduce recidivism of court clients.	a. Percentage of post adjudication clients	60%	70%	80%	50%
	b. Percentage of pre-adjudication clients	40%	30%	20%	50%
	c. Percentage of re-arrests	na	na	18%	18%
ADMINISTRATION					
1. Provide administrative and human resource management for the court.	Total number of employees (excluding part-time) serviced by the Court Administration Office	124	124	126	126
2. Provide fiscal management for the court.	<i>Operating Budget, 4% Fund Account, Federal Grants</i>	\$8,522,219	\$7,710,374	\$8,646,436	\$8,905,829
3. Provide automated office management support for the court.	Number of personal computers supported	82	82	94	94
4. Develop and publish the court's annual report.	Annual report published	1	1	1	1
5. Performs grant management services for the Court	a. Mental Health grant	53,458	53,458	106,114	106,114
	b. Grants from dedicated Excess DUI Fine Account	na	na	na	85,000
6. The Office of Court Administration monitors compliance of the multiple contracts that are administered from the 30102 DUI Excess Fine Fund.	Number of contracts	na	na	na	5

27 General Sessions Court–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
7. The Office of Court Administration manages the funding of the contracts that are disbursed from the 30102 DUI Excess Fine Fund.	Amount of funding disbursed	na	na	na	\$85,000
PROBATION					
1. Reduction of the number of re-arrests and non-compliance cases in the supervision of assigned probation cases.	Percentage of re-arrest and non-compliance issued (Total number of probation cases: 4,084; average caseload per PO: 185)	15%	18%	15%	15%
2. a) ensure probationers' compliance with court's random drug screen policy, b) confront and intervene on drug using clients to promote non-use lifestyles.	Reduction of positive test results on retest by percentage (Total number of tests run: 2,500)	5	2	3	3
3. To provide a creditable, legitimate and less costly alternative sentencing program to non-violent offenders.	Total number of clients in program (Average number of clients per month: 37)	230	197	215	230
PRETRIAL SERVICES					
1. Reduce the jail population by ensuring the speedy release from custody/detention of accused persons who meet Pretrial Services release conditions.	a. Number of persons arrested by criminal warrant	37,600	32,740	34,500	34,848
	b. Number of persons released	5,701	4,176	5,200	5,200
	c. Percentage of persons arrested by criminal warrant that were released	16%	13%	15%	15%
2. Provide pretrial release services for all eligible defendants.	a. Number of persons arrested by criminal warrant	37,600	32,740	34,500	34,845
	b. Number of persons interviewed	34,702	31,373	32,225	32,500
	c. Percentage of persons arrested by criminal warrant that were interviewed	92%	96%	93%	93%
3. Reduce the number of defendants that do not receive dispositions on criminal charges.	Number of defendants not appearing in court (excluding driver license charges)	550/10	495/9	530/10	525/9
SAFETY CENTER					
1. Maintain a licensed DUI School.	a. Annual compliance with the State Licensure Regulations	Licensed	Licensed	Licensed	Licensed
	b. Maintain enrollment compliance rates of 75% of Court Referrals using case management services	75%	77.44%	75%	75%

27 General Sessions Court–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
	c. Maintain completion rates of 60% of enrolled cases	60%	69.75%	60%	60%
2. Maintain the "Training Agency Agreement" for Defensive Driving classes with the National Safety Council.	a. Annual compliance with the National Safety Council	Compliance	Compliance	Compliance	Compliance
	b. Maintain completion rates of 60% of Court Referrals	60%	68.11%	60%	60%
3. Maintain the "Alive at 25" Traffic Safety Prevention Program in Metro Schools' Wellness Classes	a. Maintain school participation 8/11 schools	8 schools	8 schools	8 schools	8 schools
	b. Maintain enrollment compliance rates of 70% of Wellness Students (3,716 total in Wellness classes)	70%	73.06%	70%	70%
	c. Maintain completion rates of 54% of Wellness Students (3,716 total in Wellness Classes)	54%	56.56%	54%	54%

27 General Sessions Court–Financial

General Sessions Court GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	5,570,421	5,556,798	6,001,672	6,308,072
Fringe Benefits	1,335,695	1,335,600	1,387,168	1,427,768
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	6,906,116	6,892,398	7,388,840	7,735,840
OTHER SERVICES:				
Utilities	200	0	0	0
Professional Services	9,157	7,099	8,942	208,942
Purchased Services	68,581	64,450	66,862	69,262
Travel	56,616	45,186	56,616	56,616
Communications	220	87	220	220
Printing	4,040	2,944	3,550	3,550
Advertising & Promotion	0	0	0	0
Subscriptions	12,183	10,783	11,551	11,551
Tuition, Reg., & Membership Dues	30,070	33,891	34,470	34,470
Repairs & Maintenance Services	16,668	19,308	21,118	21,118
Internal Service Fees	133,371	143,612	192,211	155,697
TOTAL OTHER SERVICES	331,106	327,360	395,540	561,426
OTHER EXPENSE:				
Supplies and Materials	146,145	137,949	164,567	164,567
Misc. Other Expenses & Payments	100	0	100	100
Fixed Charges	13,800	19,280	17,600	17,600
Licenses, Permits, & Fees	1,000	1,120	2,200	2,200
Taxes	2,400	4,400	2,400	2,400
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	163,445	162,749	186,867	186,867
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	5,271	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	7,405,938	7,382,507	7,971,247	8,484,133
TRANSFERS TO OTHER FUNDS & UNITS:	13,365	10,554	13,365	13,365
TOTAL EXPENSE AND TRANSFERS	7,419,303	7,393,061	7,984,612	8,497,498

27 General Sessions Court–Financial

General Sessions Court GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	63,000	110,866	102,375	93,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	63,000	110,866	102,375	93,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	63,000	110,866	102,375	93,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	1,302,400	1,451,179	1,439,000	1,236,000
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	1,302,400	1,451,179	1,439,000	1,236,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	1,824	1,300	1,300
TOTAL REVENUE AND TRANSFERS	1,365,400	1,563,869	1,542,675	1,330,300

27 General Sessions Court–Financial

**General Sessions Court
DUI Offender
Special Purpose Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	52,432	0	35,699
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	52,432	0	35,699
OTHER EXPENSE:				
Supplies and Materials	0	6,330	0	12,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	23,936
TOTAL OTHER EXPENSE	0	6,330	0	35,936
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	58,762	0	71,635
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	58,762	0	71,635

27 General Sessions Court–Financial

**General Sessions Court
DUI Offender
Special Purpose Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	75,766	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	75,766	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	75,766	0	0

27 General Sessions Court–Financial

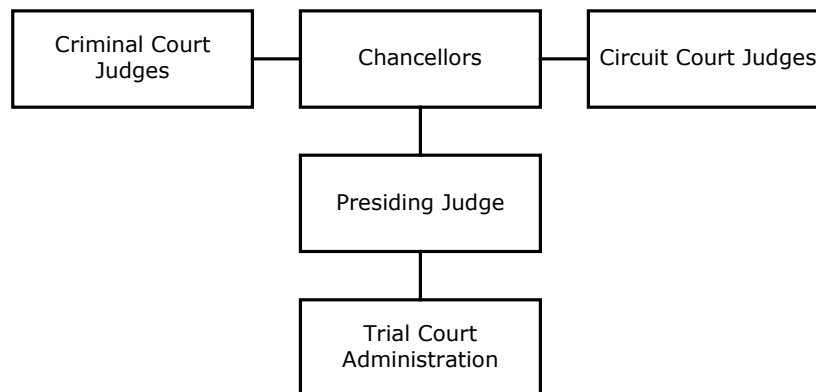
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos</u>	<u>Bud. FTE</u>	<u>Bud. Pos</u>	<u>Bud. FTE</u>
27 General Sessions Court - GSD Fund 10101								
Admin Services Officer 2	7243	SR08	1	1.0	1	1.0	1	1.0
Admin Services Officer 3	7244	SR10	1	1.0	1	1.0	1	1.0
Administrative Assistant	7241	SR09	6	6.0	6	6.0	6	6.0
Administrative Assistant 1	7240	GS06	3	3.0	3	3.0	0	0.0
Court Administrator	1339	SR15	1	1.0	1	1.0	1	1.0
Customer Service Rep 1	7283	GS03	2	2.0	3	3.0	0	0.0
Customer Service Rep 2	6855	GS04	1	1.0	1	1.0	0	0.0
Electr Monitoring Supervisor	10106	SR10	0	0.0	0	0.0	1	1.0
Electronic Monitoring Spec	10105	SR08	0	0.0	0	0.0	1	1.0
General Session Judge	2233	EL	11	11.0	11	11.0	11	11.0
Info Systems Analyst I	7779	SR10	1	1.0	1	1.0	1	1.0
Judicial Assistant 1	7790	JS02	22	22.0	22	22.0	22	22.0
Judicial Comm - Gen Ses Ct	10317	JS	0	0.0	0	0.0	5	5.0
Judicial Commissioner	6559	GS12	5	5.0	5	5.0	0	0.0
Office Supt Rep 1	10122	SR06	0	0.0	0	0.0	3	3.0
Office Supt Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Supt Rep 3	10120	SR04	0	0.0	0	0.0	1	1.0
Office Supt Specialist 1	10123	SR07	0	0.0	0	0.0	4	4.0
Pretrial Services Manager	7370	SR13	1	1.0	1	1.0	1	1.0
Pretrial Svc Officer 1	7371	SR08	7	7.0	8	8.0	8	8.0
Pretrial Svc Officer 2	7372	SR10	8	8.0	8	8.0	9	9.0
Pretrial Svc Supervisor	7373	SR11	3	3.0	3	3.0	3	3.0
Prob And Pretrial Serv Dir	7797	SR14	1	1.0	1	1.0	1	1.0
Probation Officer 1	7375	SR08	14	14.0	14	14.0	13	13.0
Probation Officer 2	4710	SR10	9	9.0	9	9.0	9	9.0
Probation Officer 3	5495	SR12	4	4.0	4	4.0	4	4.0
Program Coordinator	6034	SR09	1	1.0	1	1.0	1	1.0
Program Manager 1	7376	SR11	1	1.0	1	1.0	1	1.0
Program Specialist I	7378	SR06	0	0.0	1	1.0	1	1.0
Secretary 1	0060	GS05	1	1.0	1	1.0	0	0.0
Secretary 2	6146	GS06	1	1.0	1	1.0	0	0.0
Security Off 2 - Gen Sess Ct	10317	SR07	0	0.0	0	0.0	1	1.0
Security Officer Coord	7798	SR09	1	1.0	1	1.0	1	1.0
Security Officer-Gen Sess Ct	7399	SR06	7	7.0	7	7.0	6	6.0
Social Work Associate	1820	SR07	1	1.0	1	1.0	1	1.0
Social Worker 1	4949	SR08	1	1.0	1	1.0	1	1.0
Social Worker 3	4835	SR10	2	2.0	2	2.0	2	2.0
Special Asst To Director	5945	SR13	1	1.0	1	1.0	1	1.0
Steno Clerk 1	6092	SR04	4	4.0	4	4.0	4	4.0
Steno Clerk 2	4840	SR05	1	1.0	1	1.0	1	1.0
Traf Safety & Alc Edu Coord	6454	SR14	1	1.0	1	1.0	1	1.0
Total Positions & FTE			124	124	127	127	129	129
27 General Sessions Court - GSD Fund 10101								
Part-time Seasonal	9020	NS	30	6.7	31	7.2	31	7.2
Mental Health Court Grant - Fund 32000								
Social Worker 2	7260	SR09	0	0.0	0	0.0	1	1.0
Social Worker 3	4835	SR10	1	1.0	1	1.0	1	1.0
Total Positions & FTE			1	1	1	1	2	2

28 State Trial Courts–At a Glance

Vision	Article IV, Constitution of the State of Tennessee.			
Mission	<p>Provides administrative services, jury management and security for the Circuit, Chancery, Criminal Courts and Probation. Effective November 1996, State Trial Courts assumed administrative and fiscal responsibility for the Community Corrections Program.</p> <p>Grant from the Tennessee Department of Corrections to provide a probation and supervision program for non-violent felons.</p> <p>Grant from the U.S. Department of Justice, through the State Office of Justice Programs, to support the Davidson County Drug Court with an intensive out-patient Alcohol and Drug Program.</p>			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$5,091,303	\$5,355,091	\$4,732,725
	Special purpose funds	0	0	303,900
	Total Expenditures	<u>\$5,091,303</u>	<u>\$5,355,091</u>	<u>\$5,036,625</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	998,942	845,000	0
	Other Program Revenue	0	0	14,400
	Total Program Revenue	<u>\$998,942</u>	<u>\$845,000</u>	<u>\$14,400</u>
	Non-program Revenue	44,000	0	288,000
	Transfers	0	0	0
	Total Revenues	<u>\$1,042,942</u>	<u>\$845,000</u>	<u>\$302,400</u>
Positions	Total Budgeted Positions	108	144	144
Contacts	Presiding Judge: Steve Dozier Financial Manager: Larry Stephenson Metro Courthouse 37201		email: stevedozier@jis.nashville.org email: larrystephenson@jis.nashville.org Phone: 862-5930 FAX: 880-2551	

Organizational Structure



28 State Trial Courts–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustment	\$177,400
• FY03 continuation funding for Parenting Plan Program	25,000
• Non-recurring funds in FY 02 for Parenting Plan Program	-40,000
• Postal Services rate increase	8,035
• 800 MHz Radio System adjustment	39
• Information Systems billings	30,960
• Telecommunication net adjustment	-18,800
• Community Corrections Grant Transfer from Metro’s General Fund to the Grant Fund	*-805,000
Total	\$-622,366

* This amount does not reflect a reduction in funding, but instead reports the transfer of funds outside of the GSD General Fund.

Overview

The presiding Judge is elected annually by the Judges of the Judicial District and is by local rule responsible for the administration of the courts in the district. The Administrator reports to the presiding Judge.

TRIAL COURT ADMINISTRATION

The State Court Administration manages and oversees all jury-related activities for Davidson County. The State Court Administration also coordinates and supervises the non-judicial activities of the State Trial Court, performs administrative duties for the six Circuit Courts and provides court officers for the Circuit Courts, provides administrative functions for the four Criminal Courts, provides administrative functions for the three Chancery Courts, and provides court officers and secretarial personnel for the Chancery Courts. Effective September 1,

1998, the Probate Court became the Seventh Circuit Court and also an Eight Circuit Court was created in accordance with House Bill #674, amending TCA Section § 16-2-506.

Driving Under the Influence (DUI) Probation

Division was transferred to the Community Corrections Division of State Trial Court and is now the DUI Probation Division. The DUI Probation Division is responsible for interviewing all DUI offenders placed on probation for a misdemeanor. The alcohol treatment requirements of these defendants was transferred to the General Sessions Safety Center in 1996, however the probation officers in DUI Probation Division monitor the progress of the defendant’s treatment and makes the determination of when a defendant is not complying and a probation violation warrant should be issued. The DUI Probation Division handles every other aspect of the defendant’s conditions of probation which includes public service work.

Community Corrections Grant supervises offenders sentenced by the criminal courts in Davidson County by placing non-violent convicted felons in the community service work program. Effective November 1996, the Community Corrections Program was transferred from the Sheriff’s Office to State Trial Courts.

Drug Court Support Grant provides intensive out-patient alcohol and drug education/counseling for non-violent felony offenders placed in the Davidson County Drug Court Program. The program includes evaluations and drug testing.

State Trial Court – Drug Enforcement is a fund which allocates payment for drug testing costs on indigents.

State Trial Court – Drug Testing is a fund to be used for expenditures for the Davidson County Drug Court Residential Program. The fund also pays match for grants that assist in the Drug Court.

28 State Trial Courts–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
State Trial Courts					
1. Provide support services and security to facilitate the effective operation of the Circuit Court.	a. Circuit civil cases filed	5,000	3,172	4,000	4,000
	b. Domestic relations cases filed	6,000	5,592	4,700	5,000
	c. Civil cases concluded	5,000	3,241	4,500	4,000
	d. Domestic relations cases concluded	5,500	5,693	5,300	5,500
	e. Seventh Circuit probate cases (new filings)	2,500	1,976	1,900	1,900
2. Provide support services and security to facilitate the effective operation of the Chancery Court.	a. Chancery cases filed	4,000	3,959	3,966	3,966
	b. Cases concluded	4,000	3,945	3,977	3,977
3. Provide support services and security to facilitate the effective operation of the Criminal Court.	a. Criminal cases assigned*	5,500	5,009	5,500	5,500
	b. Cases concluded	5,500	4,557	5,500	5,000
	c. Pending cases	3,000	3,000	3,000	3,000
4. Provide a jury pool for jury trials in the Chancery, Circuit, and Criminal courts.	Juror days served	200 days/ 7,000 jurors	200 days/ 7,000 jurors	200 days/ 7,000 jurors	200 days/ 7,000 jurors
* These figures do include 7 th Circuit Court DUI cases.					
DUI Probation Division					
1. To work in conjunction with the General Sessions Safety Center in monitoring defendants throughout their probation as to the progress of their treatment.	a. Defendants placed on probation	750	750	750	750
	b. Total caseload	750	750	750	750
Community Corrections Grant					
1. Supervise offenders sentenced by the criminal courts by using resources appropriate for providing opportunities and incentives for criminal behavioral changes.	Offenders supervised	350	350	400	400
2. Promote accountability of offenders by requiring direct financial and community service restitution.	a. Fees collected	\$45,000	\$45,000	\$50,000	45,000
	b. Community service hours worked	40,000	42,000	42,000	45,000
3. Reduce recidivism by providing opportunities which will enhance the offenders' ability to provide for themselves and their families and become contributing members of their community.	Program services for offenders and their families*	700	700	800	800

28 State Trial Courts–Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
* Number offenders served during the fiscal year (number of offenders sentenced during the fiscal year plus the number already on the program).					
Drug Court Support Grant					
1. Provide alcohol and drug counseling for non-violent, felony drug offenders.	Offenders placed in out-patient treatment	50	50	*	*
2. Provide drug testing for program participants.	Drug tests performed	2,300	na	*	*
3. Provide psychological evaluations for offenders assessed to have mental health issues.	Psychological evaluations	*10	na	*	*

* Grant funded for ½ of year (July-December). Grant being renewed for FY 2002.

28 State Trial Courts–Financial

State Trial Courts GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,529,108	2,971,128	3,055,587	3,210,787
Fringe Benefits	948,982	728,977	786,136	808,336
Per Diem & Other Fees	236,143	163,226	180,000	180,000
TOTAL PERSONAL SERVICES	4,714,233	3,863,331	4,021,723	4,199,123
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	27,931	0	0	0
Purchased Services	67,971	24,201	45,380	30,600
Travel	22,181	15,880	14,500	14,280
Communications	5,105	1,807	2,000	2,000
Printing	6,997	9,776	5,035	5,035
Advertising & Promotion	0	0	0	0
Subscriptions	340	3,312	5,000	5,000
Tuition, Reg., & Membership Dues	43,861	25,123	33,519	33,519
Repairs & Maintenance Services	19,217	5,358	3,000	3,000
Internal Service Fees	43,080	71,959	143,740	163,974
TOTAL OTHER SERVICES	236,683	157,416	252,174	257,408
OTHER EXPENSE:				
Supplies and Materials	88,704	161,994	123,783	123,783
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	34,596	33,538	33,500	33,500
Licenses, Permits, & Fees	0	11,515	1,000	1,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	123,300	207,047	158,283	158,283
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	4,032	25,190	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,078,248	4,252,984	4,432,180	4,614,814
TRANSFERS TO OTHER FUNDS & UNITS:	13,055	10,591	922,911	117,911
TOTAL EXPENSE AND TRANSFERS	5,091,303	4,263,575	5,355,091	4,732,725

28 State Trial Courts–Financial

State Trial Courts GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	79,062	77,814	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	919,880	79,805	845,000	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	998,942	157,619	845,000	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	998,942	157,619	845,000	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	44,000	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	44,000	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	1,042,942	157,619	845,000	0

28 State Trial Courts–Financial

State Trial Courts Special Purpose Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	84,121	0	65,478
Fringe Benefits	0	20,162	0	27,144
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	104,283	0	92,622
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	4,700
Purchased Services	0	600	0	18,915
Travel	0	14,980	0	10,000
Communications	0	36	0	500
Printing	0	40	0	2,000
Advertising & Promotion	0	0	0	0
Subscriptions	0	239	0	1,000
Tuition, Reg., & Membership Dues	0	3,280	0	2,000
Repairs & Maintenance Services	0	0	0	3,000
Internal Service Fees	0	1,219	0	16,500
TOTAL OTHER SERVICES	0	20,394	0	58,615
OTHER EXPENSE:				
Supplies and Materials	0	9,672	0	44,163
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	283	0	3,000
Licenses, Permits, & Fees	0	7,596	0	54,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	17,551	0	101,163
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	142,228	0	252,400
TRANSFERS TO OTHER FUNDS & UNITS:	0	173,481	0	51,500
TOTAL EXPENSE AND TRANSFERS	0	315,709	0	303,900

28 State Trial Courts–Financial

State Trial Courts Special Purpose Funds

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	22,439	0	14,400
Subtotal Other Program Revenue	0	22,439	0	14,400
TOTAL PROGRAM REVENUE	0	22,439	0	14,400
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	360,197	0	288,000
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	360,197	0	288,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	382,636	0	302,400

28 State Trial Courts–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
28 State Trial Court - GSD (10101)								
Admin Assistant - Chancery	6521	N/A	1	1.0	0	0.00	0	0.00
Admin Secretary - Chancery	6522	--	0	0.0	0	0.00	0	0.00
Administrative Services Manager	7242	SR13	2	2.0	0	0.00	0	0.00
Administrative Services Officer 2	7243	SR08	0	0.8	1	1.00	1	1.00
Administrative Services Officer 3	7244	SR10	2	2.0	3	3.00	3	3.00
Administrative Services Officer 4	7245	SR12	2	2.0	2	2.00	2	2.00
Case Counselor	7694	SR08	6	2.6	0	0.00	0	0.00
Case Developer	7202	SR08	1	1.0	0	0.00	0	0.00
Case Officer 2	7153	SR07	3	3.0	0	0.00	0	0.00
Case Officer 3	7695	--	0	0.0	0	0.00	0	0.00
Compliance Inspector 1	7731	SR07	1	1.0	0	0.00	0	0.00
Counsel To Chancellors	5997	--	1	1.0	0	0.00	0	0.00
Court Administrator	1339	SR15	2	2.0	1	1.00	1	1.00
Deputy Court Admin	10318	SR14	0	0.0	2	2.00	2	2.00
Deputy Jail Matron-Sheriff	1489	SR04	0	0.0	0	0.00	0	0.00
Judicial Assistant 1	7790	JS02	48	48.0	50	49.00	50	49.00
Judicial Assistant 2	7791	JS03	1	1.0	2	2.00	2	2.00
Judicial Clerk	7792	JS01	1	1.0	0	0.00	0	0.00
Office Assistant 1	7747	N/A	2	2.0	0	0.00	0	0.00
Office Support Representative 1	10120	SR03	0	0.0	2	2.00	2	2.00
Office Support Spec 1	10123	SR07	0	0.0	2	2.00	2	2.00
Probation Officer 1	7375	SR08	6	6.0	4	4.00	4	4.00
Probation Officer 2	7375	SR08	6	6.0	0	0.00	0	0.00
Probation Officer 3	4710	SR10	0	0.0	0	0.00	0	0.00
Probation Officer 4	5495	SR12	1	1.0	1	1.00	1	1.00
Probation Officer Chief	1120	SR13	1	1.0	0	0.00	0	0.00
Program Coordinator	6034	SR09	2	2.0	0	0.00	0	0.00
Program Manager 1	7376	SR11	0	0.0	0	0.00	0	0.00
Program Specialist 2	7379	SR08	12	12.0	0	0.00	0	0.00
Program Supervisor	7381	SR10	1	1.0	0	0.00	0	0.00
Secretary	4305	--	0	0.0	0	0.00	0	0.00
Secretary 1	0060	--	3	3.0	0	0.00	0	0.00
Secretary 2	6146	SR07	2	2.0	0	0.00	0	0.00
Secretary 3	7398	N/A	1	1.0	0	0.00	0	0.00
Total Positions & FTE			108	105.4	70	69.00	70	69.00
28 State Trial Court - LLEBG 00 (30016)								
Admin Assist I	7240	GS06	0	0.0	0	0.00	0	0.00
Administrative Service Officer 2	7243		0	0.0	1	1.00	1	1.00
Group Care Aide	7314	GS03	0	0.0	6	6.00	6	6.00
Group Care Worker	6079	SR05	0	0.0	2	2.00	2	2.00
Office Support Specialist 2	7314	SR04	0	0.0	2	2.00	2	2.00
Program Coord	6034	SR09	0	0.0	1	1.00	1	1.00
Program Manager 1	7376	SR11	0	0.0	1	1.00	1	1.00
Program Specialist 1	7378	GS05	0	0.0	1	1.00	1	1.00
Seasonal/Part-Time/Temporary	9020	N/A	0	0.0	19	10.00	19	10.00
Secretary 1	0060	GS05	0	0.0	0	0.00	0	0.00
Security Officer Coordinator	7798	N/A	0	0.0	0	0.00	0	0.00
Total Positions & FTE			0	0.0	33	24.00	33	24.00

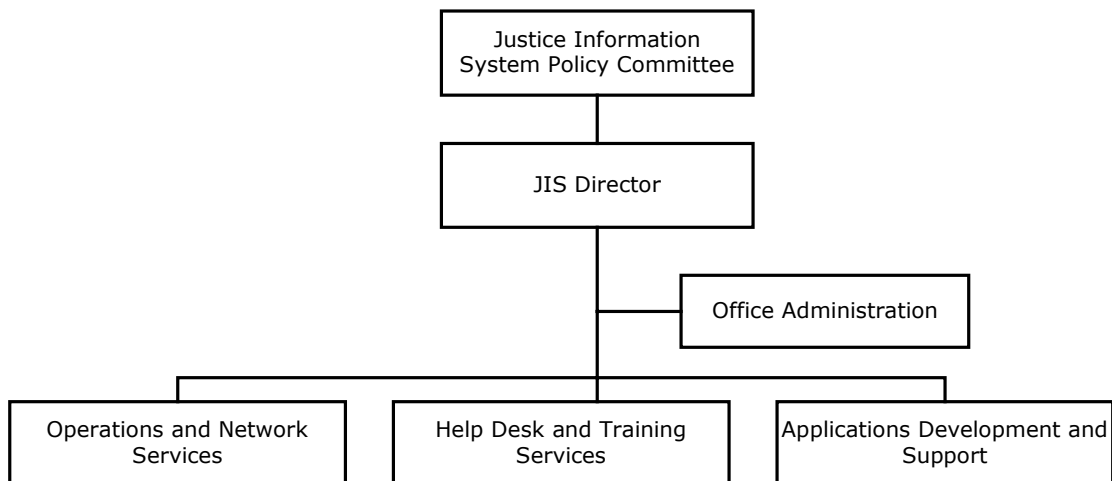
28 State Trial Courts–Financial

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
28 State Trial Court - (30020)								
Admin Svcs Mgr	7242	SR13	0	0.0	1	1.00	1	1.00
Admin Svcs Officer 3	7244	SR10	0	0.0	0	0.00	0	0.00
Total Positions & FTE			0	0.0	1	1.00	1	1.00
28 State Trial Court - Spanish Interpreter Grant (32000)								
Program Coordinator	6034	GS08	0	0.0	1.0	1.00	1.0	1.00
Total Positions & FTE			0	0.0	1.0	1.0	1.0	1.0
28 State Trial Court - RSAT Grant (32000)								
Office Support Representative 3	10122	SR06	0	0.0	1	1.00	1	1.00
Program Manager	7576	SR11	0	0.0	1	1.00	1	1.00
Program Specialist 2	7379	GS07	0	0.0	5	5.00	5	5.00
Program Specialist 3	7380	SR10	0	0.0	1	1.00	1	1.00
Program Supervisor	7381	GS09	0	0.0	1	1.00	1	1.00
Seasonal/Part-Time/Temporary	9020	N/A	0	0.0	1	0.50	1	0.50
Secretary 1	0060	GS05	0	0.0	0	0.00	0	0.00
Total Positions & FTE			0	0.0	10.0	9.5	10.0	9.5
28 State Trial Court - Community Corrections Grant (32000)								
Administrative Services Manager	7242	N/A	0	0.0	0	0.00	0	0.00
Administrative Services Officer 2	7243	GS07	0	0.0	0	0.00	0	0.00
Case Counselor	7694	N/S	0	0.0	7	4.00	7	4.00
Case Developer	7202	N/S	0	0.0	1	1.00	1	1.00
Case Officer 1	10314	N/A	0	0.0	7	7.00	7	7.00
Case Officer 2	7153	GS06	0	0.0	0	0.00	0	0.00
Case Officer 2	10315	N/A	0	0.0	2	2.00	2	2.00
Case Officer 3	10316	N/A	0	0.0	3	3.00	3	3.00
Compliance Inspector 1	7731	N/S	0	0.0	0	0.00	0	0.00
Office Assistant 1	7747	GS03	0	0.0	0	0.00	0	0.00
Office Support Representative 3	10122	SR06	0	0.0	1	1.00	1	1.00
Probation Officer 1	7374	GS05	0	0.0	0	0.00	0	0.00
Probation Officer 2	7375	N/A	0	0.0	1	1.00	1	1.00
Program Coordinator	6034	SR09	0	0.0	1	1.00	1	1.00
Program Manager 1	7376	SR11	0	0.0	1	1.00	1	1.00
Program Specialist 1	7378	SR06	0	0.0	0	0.00	0	0.00
Program Specialist 2	7379	SR08	0	0.0	2	2.00	2	2.00
Program Supervisor	7381	SR10	0	0.0	1	1.00	1	1.00
Secretary 1	0060	GS05	0	0.0	0	0.00	0	0.00
Security Officer Coordinator	7798	N/A	0	0.0	0	0.00	0	0.00
Total Positions & FTE			0	0.0	27.0	24.0	27.0	24.0
28 State Trial Court - Drug Court Support (32000)								
Probation Officer 2	7375	N/A	0	0.0	0	0.00	0	0.00
Program Manager 1	7376	GS10	0	0.0	0	0.00	0	0.00
Program Specialist 2	7379	SR08	0	0.0	1	1.00	1	1.00
Program Specialist 3	7380	SR10	0	0.0	1	1.00	1	1.00
Total Positions & FTE			0	0.0	2.0	2.0	2.0	2.0
Total All Funds			108.0	105.4	144.0	130.50	144.0	130.50

29 Justice Information System–At a Glance

Vision	In the spirit of cooperation and steadfastness, JIS will meet the goal of establishing integrated justice information systems through common action and purpose.			
Mission	To improve the administration of justice through the creation and operation of comprehensive integrated management information systems and to promulgate and implement minimum uniform standards for all participating agencies. The goals to be accomplished are to create a modern simplified system or systems for managing justice information, to provide quick and easy access to information to expedite case processing, to enhance productivity and efficiency by the use of technology, to reduce costs and increase revenue, and to plan for future needs.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$2,152,692	\$2,350,978	\$2,578,027
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$2,152,692</u>	<u>\$2,350,978</u>	<u>\$2,578,027</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Positions	Total Budgeted Positions	15	17	18
Contacts	Director: Nikki Meyer Financial Manager: Beth Johnson 515 Stahlman Building 37201		email: nikkimeyer@jis.nashville.org email: bethjohnson@jis.nashville.org Phone: 862-6195 FAX: 880-3138	

Organizational Structure



29 Justice Information System–At a Glance

Budget Highlights FY 2003

• Staff increase for a new Database Administrator (SR 14 to enable Metro to reply less upon Unisys consulting	\$94,600
• Pay Plan/Benefit adjustments	52,100
• Courier and off-site storage of backup tapes due to 9-11	6,500
• Professional development fees for training in Powerbuilder (Unisys)	10,000
• Annual software maintenance and upgrades for Imaging Licenses	19,500
• Postal Service rates increase	200
• Local Law Enforcement Block Grant – Grant Match	17,000
• Information Systems billings	33,149
• Telecommunications net adjustment charges	-6,000
Total	\$227,049

Overview

OFFICE ADMINISTRATION

The Administration Division provides day-to-day administrative support for the agency, including payroll, purchasing, budget development, and personnel management. It also serves as contract manager for current contract with Unisys Corporation for software development of the CJIS enterprise systems. It provides leadership in policy and procedures development and implementation for 14 JIS member agencies (Chancery Court, Probate Court, Juvenile Court, Metro Police Department, Circuit Court, District Attorney, Circuit Court Clerk, Sheriff's Office, Criminal Court, Public Defender, Criminal Court Clerk, Clerk and Master, General Sessions Court, and Juvenile Court Clerk).

OPERATIONS AND NETWORK SERVICES

The JIS Operations Division provides many services to our users in the justice community. The following is a list of some of the services provided (1) network hardware, including servers and network operating system, fiber optic backbone, and all hubs, switches, and routers, (2) network services, including Netware and Windows NT account management, IP address management, and Windows name resolution, (3) 24x7 support of network infrastructure and critical network and software

applications, (4) E-mail, including remote access, (5) desktop faxing integrated with Microsoft Exchange. Additional services provided include: (1) anti-virus software, including automatic, regular software and virus pattern file updates, (2) backup of all user applications and data stored on JIS servers, (3) shared CD ROM server for access to legal research, technical support, and other CD ROM based reference materials, (4) technical support, including both front-line support to users and backup support to agencies' in-house technical support staff, (5) ZENWorks for mass installations of software (virus, CJIS, etc.), (6) network scripts for download of CJIS patches, (7) alphanumeric paging software integrated with Microsoft Exchange.

HELP DESK AND TRAINING SERVICES

The JIS Help Desk directly supports over 400 users in six agencies and provides second tier support to five additional JIS agencies. Two technicians and one supervisor maintain the workstation hardware and software in an environment that includes:

- 5 Desktop Operating Systems
- 2 Network Operation Systems
- 12 Major Applications

JIS also assists all member agencies with their training needs at the JIS Technology Center. The JIS Technology Center currently houses 10 PC's that are made available to any JIS agency during normal business hours.

APPLICATIONS DEVELOPMENT AND SUPPORT

The Applications Division is responsible for the database and functional support of a multitude of justice applications, some of which operate on a 24/7 basis. Applications supported include Criminal Justice Information System (CJIS), the Chancery Case Management System, and a Computer Aided Dispatch Information (CADI) application, utilized by Pretrial Services. It is also involved in application testing, modification, and training on an ongoing basis.

Current projects include (1) system acceptance and rollout of Juvenile Information Management System (JIMS), (2) deployment of enterprise-wide imaging solution, (3) system acceptance and rollout of new Pretrial software that is integrated with CJIS, (4) Oracle and Powerbuilder upgrades to all CJIS modules, and (5) deploy public web access to CJIS and Chancery systems.

29 Justice Information System–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OFFICE ADMINISTRATION					
1. Maximize efficiency of manual procedures in all JIS agencies and automate tasks as appropriate to further increase efficiency and meet agencies' information and management needs.	Data/Information Systems Services				
	a. JIS clients served	1,400	1,400	1,400	1,400
	b. JIS member agencies served	14	14	14	14
	c. Install/maintain telecommunication hardware, network services, e-mail, fax services, security, virus protection for all JIS clients on a 24/7 basis with an average downtime of less than 1%	100%	100%	100%	100%
	d. Install/maintain justice-wide web-enabled Help Desk problem tracking system	100%	100%	100%	100%
	e. Respond to all reported hardware/software issues within one business day	100%	100%	100%	100%
2. Implement interim solutions which will provide short-term relief to JIS agencies and work into long-term solutions.	Chancery Case Management System (CMS) Maintain Chancery Case Management System for 30 users	100%	100%	100%	100%
3. Provide system and end-user support for JIS platform and applications.	Criminal Justice Information System				
	a. Maintain CJIS Phase 1 on a 24/7 basis	100%	100%	100%	100%
	b. Implement Integrated Criminal Justice Information System Phase 2	100%	100%	100%	100%
	c. Maintain CJIS Phase 2 on a 24/7 basis	100%	100%	100%	100%
	d. Implement Pretrial Services Module	100%	100%	100%	100%
4. Provide imaging solutions for Justice community.	Develop/Implement Integrated Justice-Wide Imaging Solution	100%	0%	0%	100%
OPERATIONS AND NETWORK SERVICES & HELP DESK AND TRAINING SERVICES					
1. Install/maintain telecommunication hardware, network services, email, fax services, security, virus protection for all JIS clients on a 24/7 basis.	a. Average uptime of greater than 99%	100%	100%	100%	100%
	b. Respond to all reported hardware/software issues within one business day	100%	97%	100%	100%
APPLICATIONS DEVELOPMENT AND SUPPORT					
1. Support/maintain Criminal Justice Information System (CJIS), both Phase 1 and	a. Average uptime of greater than 99%	100%	98%	100%	100%
	b. Maintain web-enabled				

29 Justice Information System–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Phase 2, on a 24/7 basis.	problem tracking and bug/enhancement tracking system	100%	93%	100%	100%
2. Upgrade all CJIS modules to Oracle version 8i and Powerbuilder version 8 and absorb a portion of the enhancement/support of the system code.	a. Upgraded software tested and deployed with minimal downtime/user issues	na	na	na	100%
	b. Response time improvement in all functions/modules through more efficient use of system resources	na	na	na	100%

29 Justice Information System–Financial

Justice Information System GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	729,089	701,912	863,460	984,060
Fringe Benefits	179,920	174,979	209,887	235,987
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	909,009	876,891	1,073,347	1,220,047
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	21,930	35,601	21,930	21,930
Purchased Services	1,384	971	1,384	1,384
Travel	12,300	1,345	9,300	9,300
Communications	649	593	649	649
Printing	2,500	953	2,500	2,500
Advertising & Promotion	1,000	1,317	1,000	1,000
Subscriptions	1,500	(821)	1,500	8,000
Tuition, Reg., & Membership Dues	10,000	13,532	10,500	20,500
Repairs & Maintenance Services	964,000	636,016	964,000	983,500
Internal Service Fees	96,300	88,103	127,248	154,597
TOTAL OTHER SERVICES	1,111,563	777,610	1,140,011	1,203,360
OTHER EXPENSE:				
Supplies and Materials	59,500	80,555	95,000	95,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	54,842	30,021	24,842	24,842
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	114,342	110,576	119,842	119,842
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	10,292	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,134,914	1,775,369	2,333,200	2,543,249
TRANSFERS TO OTHER FUNDS & UNITS:	17,778	972	17,778	34,778
TOTAL EXPENSE AND TRANSFERS	2,152,692	1,776,341	2,350,978	2,578,027

29 Justice Information System–Financial

Justice Information System GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

29 Justice Information System–Financial

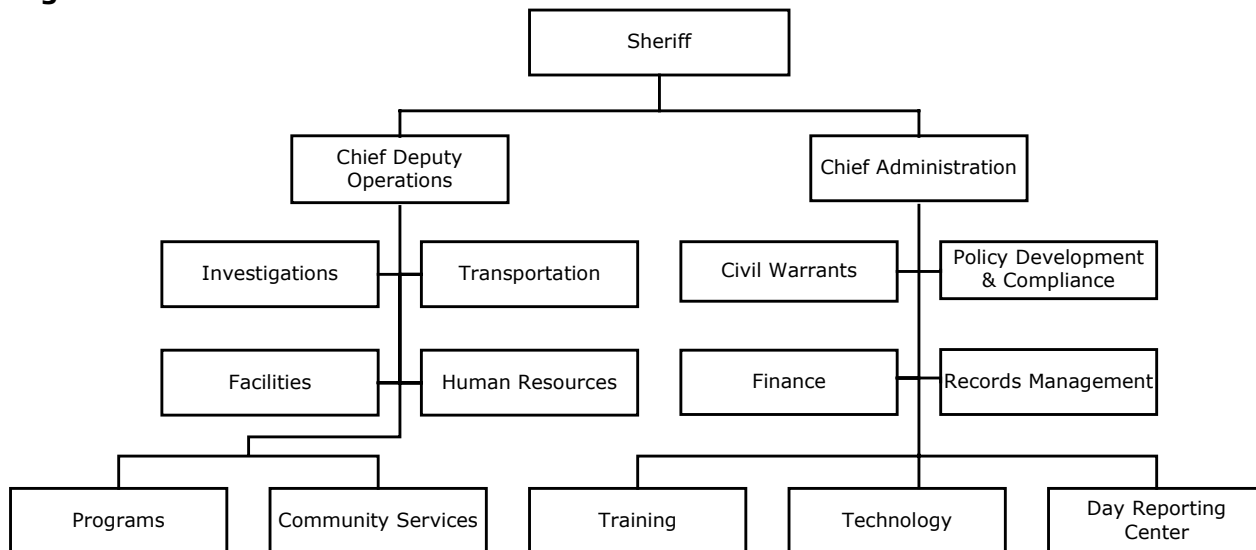
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE.</u>	<u>Bud. Pos.</u>	<u>Bud. FTE.</u>	<u>Bud. Pos.</u>	<u>Bud. FTE.</u>
29 Justice Information System - GSD Fund 10101								
Administrative Assistant	7241	SR09	0	0	0	0.00	0	0.00
Customer Service Info Specialist	7771	GS06	1	1	0	0.00	0	0.00
Database Administrator	6818	SR14	2	0	2	2.00	3	3.00
Info Systems Analyst 1	7779	SR10	1	1	2	2.00	2	2.00
Info Systems Div Mgr	7318	SR14	1	0	1	1.00	1	1.00
Info Systems Specialist	7783	SR12	4	2	6	6.00	6	6.00
JIS Director	7233	DP01	1	0	1	1.00	1	1.00
Office Manager 3	7340	GS08	1	1	0	0.00	0	0.00
Office Support Manager	10119	SR09	0	1	1	1.00	1	1.00
Office Support Specialist 1	10123	SR07	0	0	0	0.00	0	0.00
Systems Advisor 1	7234	SR13	3	0	3	3.00	3	3.00
Systems Advisor 2	7407	SR14	1	0	1	1.00	1	1.00
Systems Analyst	6399	GS11	0	0	0	0.00	0	0.00
Total Positions & FTE			15	6	17	17.00	18	18.00

30 Sheriff–At a Glance

Vision	To become a model Sheriff’s Office, valuing customer service, efficiency and respect for the individual.			
Mission	To support the residents of Davidson County and the Justice System in maintaining safe homes and streets by providing care and custody of its inmates and advancing civil process in a wise and professional manner.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$43,986,830	\$46,341,696	\$49,271,939
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$43,986,830</u>	<u>\$46,341,696</u>	<u>\$49,271,939</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$9,000	\$1,425,647	\$1,596,900
	Other Governments	17,217,175	15,872,478	17,233,521
	Other Program Revenue	503,200	448,381	459,800
	Total Program Revenue	<u>\$17,729,375</u>	<u>\$17,746,606</u>	<u>\$19,290,221</u>
	Non-program Revenue	464,600	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$18,193,975</u>	<u>\$17,746,606</u>	<u>\$19,290,221</u>
Positions	Total Budgeted Positions	665	638	644
Contacts	Sheriff: Gayle Ray Financial Manager: Cynthia Osborn 506 2 nd Avenue North 37201		email: gray@dco.nashville.org email: cosborn@dco.nashville.org Phone: 862-8170 FAX: 862-8188	

Organizational Structure



30 Sheriff–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustment	\$1,041,300
• Elected Office salary TCA increase	1,900
• 800 MHz Radio System	-25
• Postal Service rates increase	18,665
• Fleet Management Consolidation net adjustment	-311,728
• Information Systems billings	-4,077
• Telecommunication net adjustment	-49,762
• Corrections Corporation of America (CCA) contract increase and population increase cost (Deberry – Local sentenced felons)	1,814,100
• Corrections Corporation of American (CCA) contract increase and population increase cost (Deberry – Misdemeanor)	77,700
• Four Help Desk positions	102,600
• Fully fund Help Desk positions (Data Imaging and Accountant) previously funded by the expiring Local Law Enforcement Block Grant (LLEBG)	67,400
• Continuation funding for Database Analyst and software maintenance previously funded by an expiring Byrne Grant	48,000
• DMC software maintenance and upgrades and technical support services	25,900
• Waste Management tipping fees for Community Services Unit	69,700
• Add Drug Testing Unit position to address increased workload	31,400
• Card key maintenance contract increase	900
Total	<u>\$2,933,973</u>

Overview

INVESTIGATIONS

This Investigations Division investigates allegations of employee misconduct and supports the Metro Nashville Police Department with investigations concerning unlawful activity of both staff and inmates within DCSO facilities.

TRANSPORTATION

The Transportation Division moves inmates between jails and between the jails and court buildings.

FACILITIES

The Criminal Justice Center provides care and custody for male pretrial detainees, convicted felons and misdemeanants, special needs offenders, maximum security inmates, US Marshall Service Inmates, and juveniles bound over for trial as adults. It books and initially classifies all inmates.

The Hill Detention Center provides care and custody for male medium custody pre-trial felons, pre-trial and convicted misdemeanants.

The Correctional Work Center provides care and custody for male minimum custody inmates. Programs for inmates include work release, community service, substance abuse, domestic violence counseling, and general education.

HUMAN RESOURCES

This Human Resources Division recruits and hires new employees and manages timekeeping and payroll. Human Resources also supports department managers in employee evaluation and disciplinary actions and provides liaison with Metro Personnel and Benefit Board.

PROGRAMS

Inmate Programs provides educational and spiritual programming for inmates and recruits and manages volunteers in the jails.

Metro Davidson County Detention Center Liaison insures vendor compliance with Metro’s contract, policies, and procedures, applicable Federal and State statutes, American Correctional Association (ACA) standards, and pertinent State requirements.

COMMUNITY SERVICES

Community Services/Maintenance Division provides productive work experience for minimum custody inmates, who clean state routes, city and county roads, schools, libraries, government offices, and non-profit organizations and provides chipper service throughout the community. This department also provides general maintenance for sheriff’s office buildings and grounds.

CIVIL WARRANTS

The Civil Warrants Division advances civil process for Criminal, Circuit, Probate, Chancery and General Sessions Courts in Davidson County, as well as for other Tennessee counties, other states and foreign countries.

POLICY DEVELOPMENT AND COMPLIANCE

The Policy Development and Compliance Division assure that all staff are provided concrete guidance for job performance and that all staff activity conform to department policies.

FINANCE

The Finance Division supports the Davidson County Sheriff’s Office mission by obtaining and managing financial resources.

30 Sheriff–At a Glance

RECORDS MANAGEMENT

The Records Management Division creates and maintains inmate and staff work records in accordance with legal requirements.

TRAINING

The Training Academy supports the Davidson County Sheriff’s Office vision by addressing the training needs of employees at every level.

TECHNOLOGY

The Technology Division supplies and maintains electronic tools and supports information systems throughout, including the Jail Management System.

DAY REPORTING CENTER

The Day Reporting Center provides an alternative to incarceration for certain qualifying offenders.

30 Sheriff-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CHIEF OF OPERATIONS					
INVESTIGATIONS					
1. Discourage, detect and respond to illegal, irresponsible and unprofessional activity within the department.	Internal investigations successfully completed	50	36	55	31
FACILITIES					
1. Meet or exceed recognized professional standards for the operation of correctional facilities.	Accredited facilities/services	3	3	3	5
Criminal Justice Center					
1. Provide intake services for the DCSO.	a. Arrests processed	45,500	34,756	48,000	*
	b. Inmate days	250,000	233,103	260,000	*
	c. Inmates classified	15,500	10,429	13,885	*
	d. Citations	20,000	12,312	17,000	*
2. House inmates in a safe and secure environment.	a. Incident reports (inmates)	1,700	1,439	2,050	*
	b. Disciplinary reports	1,500	1,053	3,000	*
	c. Violent incidents	450	429	590	*
3. Provide counseling and other support services to inmates.	Counseling contacts	20,000	17,294	19,000	*
Hill Detention Center					
1. Maintain a safe, secure environment for all inmates and employees.	a. Inmate/inmate assaults	75	20	85	*
	b. Inmate/officer assaults	20	11	30	*
2. Provide programming to jail population.	a. Substance Abuse Program meetings	175	197	190	200
	b. Educational Program meetings	290	375	300	385
	c. Religious Program meetings	200	177	210	220
Correctional Work Center					
1. To house all minimum custody inmates and assign institutional job assignments in food service, community service, and outside agencies.	Inmate days	219,000	196,748	273,750	*
2. To support the rehabilitation of offenders by providing meaningful work experiences, while also provide restitution to the community.	a. Man-hours provided to DCSO	311,842	321,480	247,500	*
	b. Man-hours provided other Metro agencies	110,000	112,020	112,500	*
3. To support responsible behavior by collecting funds from work release inmates	Child support payments	\$28,000	\$17,337	\$21,250	*

30 Sheriff-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
to support their families.					
4. To support substance abuse and domestic violence treatment provided through New Avenues and Sheriff's Anti-Violence Effort (SAVE).	a. Inmates assessed for New Avenues	480	312	340	*
	b. Inmates admitted for NA	560	239	260	*
	c. Inmates completing NA	130	199	250	*
	d. Inmates completing SAVE	250	154	240	*
Deberry Facility - CCA Contract					
1. Maximize the use of available contract beds for the benefit of both State and County courts.	a. Total inmate days	463,550	414,783	350,000	*
HUMAN RESOURCES					
1. Recruit and select employees who will contribute to the DCSO vision of becoming a model sheriff's office, valuing customer service, efficiency and respect for the individual.	a. Employment applications received and reviewed	500	454	400	600
	b. Applicants screened	400	221	300	325
	c. New hires	150	96	125	70
	d. New hires retained past one year	100	51	90	45
	e. Employees promoted	50	47	40	40
PROGRAMS					
1. Provide the opportunity for educational programming and testing at all levels up through GED for all inmates.	a. Inmates in education program	2,500	2,680	2,500	2,795
	b. Inmates taking GED	275	124	275	160
	c. Inmates passing GED	225	110	230	130
	d. Inmates using computer-assisted learning program	2,000	2,440	2,400	2,580
2. Provide the opportunity for spiritual education and expression to all inmates.	Number of attendees of religious services and Bible study classes	2,500	1,750	2,500	1,860
3. Effectively utilize community resources to support behavior change in DCSO inmates and to improve the quality, quantity or cost of DCSO services.	a. Individual volunteers	200	212	250	225
	b. Hours of volunteer service	4,450	1,940	5,000	2,050
COMMUNITY SERVICES					
1. To support the rehabilitation of offenders by providing meaningful work experiences.	a. Number of inmate days worked	17,000	13,073	26,200	17,000
	b. Number of hours inmates worked	175,000	158,873	210,000	200,000
2. To provide a means for offenders to offer restitution to the community by providing sanitation and beautification services.	a. Inmate labor cost equivalent	\$800,000	\$968,809	\$1,100,000	\$1,300,000
	b. Number of service contacts to schools and government offices	3,000	2,223	3,500	3,200
	c. Miles covered	200,000	112,847	175,000	175,000
	d. Streets cleaned	9,500	8,880	9,700	9,500

30 Sheriff-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CHIEF ADMINISTRATION					
CIVIL WARRANTS					
1. Serve civil process and subpoenas efficiently and with respect for individuals on both sides of the proceedings.	a. Civil warrants and subpoenas processed	190,000	208,520	200,000	205,000
	b. Civil warrants and subpoenas served	190,000	200,000	199,900	201,000
2. Serve orders of protection successfully 100% of the time and within 24 hours 95% of the time.	a. Orders of protection processed	3,000	3,299	3,600	3,400
	b. Orders served	3,000	3,299	3,600	3,400
	c. Orders served within 24 hours	2,990	3,100	3,560	3,300
3. Serve criminal summonses as directed by Davidson County General Sessions Court.	a. Criminal summonses received	400	100	50	50
	b. Criminal summonses served	300	82	50	50
4. Levy upon and sell at auction the personal property of judgment debtors.	Levy and tax collections	\$1,000,000	\$1,295,500	\$1,500,000	\$1,500,000
FINANCE					
1. Collect per diem reimbursements for State and Federal inmates housed in Metro facilities.	a. Sheriff's inmate days - State	97,500	63,980	95,000	*
	b. CCA inmate days - State	370,000	332,254	330,000	*
	c. Inmate days - Federal	9,500	9,009	9,600	*
TRAINING					
1. To assure that every new correctional officer is provided 240 hours of professional pre-service training before given correctional responsibility.	a. New correctional officer hired	100	70	100	60
	b. New correctional officers completing pre-service training	95	54	95	50
	c. New correctional officers sent to institutions to work	95	54	95	50
	d. Sort training hours	2,688	1,440	2,808	1,500
	e. Firearms training hours	2,120	1,360	1,700	1,500
	f. Computer training hours	1,000	493	1,000	500
	g. Other training hours	4,000	4,138	6,000	4,500
2. To assure that every corrections professional with daily inmate contact is given a minimum of 40 hours of training on an annual basis.	a. Corrections professionals employed throughout the year	414	531	419	530
	b. Corrections professionals completing 40 hours of in-service training	414	465	419	530
	c. Pre-service training hours	24,000	10,354	24,000	12,750
3. To assure that every employee in a support position is given on an annual basis a minimum of 16 hours of training on subjects pertinent to their work.	a. Support personnel employed throughout the year	217	98	127	100
	b. Support personnel completing 16 hours of in-service training	217	80	127	100

30 Sheriff-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
4. To support good living habits and personal fitness among employees by providing convenient and inexpensive access to exercise opportunities.	a. Number of unique employees using fitness facilities	500	293	500	300
	b. Number of visits to fitness facilities	7,000	5,975	6,000	6,000

TECHNOLOGY

1. Implement a PC-based Jail Management System which supports the Davidson County criminal and civil justice systems and the efficient and effective management of the Davidson County Sheriff's Office.	Employees supported by networked computer applications	650	625	669	650
--	--	-----	-----	-----	-----

* Population and associated projections are being developed by The Institute on Crime, Justice and Corrections of George Washington University.

30 Sheriff-Financial

**Sheriff
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	17,631,181	17,969,441	19,434,017	20,544,217
Fringe Benefits	5,468,176	5,227,007	5,676,286	5,855,886
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	23,099,357	23,196,448	25,110,303	26,400,103
OTHER SERVICES:				
Utilities	493,753	626,532	647,608	647,608
Professional Services	18,009,362	17,286,453	18,167,292	20,059,092
Purchased Services	87,391	206,994	189,629	259,329
Travel	5,650	8,641	6,550	6,550
Communications	8,225	10,440	6,395	6,395
Printing	19,692	9,042	4,200	4,200
Advertising & Promotion	10,500	3,666	6,000	6,000
Subscriptions	6,248	8,276	3,049	3,049
Tuition, Reg., & Membership Dues	50,764	25,405	1,645	1,645
Repairs & Maintenance Services	198,601	142,212	99,805	125,905
Internal Service Fees	866,248	814,613	1,024,231	677,304
TOTAL OTHER SERVICES	19,756,434	19,142,274	20,156,404	21,797,077
OTHER EXPENSE:				
Supplies and Materials	897,204	957,339	826,134	828,384
Misc. Other Expenses & Payments	0	225	0	0
Fixed Charges	82,600	95,019	63,779	63,779
Licenses, Permits, & Fees	0	9,704	7,440	7,440
Taxes	0	0	0	0
Grant Contributions & Awards	0	8,967	9,133	9,133
TOTAL OTHER EXPENSE	979,804	1,071,254	906,486	908,736
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	65,551	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	43,835,595	43,475,527	46,173,193	49,105,916
TRANSFERS TO OTHER FUNDS & UNITS:	151,235	166,986	168,503	166,023
TOTAL EXPENSE AND TRANSFERS	43,986,830	43,642,513	46,341,696	49,271,939

30 Sheriff-Financial

**Sheriff
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	9,000	1,516,398	1,425,647	1,596,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	9,000	1,516,398	1,425,647	1,596,900
Other Governments & Agencies				
Federal Direct	604,650	520,557	548,839	303,200
Federal Through State	200,000	190,246	192,316	196,021
Federal Through Other Pass-Through	0	0	0	0
State Direct	16,412,525	19,416,338	15,131,323	16,734,300
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	17,217,175	20,127,141	15,872,478	17,233,521
Other Program Revenue				
Contributions and Gifts	0	0	1,250	0
Miscellaneous Revenue	503,200	532,487	447,231	459,800
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	503,200	532,487	448,481	459,800
TOTAL PROGRAM REVENUE	17,729,375	22,176,026	17,746,606	19,290,221
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	464,600	1,117	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	464,600	1,117	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	18,193,975	22,177,143	17,746,606	19,290,221

30 Sheriff-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
30 Sheriff - GSD Fund 10101								
Admin Services Mgr	7242	SR13	5	5.0	6	6.00	6	6.00
Admin Services Officer 2	7243	SR08	12	12.0	29	29.00	19	19.00
Admin Services Officer 3	7244	SR10	4	4.0	4	4.00	4	4.00
Admin Services Officer 4	7245	SR12	5	5.0	3	3.00	4	4.00
Administrative Assistant 1	7240	GS06	5	5.0	0	0.00	0	0.00
Administrative Assistant 2	7241	SR09	8	7.5	9	8.49	10	9.50
Case Worker 1	7143	SR08	19	19.0	13	13.00	13	13.00
Case Worker 2	7859	N/A	1	1.0	4	4.00	5	5.00
Chief Deputy - Sheriff	6680	SR15	1	1.0	1	1.00	1	1.00
Class Counselor	7142	SR10	11	11.0	10	10.00	11	11.00
Corr Officer Lieut	7145	C004	22	22.0	21	21.00	20	20.00
Corr Officer Sgt	6690	C003	45	45.0	40	40.00	40	40.00
Correctional Officer 1	6982	C001	215	215.0	192	192.00	191	191.00
Correctional Officer 2	6981	C002	81	81.0	75	75.00	75	75.00
Corrections Specialist 2	7697	SR08	16	16.0	10	10.00	16	16.00
Customer Service Rep 2	6855	SR06	17	17.0	0	0.00	0	0.00
Customer Service Rep 3	7284	GS05	5	5.0	0	0.00	0	0.00
Data Ent Spec-Sheriff	7664	SR06	11	11.0	11	11.00	12	12.00
Database Administrator	6818	SR14	0	0.0	1	1.00	1	1.00
Database Analyst	7285	SR13	1	1.0	0	0.00	0	0.00
Dir Admin-Sheriff	7147	SR14	1	1.0	1	1.00	1	1.00
Div Mgr - Sheriff	7159	SR14	1	1.0	1	1.00	1	1.00
Equip Inventory Asst.2	7301	SR07	2	2.0	2	2.00	2	2.00
Food Services Officer	7149	GS05	0	0.0	0	0.00	0	0.00
Help Desk Representative	7913	GS06	4	4.0	0	0.00	4	4.00
Human Resources Analyst 3	3455	SR10	1	1.0	2	2.00	2	2.00
Human Resources Div Mgr	7346	SR13	1	1.0	1	1.00	1	1.00
Info Systems Analyst 1	7779	SR10	2	2.0	1	1.00	1	1.00
Info Systems Manager	7782	SR13	1	1.0	1	1.00	1	1.00
Info Systems Specialist	7783	SR12	0	0.0	2	2.00	2	2.00
Info Systems Technician 1	7784	SR08	0	0.0	4	4.00	4	4.00
Info Systems Technician 2	7785	SR09	1	1.0	1	1.00	1	1.00
Maintenance Mechanic 1	7699	SR08	8	8.0	9	9.00	9	9.00
Maintenance Mechanic 2	7700	SR09	3	3.0	2	2.00	2	2.00
Maintenance Mechanic Technician	7914	SR06	1	1.0	1	1.00	1	1.00
Maintenance Supervisor	7701	GS09	0	0.0	0	0.00	0	0.00
Office Assistant 1	7747	GS03	2	1.3	0	0.00	0	0.00
Office Assistant 2	7748	GS04	7	7.0	0	0.00	0	0.00
Office Assistant 3	7749	GS05	2	2.0	0	0.00	0	0.00
Office Manager 1	5956	GS06	1	1.0	0	0.00	0	0.00
Office Support Rep 1	10120	SR04	0	0.0	1	1.00	1	1.00
Office Support Rep 2	10121	SR05	0	0.0	28	28.00	27	27.00
Office Support Spec 1	10123	SR07	0	0.0	11	11.00	12	10.20
Prisoner Process Spec	7711	SR06	34	34.0	40	40.00	39	39.00
Process Server	3890	SR06	3	3.0	3	3.00	3	3.00
Program Coordinator	6034	SR09	6	6.0	4	3.49	4	2.50
Program Manager 1	7376	SR11	16	16.0	16	16.00	18	18.00
Program Manager 2	7377	SR12	0	0.0	2	2.00	2	2.00
Program Specialist 1	7378	SR06	2	2.0	1	1.00	1	1.00
Program Specialist 2	7379	SR08	10	9.5	5	4.49	4	3.50
Program Specialist 3	7380	SR10	8	8.0	6	5.20	6	6.00
Program Supervisor	7381	SR10	7	7.0	5	5.00	7	7.00
Property Guard 2	4725	SR05	1	1.0	0	0.00	0	0.00
Secretary 1	0060	GS05	0	0.0	0	0.00	0	0.00

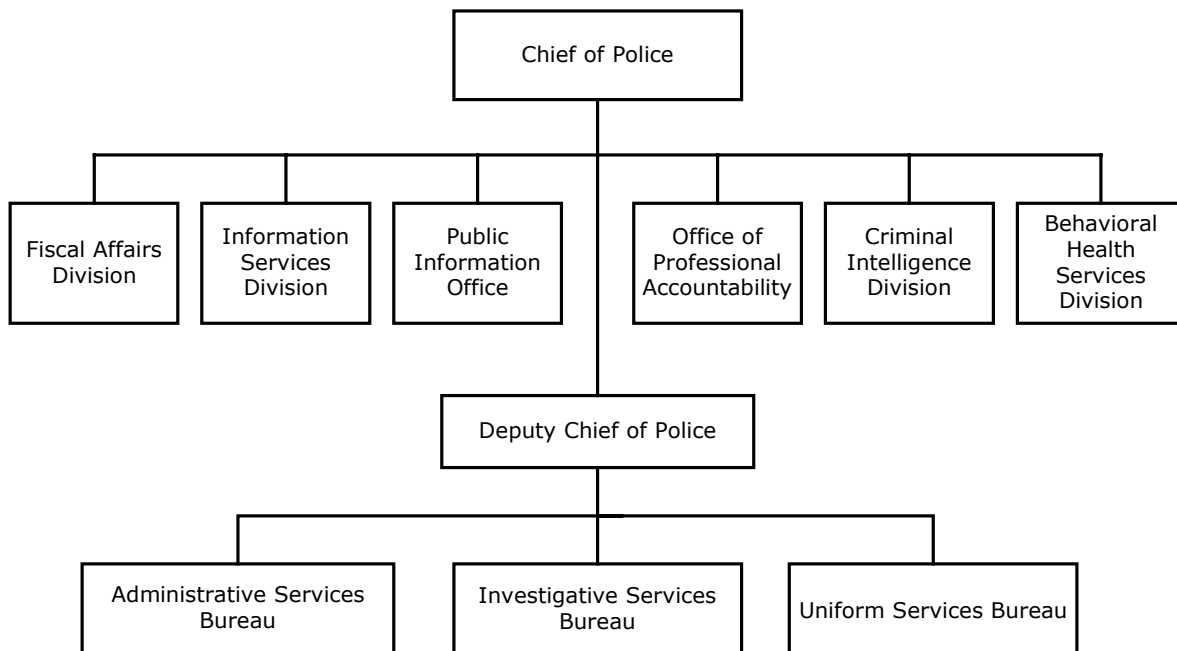
30 Sheriff-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
30 Sheriff - GSD Fund 10101								
Secretary 2	6146	GS06	4	4.0	0	0.00	0	0.00
Secretary 3	7398	GS07	6	5.2	0	0.00	0	0.00
Sheriff	4907	EL	1	1.0	1	1.00	1	1.00
Teacher - Corrections	7189	SR07	9	2.5	10	3.47	11	5.20
Warrant Officer 1-Sheriff	6689	SR08	3	3.0	24	24.00	24	24.00
Warrant Officer 2-Sheriff	6686	SR09	22	22.0	7	7.00	7	7.00
Warrant Officer 3-Sheriff	7144	SR10	11	11.0	4	4.00	4	4.00
Sheriff 10101 Total Positions & FTE			665	655.9	625	616.14	631	620.90
Fund 30015								
Administration Svcs Officer 3	7244	SR10	0	0.0	1	1.00	1	1
Office Support Rep 2	10121	SR05	0	0.0	1	1.00	1	1
Sheriff 30015 Total Positions & FTE			0	0.0	2	2.00	2	2
Fund 32000								
Administrative Services Officer 4	7245	SR12	0	0.0	1	1.00	1	1
Case Worker 2	7859	NS	0	0.0	6	6.01	6	6.01
Office Support Spec 1	10123	SR07	0	0.0	1	1.00	0	0
Program Coordinator	6034	SR09	0	0.0	1	1.00	1	1
Program Specialist 2	7379	SR08	0	0.0	0	0.00	0	0
Program Specialist 3	7380	SR10	0	0.0	1	1.00	1	1
Program Supervisor	7381	SR10	0	0.0	1	1.00	1	1
Secretary 3	7398	GS07	0	0.0	0	0.00	1	1
32000 Total Positions & FTE			0	0.0	11	11.01	11	11.01
Sheriff Total Funds Positions & FTE's			665	655.9	638	629.15	644	633.91

31 Police-At a Glance

Mission	To provide community based police services through crime prevention strategies and partnerships, to ensure a safe and peaceful Nashville.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$98,982,434	\$109,941,263	\$115,782,029
	USD General Fund	481,000	481,000	481,000
	Special purpose funds	5,825,030	5,312,530	4,220,850
	Total Expenditures	<u>\$105,288,464</u>	<u>\$115,734,793</u>	<u>\$120,483,879</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$3,092,138	\$2,807,500	\$3,406,850
	Other Governments	1,313,061	950,350	203,511
	Other Program Revenue	-27,284	205,100	121,000
	Total Program Revenue	<u>\$4,377,915</u>	<u>\$3,962,950</u>	<u>\$3,731,361</u>
	Non-program Revenue	1,540,000	2,665,000	2,614,000
	Transfers	395,000	373,470	459,466
	Total Revenues	<u>\$6,312,915</u>	<u>\$7,001,420</u>	<u>\$6,804,827</u>
Positions	Total Budgeted Positions	1,937	1,993	2,014
Contacts	Chief of Police: Emmett H. Turner Financial Manager: Joe Cimino		email: eturner@police.nashville.org email: jcimino@police.nashville.org	
	Criminal Justice Center 37201		Phone: 862-7301 FAX: 862-7787	

Organizational Structure



31 Police–At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustment	\$4,992,900
• FY 02 Non-recurring adjustment for overtime	-500,000
• FY 02 Non-recurring adjustment for uniforms	-185,000
• 800 MHz Radio System	296,755
• Postal Service rates increase	22,000
• Fleet Management Consolidation net adjustment	-1,152,226
• Information Systems billings	121,837
• Telecommunication net adjustment	-201,700
• Rent for Alert Centers	9,600
• Service Agreement for laptop Modems (non-recurring)	36,000
• Travel/Training registration dues	344,400
• Uniform services overtime (non-recurring)	660,200
• Rent at PASS facility and Alert Centers	18,600
• Performance Audit Recommendations *	1,255,400
• School Resources Officers	837,000
Total	<u>\$6,555,766</u>

* To fund recommendations from departmental performance audit scheduled for release May 31, 2002.

Overview

CHIEF OF POLICE

The Chief of Police is the principal administrative element of the Metropolitan Nashville Police Department. The primary objective of the Chief of Police is to plan, direct, and administer the law enforcement program and activities of the Police Department.

ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau provides services relative to employee matters, training, inter-agency and intra-departmental relations, special project research, enhancement of professional standards, police recruitment and training, preparation and storage of personnel files, safety and security programs for department facilities, matters regarding court case preparation and court appearances by department personnel.

The Bureau includes the following divisions/activities: Personnel, Training, Emergency Communications, Planning, Records, Inspections, and the Secondary Employment Unit.

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) provides services related to the investigation of criminal incidents which have been cleared by the initially responding units and/or require extensive follow-up surveillance or investigative activities. The primary objectives of the ISB are the

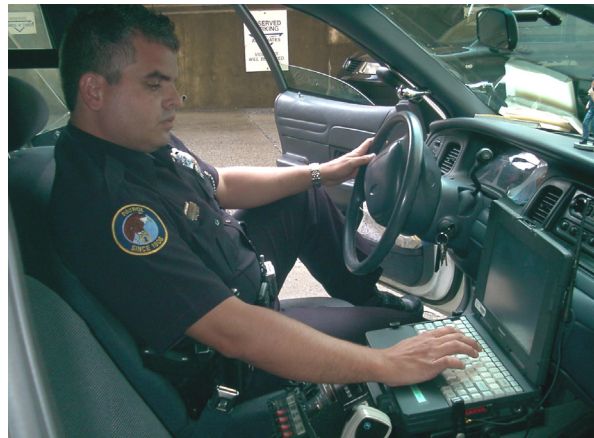
investigation of criminal activity, investigation of commercialized vice, drug related crime, organized crime, and subversive activity, investigation of incidents involving juveniles, processing and storage of physical evidence and seized property, and the storing and processing of criminal warrants and other specified legal process.

The Bureau includes the following divisions/activities: Criminal Investigations, Evidence and Storage, Vehicle Impound, Youth Services, Identification: Vice Enforcement, Domestic Violence and DARE Program.

UNIFORM SERVICES BUREAU

The Uniform Services Bureau is the front-line of police service in Davidson County. Divisions in this bureau are responsible for the initial response to request for police assistance and/or support of elements making these responses. The Bureau continually improves service through regular reviews of the efficiency and effectiveness of patrol activities, traffic investigation policies and procedures, and crime prevention procedures and programs.

The Bureau includes the following divisions/activities: Patrol (Hermitage, Central, West, East & South), Community Policing, Tactical Investigations, Traffic, Crime Prevention, School Services, Police Negotiators, and SWAT Team.



18301 Extra Police Protection Fund USD is a fund through which the Urban Services District (USD) receives police protection above and beyond that provided to the General Services District (GSD). This account transfers funds for those additional services from the USD general fund to the GSD general fund, where they are received with and treated as revenues to that fund in account 431220. The Police Department is a countywide service and receives its budget from the GSD general fund.

30148 Secondary Employment Fund was established as a service to the community when police officers and police officers with police vehicles are needed to provide a police presence that otherwise would not be staffed as a regular duty assignment. The fund accounts for the direct costs of officer overtime, indirect costs such as equipment usages, and administrative costs, and the revenues

31 Police–At a Glance

received from agencies and organizations that use the service.

31 Police-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CHIEF OF POLICE					
1. Determine the effectiveness of the Department.	Average response time for emergency calls in minutes:				
	a. Code 3 – Urgent with equipment	8.6	9.02	9.1	9.02
	b. Code 2 – Urgent without equipment	18.9	20.97	20.1	21.0
	c. Code 1 – Routine call	35.2	37.0	20.8	37.0
	d. Ratio of officers to 1,000 people in Nashville	2.25	2.2	2.29	2.2
2. Deliver information to the public on matters involving the Police Department.	a. Number of press releases issued	320	422	365	400
	b. Number of press conferences given	200	275	265	280
3. Have a higher educated and professional workforce.	a. Percent of employees with an Associates Degree	12	9	12	12
	b. Percent of employees with a Bachelor's Degree	34	29	40	40
	c. Percent of employees with a Master's Degree	.04	.03	4	4
	d. Percent of employees with a Doctoral Degree	.004	.003	.03	.003
4. Determine the effectiveness of Information Services in the Police Department.	Total number of computer transactions run*	52,000,000 3,500,000	41,500,000	42,000,000 4,000,000	52,000,000
<p>Note: Metro Police Department has changed the way these measures are reflected – Code 1: Routine call Code 2: Urgent call (proceed directly to scene – no emergency equipment) Code 3: Urgent call (proceed directly to scene – emergency equipment)</p>					
* Courts moved off system and lap tops were not used					
ADMINISTRATIVE SERVICES BUREAU					
1. Increase the percentage of minority Police Officer trainees hired.	a. Number of police officer trainees hired	50	124	100	150
	b. Percent of minority trainees hired	25	17	32	50
2. Increase training for personnel.	a. Number of mandatory training hours for officers thru lieutenant	40	*47.3	40	40
	b. Number of mandatory training hours for command level (Captain up)	40	*47.3	40	40
	c. Number of mandatory training hours for civilians	8	16	8	16
3. Have the Police Department mirror the racial makeup of the community it serves.	a. Percent of minorities in the Police Department	50	17	50	50
	b. Percent of minorities in Nashville (1990 Census)	25.26	33	25.26	25.26
4. Determine the public's needs from central records.	a. Number of records copied at central records for the public	95,000	84,240	150,000	150,000
	b. Number of records copied				

31 Police-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
	at central records for government agencies	50,000	112,286	155,000	155,000
	c. Total number of records filed at central records	675,000	556,427	650,000	650,000

* Reflects combined average of all sworn officers

Communication Division

1. Determine the efficiency of the Communications Division employees in processing 9-1-1 calls.	Meridian Telephone Report on number of 9-1-1 calls received	466,760	499,138	529,086	560,831
2. Determine trend setting patterns in call volume of 862-8600 and other calls received by the Communications Division personnel.	Meridian Telephone Report on number of 862-8600 and other calls	799,070	824,881	874,373	926,865
3. To reduce current levels of weighted abandoned 9-1-1 calls.	Position Telephone Report on number of 9-1-1 abandoned calls	na	26,797	25,000	22,500
4. To reduce current growth levels of abandoned calls for 862-8600 and other calls.	Meridian Telephone Report on number of 862-8600 and other calls	na	105,272	115,000	120,000

INVESTIGATIVE SERVICES BUREAU

1. Determine the amount of investigations in Investigative Services Bureau.	a. Ratio of robbery investigators to robbery calls	11:2,800	10:3,875	12:3,500	14:4,272
	b. Ratio of vice investigators to vice cases	32:14,272	32:14,272	30:8,235	28:15,568
	c. Ratio of youth services investigators to juvenile cases	21:7,818	21:6,932	21:7,550	21:8,600
	d. Ratio of homicide investigators to cases worked (includes assaults)	30:15,000	26:12,802	32:13,000	32:15,209
	e. Ratio of property crimes investigators to cases worked	25:68,411	37:63,847	35:72,109	40:64,319
	f. Ratio of domestic violence investigators to cases worked	20:50,446	20:17,830	17:16,363	20:17,500

Personal Crimes Section

1. To increase work productivity through new technology and to decrease manpower for better time management.	Ratio of technical investigators to cases worked	2:390	2:445	1:600	2:800
--	--	-------	-------	-------	-------

Vehicle Impoundment

1. Safeguard all vehicles taken into the custody of	Vehicles impounded	13,900	13,699	13,800	13,800
---	--------------------	--------	--------	--------	--------

31 Police-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
the Police Department.					
2. Return vehicles to the registered owners, leinholders and insurance companies.	Vehicles released	11,900	11,654	11,800	11,785
3. Dispose of abandoned and forfeited vehicles in compliance with state law to keep storage of vehicles at a minimum.	Vehicles sold at auction	2,210	1,733	1,900	1,950

Sex Crimes

1. The investigation of sex related crimes.	Ratio of sex crimes investigators to cases worked.	6:1,100	6:1,152	6:1,250	6:1,325
---	--	---------	---------	---------	---------

UNIFORM SERVICES BUREAU

1. Evaluate the traffic needs in Davidson County.	a. Number of safety programs designed by traffic analyst	250	205	265	300
	b. Number of fatalities from automobile accidents	85	103	90	95
	c. Number of property damage accidents	28,000	31,335	33,100	35,000
2. Stress safe driving by sworn employees.	a. Percent of new officers receiving defensive driving training	100	100	95	100
	b. Number of patrol cars involved in accidents	250	343	300	400
3. Enhance the safety within Metro Public Schools.	a. Number of Police Officers assigned to Metro Schools	36	41	41	51
	b. Number of high schools having a School Resource Officer or Police Officer	11	16	16	23
	c. Number of middle schools having a School Resource Officer or Police Officer	22	25	25	28
4. Utilize community policing techniques to provide quality service to the citizens of the Enterprise Zone.	a. Number of officers assigned to Community Policing	144	62	68	75
	b. Number of arrests in the Enterprise Zone/s	6,129	6,349	6,000	6,500
	c. Number of police reports*	4,626	*16,898	23,000	17,500
	d. Number of community meetings attended	500	422	1,200	600
5. Increase the number of underprivileged children participating in the Police Athletic League (PAL).	a. Number of different athletic events sponsored by PAL	1,800	*2,500	230	2,510
	b. Number of total children served by PAL	5,500	*2,022	7,000	2,050

* Reflects certain changes in methodology for reporting.

School Services Division

1. To continue providing the public with crime prevention programs by	Number of Crime Prevention Officers	2	2	2	4
---	-------------------------------------	---	---	---	---

31 Police-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
hands-on training and classes.					
2. To continue to providing the public with crime prevention programs by hand-on training and classes.	a. Number of Police Athletic League Officers assigned	3	3	3	6
	b. Number of Police Athletic League Sergeants assigned	na	na	na	1

Extra Police Protection Fund USD

1. None (See Police Department - 31-10101)	None (See Police Department - 31-10101)				
--	---	--	--	--	--

Secondary Employment Fund

1. Accommodate public demand for police presence for events not normally staffed by regular duty officers.	a. Number of officers hours scheduled	54,228	57,615	54,228	78,000
--	---------------------------------------	--------	--------	--------	--------

31 Police-Financial

Police GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	70,865,511	68,288,602	78,627,132	82,629,557
Fringe Benefits	17,617,245	17,814,227	18,525,673	19,148,773
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	88,482,756	86,102,829	97,152,805	101,778,330
OTHER SERVICES:				
Utilities	73,800	91,679	90,400	90,400
Professional Services	299,275	305,446	344,625	2,658,200
Purchased Services	891,725	1,000,040	900,700	900,700
Travel	172,088	160,798	156,700	156,700
Communications	111,510	108,819	107,700	107,700
Printing	96,220	63,339	58,600	58,600
Advertising & Promotion	21,000	81,933	78,700	78,700
Subscriptions	13,600	31,430	24,500	24,500
Tuition, Reg., & Membership Dues	28,314	44,389	39,600	39,600
Repairs & Maintenance Services	575,435	881,636	937,152	937,152
Internal Service Fees	6,207,397	6,650,214	7,727,745	6,814,411
TOTAL OTHER SERVICES	8,490,364	9,419,723	10,466,422	11,866,663
OTHER EXPENSE:				
Supplies and Materials	1,301,702	1,331,883	1,444,505	1,259,505
Misc. Other Expenses & Payments	750	60	0	0
Fixed Charges	234,700	469,477	314,500	314,500
Licenses, Permits, & Fees	19,000	53,131	47,100	47,100
Taxes	0	600	0	0
Grant Contributions & Awards	400	82,250	76,800	76,800
TOTAL OTHER EXPENSE	1,556,552	1,937,401	1,882,905	1,697,905
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	98,529,672	97,459,953	109,502,132	115,342,898
TRANSFERS TO OTHER FUNDS & UNITS:	452,762	458,974	439,131	439,131
TOTAL EXPENSE AND TRANSFERS	98,982,434	97,918,927	109,941,263	115,782,029

31 Police-Financial

Police GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	443,000	491,629	467,000	487,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	443,000	491,629	467,000	487,000
Other Governments & Agencies				
Federal Direct	20,000	33,913	20,000	56,961
Federal Through State	90,000	0	90,000	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	697,800	699,600	0	26,550
Other Government Agencies	438,707	0	0	0
Subtotal Other Governments & Agencies	1,246,507	733,513	110,000	83,511
Other Program Revenue				
Contributions and Gifts	7,261	79,301	0	0
Miscellaneous Revenue	0	1,847	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	7,261	81,148	0	0
TOTAL PROGRAM REVENUE	1,696,768	1,306,290	577,000	570,511
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	1,140,000	1,269,286	1,220,000	1,398,000
Compensation From Property	400,000	333,623	400,000	286,000
TOTAL NON-PROGRAM REVENUE	1,540,000	1,602,909	1,620,000	1,684,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	323,245	260,520	429,466
TOTAL REVENUE AND TRANSFERS	3,236,768	3,232,444	2,457,520	2,683,977

31 Police-Financial

**Police
USD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	481,000	481,000	481,000	481,000
TOTAL EXPENSE AND TRANSFERS	481,000	481,000	481,000	481,000

31 Police-Financial

**Police
USD General Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

31 Police-Financial

Police Special Purpose Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,403,345	1,779,920	1,997,000	2,344,775
Fringe Benefits	250,450	260,081	289,600	372,775
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,653,795	2,040,001	2,286,600	2,717,550
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	48,095	567,647	25,000	665,000
Purchased Services	0	7,951	0	30,000
Travel	0	266	0	13,000
Communications	0	3,131	0	500
Printing	0	0	0	0
Advertising & Promotion	0	6,482	0	0
Subscriptions	0	105	0	900
Tuition, Reg., & Membership Dues	0	1,145	0	4,000
Repairs & Maintenance Services	0	30,602	0	15,000
Internal Service Fees	233,834	235,139	120,000	186,700
TOTAL OTHER SERVICES	281,929	852,468	145,000	915,100
OTHER EXPENSE:				
Supplies and Materials	25,764	153,002	27,300	224,200
Misc. Other Expenses & Payments	0	9,016	0	10,000
Fixed Charges	0	0	0	27,000
Licenses, Permits, & Fees	0	3,475	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	25,764	165,493	27,300	261,200
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	986	0	12,000
EQUIPMENT, BUILDINGS, & LAND	0	39,399	0	95,000
SPECIAL PROJECTS	2,748,883	0	2,738,630	0
TOTAL OPERATING EXPENSE	5,710,371	3,098,347	5,197,530	4,000,850
TRANSFERS TO OTHER FUNDS & UNITS:	114,659	733,283	115,000	220,000
TOTAL EXPENSE AND TRANSFERS	5,825,030	3,831,630	5,312,530	4,220,850

31 Police-Financial

Police Special Purpose Funds

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	2,649,138	2,374,247	2,340,500	2,919,850
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	2,649,138	2,374,247	2,340,500	2,919,850
Other Governments & Agencies				
Federal Direct	65,354	65,355	690,350	120,000
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	1,200	600	150,000	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	66,554	65,955	840,350	120,000
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	(34,545)	197,882	205,100	121,000
Subtotal Other Program Revenue	(34,545)	197,882	205,100	121,000
TOTAL PROGRAM REVENUE	2,681,147	2,638,084	3,385,950	3,160,850
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	1,040,606	870,000	767,000
Compensation From Property	0	238,187	175,000	163,000
TOTAL NON-PROGRAM REVENUE	0	1,278,793	1,045,000	930,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	395,000	0	112,950	30,000
TOTAL REVENUE AND TRANSFERS	3,076,147	3,916,877	4,543,900	4,120,850

31 Police-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. Pos.</u>	<u>Bud. Pos.</u>	<u>Bud. Pos.</u>
31- Metro Police Department								
Admin Services Mgr	7242	SR13	1	1.0	0	0.00	0	0.00
Admin Services Officer 2	7243	SR08	0	0.0	1	1.00	1	1.00
Admin Services Officer 3	7244	SR10	7	7.0	4	4.00	4	4.00
Admin Services Officer 4	7245	SR12	0	0.0	1	1.00	1	1.00
Admin Spec	7720	SR11	0	0.0	1	1.00	1	1.00
Administrative Assistant 1	7240	GS06	1	1.0	0	0.00	0	0.00
Administrative Assistant 2	7241	SR09	2	2.0	4	4.00	4	4.00
Armorer	7174	SR10	1	1.0	1	1.00	1	1.00
Bldg Maint Leader	7255	TG06	3	3.0	4	4.00	4	4.00
Bldg Maint Worker	7257	TG04	1	1.0	1	1.00	1	1.00
Bldg Maintenance Mech	2220	TG08	2	2.0	1	1.00	1	1.00
Comm Technician 2	6919	SR09	3	3.0	2	2.00	2	2.00
Computer Op Shift Supv	1302	SR11	2	2.0	2	2.00	2	2.00
Computer Operator 1	1430	SR05	3	3.0	2	2.00	2	2.00
Computer Operator 2	4540	SR06	0	0.0	3	3.00	3	3.00
Computer Operator 3	7268	SR07	4	4.0	1	1.00	1	1.00
Custodian 1	7280	TG03	1	1.0	1	1.00	1	1.00
Emer Com Asst.Supv	7026	SR10	8	8.0	7	7.00	7	7.00
Emer Com Dispatcher 1	7772	GS06	16	16.0	0	0.00	0	0.00
Emer Com Dispatcher 2	7773	SR09	46	46.0	55	55.00	55	55.00
Emer Com Operator 1	7291	SR06	17	17.0	34	34.00	34	34.00
Emer Com Operator 2	7292	SR07	5	5.0	18	19.00	18	19.00
Emer Com Operator Trainee	7774	GS04	23	23.0	0	0.00	0	0.00
Emer Com Supervisor	7027	SR11	3	3.0	5	5.00	5	5.00
Emer Com Training Officer	7775	SR09	14	14.0	13	13.00	13	13.00
Equip And Supply Clerk 2	3440	SR06	2	2.0	1	1.00	1	1.00
Equip And Supply Clerk 3	3027	SR07	0	0.0	1	1.00	1	1.00
Finance Mgr	6232	SR14	0	0.0	1	1.00	1	1.00
Fire Arms & Tool Work Examiner	10113	SR13	0	0.0	1	1.00	1	1.00
Human Res Assistant 2	6931	SR07	1	1.0	1	1.00	1	1.00
Info Systems Analyst 1	7779	SR10	6	6.0	6	6.00	6	6.00
Info Systems Specialist	7783	SR12	9	9.0	10	10.00	10	10.00
Info Systems Technician 1	7784	SR08	3	3.0	4	4.00	4	4.00
Info Systems Technician 2	7785	SR09	3	3.0	3	3.00	3	3.00
Legal Secretary 2	7322	SR08	0	0.0	0	0.00	0	0.00
Office Assistant 2	7748	GS04	10	6.6	0	0.00	0	0.00
Office Manager 2	7339	SR06	3	3.0	0	0.00	0	0.00
Office Support Rep 2	10121	SR05	0	0.0	9	6.00	9	6.00
Office Support Spec 1	10123	SR07	0	0.0	2	2.00	2	2.00
Office Support Spec 2	10124	SR08	0	0.0	5	5.00	5	5.00
Police Assistant Chief	0290	PS10	3	3.0	3	3.00	3	3.00
Police Captain	0956	PS08	23	23.0	21	21.00	21	21.00
Police Chief	1110	DP03	1	1.0	1	1.00	1	1.00
Police Counsel Svc Mgr	7175	SR14	1	1.0	1	1.00	1	1.00
Police Crisis Counselor	5920	SR09	7	7.0	4	4.00	4	4.00
Police Crisis Counselor 2	10130	SR11	0	0.0	4	4.00	4	4.00
Police Crisis Counselor Supv	6882	SR12	3	3.0	3	3.00	3	3.00
Police Data Proc Asst Mgr	6395	SR12	3	3.0	2	2.00	2	2.00
Police Deputy Chief	10154	PS10	0	0.0	1	1.00	1	1.00
Police DP Control Coord	1396	SR11	1	1.0	1	1.00	1	1.00
Police Exec Admin	7350	SR15	2	2.0	2	2.00	2	2.00
Police Exec Asst	7349	SR09	7	7.0	6	6.00	6	6.00
Police Exec Asst To Chief	7722	GS09	1	1.0	0	0.00	0	0.00
Police Graphics Specialist	7351	SR08	1	1.0	1	1.00	1	1.00

31 Police-Financial

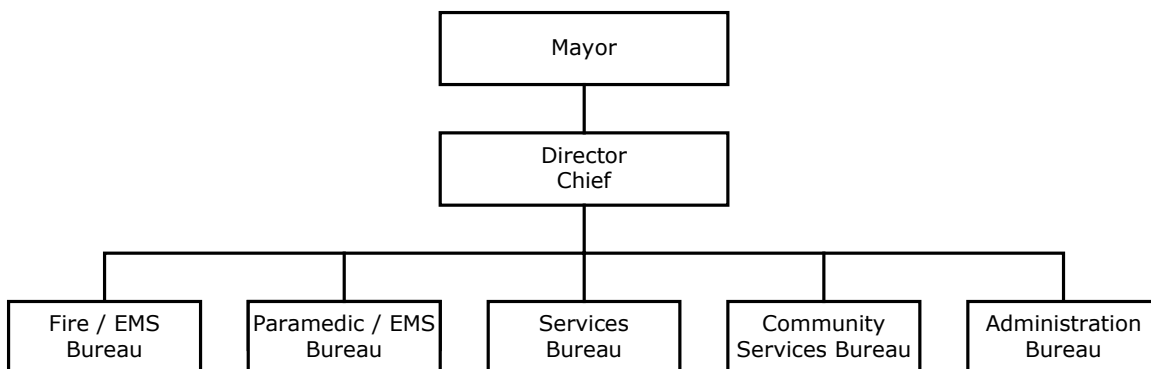
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos	Bud. FTE	Bud. Pos.	Bud. Pos.	Bud. Pos.	Bud. Pos.
31- Metro Police Department								
Police ID Analyst	7352	SR09	2	2.0	3	3.00	3	3.00
Police ID Specialist 2	7354	SR08	8	8.0	8	8.00	8	8.00
Police ID Supervisor	6651	SR11	3	3.0	3	3.00	3	3.00
Police Lieutenant	7355	PS07	59	59.0	52	52.00	52	52.00
Police Major	2997	PS09	5	5.0	3	3.00	3	3.00
Police Officer 1	6872	PS03	22	22.0	41	41.00	41	41.00
Police Officer 2	7356	PS04	814	814.0	828	828.00	838	838.00
Police Officer 2-Master Patrol	7357	PS05	44	44.0	37	38.00	37	38.00
Police Officer 3	7794	PS05	80	80.0	111	111.00	111	111.00
Police Officer Trainee	3257	PF06	48	48.0	0	0.00	0	0.00
Police Ops Analyst 2	7178	SR10	1	1.0	1	1.00	1	1.00
Police Ops Asst.Supv	7359	GS07	5	5.0	0	0.00	0	0.00
Police Ops Specialist 1	7360	GS05	25	25.0	0	0.00	0	0.00
Police Ops Specialist 2	7795	GS06	54	54.0	0	0.00	0	0.00
Police Ops Supervisor	7361	SR09	8	8.0	8	8.00	8	8.00
Police Ops Tech 1	7362	SR04	24	24.0	23	23.00	23	23.00
Police Ops Tech 2	7363	SR05	11	11.0	27	27.00	27	27.00
Police Ops Tech 3	7796	SR06	28	28.0	32	32.00	32	32.00
Police Secretary 1	7365	SR07	16	16.0	75	75.00	75	75.00
Police Secretary 2	7364	SR08	14	14.0	24	24.00	24	24.00
Police Security Guard 1	7751	SR06	15	15.0	14	14.00	14	14.00
Police Security Guard 2	7752	SR08	2	2.0	3	3.00	3	3.00
Police Sergeant	7366	PS06	180	180.0	207	207.00	207	207.00
Police Youth Counselor 2	7368	SR10	4	4.0	4	4.00	4	4.00
Police Youth Counselor Supv	7369	SR12	1	1.0	1	1.00	1	1.00
Printing Equip Operator 1	1720	TG07	1	1.0	0	0.00	0	0.00
Public Affairs Mgr-Police	10131	SR14	0	0.0	1	1.00	1	1.00
Public Information Mgr	6815	GS12	1	1.0	0	0.00	0	0.00
Research Analyst 1	7390	SR10	0	0.0	1	1.00	1	1.00
Research Analyst 2	7391	SR12	1	1.0	0	0.00	0	0.00
Research Mgr-Police	10134	SR13	0	0.0	1	1.00	1	1.00
School Crossing Guard	3445	SP01	209	173.5	208	79.04	208	79.04
School Crossing Guard Sup	3447	SS01	8	6.6	8	6.00	8	6.00
Social Worker	4949	SR08	0	0.0	0	0.00	0	0.00
Sp Skills Instructor	0220	SR08	2	2.0	1	1.00	1	1.00
Systems Advisor 1	7234	SR13	2	2.0	2	2.00	2	2.00
Systems Advisor 2	7407	SR14	0	0.0	1	1.00	1	1.00
Technical Specialist 1	7756	SR11	1	1.0	2	2.00	2	2.00
Technical Specialist 2	7757	SR12	0	0.0	2	2.00	2	2.00
10101 Total Positions & FTE			1,933	1,892.7	1,987	1,855.04	1,997	1,865.04
31- Metro Police Department Fund 30148								
Office Support Spec 2	10124	SR08	0	0.0	1	1.00	1	1.00
Police Ops Tech 1	7362	GS03	2	2.0	3	3.00	3	3.00
Police Sergeant	7366	PS06	0	0.0	1	1.00	1	1.00
30148 Total Positions and FTE's			2	2.0	5	5.00	5	5.00
31- Metro Police Department Fund 32000								
Police Crisis Counselor	5920	SR09	2	2.0	1	1.00	1	1.00
Police Officer 2 School Resource Off	7356	PS04	0	0.0	0	0.00	10	10.00
Social Worker	4949	GS07	1	0.5	1	0.50	1	0.50
32000 Total Positions and FTE's			2	2.0	1	1.00	12	11.50
All Funds Total Positions and FTE's			1,937	1,896.7	1,993	1,861.04	2,014	1,881.54

32 Fire-At a Glance



Vision	To be the leader in quality fire-based, public safety services while consistently seeking new opportunities to serve our community.			
Mission	To deliver high quality prevention and effective response services relative to natural/man-made events, disease and injuries that threaten the lives or safety of our customers. Such prevention and response services will be delivered by the professional and safe execution of program activities associated with fire prevention, public education, emergency medical services, fire suppression, technical rescue, hazardous materials, terrorism preparedness, emergency 911 communications, training, safety, equipment/facility maintenance, and administrative services.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$20,689,168	\$25,601,853	\$27,927,212
	USD General Fund	47,964,271	52,961,653	57,820,955
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$68,653,439</u>	<u>\$78,563,506</u>	<u>\$85,748,167</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$3,813,110	\$3,438,250	\$3,323,497
	Other Governments	3,145,131	3,014,237	3,151,374
	Other Program Revenue	0	500	0
	Total Program Revenue	<u>\$6,958,241</u>	<u>\$6,452,987</u>	<u>\$6,474,871</u>
	Non-program Revenue	8,164	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$6,966,405</u>	<u>\$6,452,987</u>	<u>\$6,474,871</u>
Positions	Total Budgeted Positions – GSD	348	394	394
	Total Budgeted Positions - USD	862	864	864
Contacts	Director of Fire Department: Chief Stephen Halford		email: stephen.halford@nashville.gov	
	Financial Manager: Drusilla Martin		email: drusilla.martin@nashville.gov	
	500 2 nd Avenue North 37201		Phone: 862-5424 FAX: 862-5419	

Organizational Structure



32 Fire-At a Glance



Budget Highlights FY 2003

GSD

• Pay Plan/Benefit adjustments	\$1,720,800
• Paramedic Cross-training FY 02 Non-recurring	-780,000
• Paramedic Cross-training FY 03 Non-recurring	887,900
• Medical supplies	100,000
• 800 MHz Radio System	-70,592
• Fleet Management Consolidation net adjustment	402,381
• Information Systems billings	71,370
• Telecommunication net adjustment	-6,500
Total	<u>\$2,325,359</u>

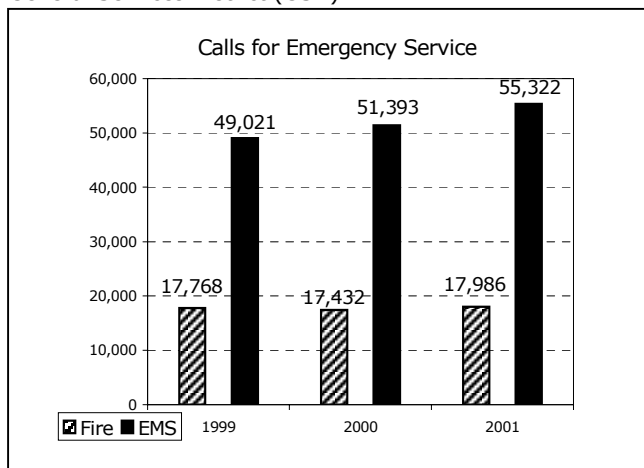
USD

• Pay Plan/Benefit adjustments	\$3,609,900
• Fire Suppression overtime	351,800
• Medical supplies	15,000
• 800 MHz Radio System	70,574
• Fleet Management Consolidation net adjustment	793,883
• Information Systems billings	65,745
• Telecommunication net adjustment	-47,600
Total	<u>\$4,859,302</u>

Overview

FIRE/EMS BUREAU

Fire/Emergency Medical Service (EMS) is responsible for fire suppression control and first responder EMS activities. They are the front line firefighters/Emergency Medical Technicians (EMTs). They are assigned to fire halls and generally respond to calls on pumpers, tankers, ladder trucks, support units, command vehicles and other similar types of units. The function of this bureau/division is executed in both the Urban Services District (USD) and General Services District (GSD).



Special Operations has firefighter/EMTs with specialized training in technical rescue (high-angle, water rescue,

confined space) or hazardous materials. They are assigned to fire halls that generally respond to calls on rescue units, hazardous material units, foam units and Urban Search and Rescue Units. Additionally, they generally use specialized equipment once they are on the scene of an operation that requires technical expertise. The function of this bureau/division is executed in both USD and GSD.

Health and Safety is principally responsible for implementation of the department's safety programs. Three around-the-clock safety officers respond to calls and are responsible for ensuring compliance with safety protocols. They respond to numerous calls and are responsible for ensuring safety guidelines are followed on emergency scenes. Air Services personnel repair and maintain breathing apparatus, carry out annual fit testing, and ensure compliance with Occupational Safety and Health Administration (OSHA) requirements. Personnel assigned to the Infectious Disease Control Section respond to and follow up on actual or potential exposures and maintain records, as well as inoculate Fire Department personnel. Infectious Disease Control personnel also teach classes at the training academy to all recruits and perform in-service training. The Risk Management Section processes all injured on duty issues. Risk management personnel also investigate all vehicle accidents involving Fire Department personnel, as well as conduct yearly fire hall inspections. The function of this bureau/division is executed in both the USD and GSD.



PARAMEDIC/EMS BUREAU

Paramedics are responsible for responding to medical and trauma emergencies. These medics are among the most highly trained EMS workers anywhere in the United States. Specialized skills in advanced cardiac life support and basic trauma life support are over and above the minimum requirements of being licensed as a Paramedic. The function of this bureau/division is executed in both the USD and GSD.

Communications personnel are responsible for processing fire and medical calls for assistance. Another primary responsibility is dispatching appropriate equipment and monitoring radio transmissions. Private ambulance services and out-of-county medical units are connected by

32 Fire-At a Glance



radio to area hospitals through the communications center as well. Post-dispatch and pre-arrival instructions are given routinely on medical calls. General information calls from citizens and inter-departmental communications by phone are often times answered here initially. The function of this bureau/division is executed in both the USD and GSD.

Medical Control/Quality Improvement employees are responsible for reviewing all aspects of the medical care being provided by all EMS workers within the Department. They review all medical records submitted in relation to each emergency call. They are responsible for ensuring compliance with all state and federal regulations relating to the treatment and transportation of sick and injured patients. The function of this bureau/division is executed in both the USD and GSD.

SERVICES BUREAU

Training and Research personnel are responsible for the training of all bureaus within the Fire Department. Its personnel perform the following major functions: analysis of training needs, research of new trends, processes, materials, and equipment; development and delivery of training programs and coordination of scheduled training with other divisions, bureaus, or outside agencies. The function of this bureau/division is executed in both the USD and GSD.

Fleet and Facilities Maintenance personnel are responsible for vehicle repair and maintenance of all Fire Department vehicles as well as repair and maintenance of all Fire Department facilities. Please note that the fleet function of the Fire Department will be transferred to Metro's centralized fleet service in FY 03. The function of this bureau/division is executed in both the USD and GSD.

Fire Prevention is staffed by state certified fire inspectors, who work closely with the Metropolitan Codes Division and other appropriate agencies on building plan reviews along with inspections of all commercial structures. This section also provides regularly scheduled inspections of High Priority Occupancies including apartments, healthcare facilities, and high rises. Nationally certified personnel conduct fire investigations, working closely with appropriate agencies, including Metropolitan Police Department and the Bureau of Alcohol, Tobacco, and Firearms, U.S. Department of Treasury, to determine origin and cause of fires. Appropriate personnel address fire safety complaints against commercial buildings and blasting sites. Public safety education personnel present programs in safety education for schools, senior citizens and community-based organizations. The function of this bureau/division is executed in both the USD and GSD.

COMMUNITY SERVICES BUREAU

Community Services personnel are responsible for all communication and coordination activities with citizens, citizens groups, business community and the media. Its personnel perform the following major functions: public information emergency response, marketing and public relations, special event planning, community outreach, public education coordination, chaplain, color guard coordination, liaison with Mayor's community services staff, and liaison with the Boy Scouts' Fire Explorer's Program. The function of this bureau/division is executed in both the USD and GSD.



ADMINISTRATION BUREAU

Administration personnel assigned to this bureau are responsible for executing the overall business affairs of the department. Its personnel perform the following major functions: budget preparation/control, finance/audit, payroll/personnel, billing and customer service, management information systems, capital projects, non-sworn employee hiring and promotion and designated inter-departmental liaison. The function of this bureau/division is executed in both the USD and GSD.

32 Fire-At a Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
FIRE/EMS BUREAU					
Fire/Emergency Medical Service (EMS) GSD					
1. Improve overall response time of fire/first responder emergency medical units in General Services District.	a. Average response times (minutes)	10.5	6.8	10.5	6.8
	b. First responder medical responses per year	7,000	6,580	11,772	7,200
	c. Structural fire responses per year	300	459	193	450
	d. Non-structural fire responses per year	3,326	4,357	5,787	6,500
2. Maintain current level of fire/first responder medical service in General Services District.	a. Staffed fire stations	8	9	8	9
	b. Square miles of coverage	362	362	362	362
Fire/Emergency Medical Service (EMS) USD					
1. Increase the number of training hours firefighters and paramedics receive in nuclear, biological and chemical responses.	a. WMD equipment expenditures	na	na	6	0
	b. In-service Hazmat training	na	na	12	12
2. Increase the number of cross-trained firefighter/paramedics.	a. EMS personnel trained as Firefighters	na	na	28	30
	b. FF/Paramedics assigned to ALS Engines	na	na	27	25
Health & Safety USD/GSD					
1. Safety Officer Responses	Number of safety officer responses	na	na	na	1,200
2. Air Services	a. Face Piece Testing	na	na	na	1,000
	b. Air Pack Testing	na	na	na	400
	c. Filling Air Cylinders	na	na	na	4,800
	d. Cylinders Repaired	na	na	na	800
	e. Redundant Alarms Changed	na	na	na	425
3. Infectious Disease Control Section	a. Hepatitis B Vaccinations	na	na	na	135
	b. Influenza Vaccinations	na	na	na	850
	c. T.B. Skin Tests	na	na	na	1,000
	d. Total Exposure Incidents	na	na	na	300
	e. Bio-Hazard Cases on file to date (tested by TDH State Lab since 10/01/01)	na	na	na	300
4. Risk Management	a. Fire Station Inspected	na	na	na	30
	b. Vehicle Accident Investigations	na	na	na	50
	c. IOD Cases Processed	na	na	na	700
PARAMEDIC/EMS BUREAU					
Paramedic GSD					
1. Upgrade education and specialized training, continue quality	a. Medical records reviewed yearly	35,617	60,000	66,800	60,000
	b. Annual education hours	6,000	2,385	6,200	6,780

32 Fire-At a Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
improvement, and expand customer service and exposure control programs in accordance with State and Federal regulations.	c. Reported infectious disease exposures	250	212	260	271
2. Continue workload management program.	a. Average response time	6.0 min	9.16 min	7.0 min	7.0 min
	b. Emergency Ambulance/daily	10-20 daily	10-16 daily	14-20 daily	14-20 daily
	c. Total emergency responses/yearly	50,156	52,000	66,800	66,800
Communications USD					
1. Evaluate emergency communication system.	Emergency responses	69,000	72,948	75,912	69,000
2. Evaluate non-emergency communication system and recommend needed changes.	Non-emergency responses	7,000	7,850	8,300	8,800
3. Medical Priority Dispatch.	a. Fire/EMT Dispatchers Medical Priority Certified	44	38	44	44
	b. Fire/EMT Dispatchers Medical Priority Trained	41	43	43	25
SERVICES BUREAU					
Training & Research USD					
1. Upgrade and continue leadership management courses for Fire Department members.	a. Supervisory personnel trained	260	247	250	265
	b. Total hours of management training	4,160	3,952	4,000	4,240
2. Provide in-service training for all eligible members.	a. Members receiving training	1,070	1,055	1,050	1,075
	b. Total hours of in-service training	42,800	38,368	42,000	43,000
3. Provide job specific specialized training for qualified members in advanced methodology.	a. Members receiving specialized training	158	143	155	180
	b. Total hours of specialized training	5,056	4,576	4,960	5,752
Building Maintenance GSD					
1. Repair and maintain all Fire Department buildings.	a. Preventative maintenance activities	na	na	250	250
	b. Facilities to be refurbished	na	na	5	5
	c. Repair and maintenance hours per year	na	na	1,920	1,920
	d. Number of Fire Department buildings	na	na	6	6
2. Continue to improve training programs for repair and maintenance of all facilities and rescue equipment.	a. Employees receiving additional training	na	na	1	1
	b. Total specialized training hours	na	na	40	40

32 Fire-At a Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Facility Maintenance USD					
1. Repair and maintain all Fire Department buildings.	a. Preventative maintenance activities	na	na	1,700	1,700
	b. Facilities to be refurbished	na	na	20	20
	c. Repair and maintenance hours per year	na	na	17,280	17,280
	d. Number of Fire Department buildings	na	na	44	44
2. Continue to improve training programs for repair and maintenance of all facilities and rescue equipment.	a. Employees receiving additional training	na	na	6	6
	b. Total specialized training hours	na	na	320	320
Fleet Maintenance GSD					
1. Repair and maintain all rolling equipment.	a. Preventative maintenance activities	na	na	175	175
	b. Equipment to be refurbished and painted	na	na	3	3
	c. Repair and maintenance of equipment per day	na	na	5	5
	d. Repair and maintenance hours per year	na	na	1,920	1,920
	e. Number of rolling vehicles	na	na	62	62
2. Continue to improve training programs for repair and maintenance of all rolling equipment.	a. Employees receiving additional training	na	na	1	1
	b. Total specialized training hours	na	na	40	40
Fleet Maintenance USD					
1. Repair and maintain all rolling equipment.	a. Preventative maintenance activities	1,550	1,550	2,220	2,220
	b. Equipment to be refurbished and painted	15	15	15	15
	c. Repair and maintenance of equipment per day	40	40	25	25
	d. Repair and maintenance hours per year	58,250	58,250	35,000	35,000
	e. Number of rolling vehicles	351	351	213	213
2. Continue to improve training programs for repair and maintenance of all rolling equipment.	a. Employees receiving additional training	30	30	12	12
	b. Total specialized training hours	480	480	600	600
Fire Prevention GSD					
1. Provide Fire Safety Programs to the General Services District.	a. Program participants	8,500	7,650	8,200	10,500
	b. Fire Safety Inspections performed	1,400	940	1,200	1,600
Fire Prevention USD					
1. Provide public Fire Education Programs to every kindergarten through third grade student in the public school system.	a. Elementary schools with "Learn Not To Burn" curriculum	132	132	132	135
	b. Participants attending programs	34,000	30,920	38,000	39,000

32 Fire-At a Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Provide Life Safety Programs to MDHA low-income families.	MDHA program participants	3,000	4,180	3,500	5,200
3. Provide Fire Safety Inspections and Plans Review for the Urban Services District.	a. Fire safety inspections	7,500	6,635	7,400	8,800
	b. Plans review	6,000	5,285	6,000	6,000

COMMUNITY SERVICES BUREAU

Community Services USD/GSD

1. Continue to develop a community-based relationship by supporting the needs of all citizens, citizen groups, business community, and the media.	a. Media calls per year	na	na	na	2,500
	b. Color Guard request	na	na	na	45
	c. Special Events	na	na	na	200

ADMINISTRATION BUREAU

Billing & Customer Service GSD

1. Process emergency ambulance accounts.	a. Electronic filing of insurance claims/weekly	833	218	240	327
	b. Review of delinquent accounts/daily	39	50	100	120
	c. Accounts invoiced/daily	158	120	150	150
	d. Balance due statements/daily	284	275	280	375
2. Provide collection activities.	a. Customer service/patient contracts/yearly	28,037	19,700	19,750	22,200
	b. Follow-up return calls	2,928	6,000	13,200	12,000
	c. Fire hydrant accounts reviewed/yearly	2,225	2,225	2,225	0
3. Provide customer service/patient satisfaction survey.	a. Surveys mailed/yearly	650	600	600	600
	b. Analyze and compile surveys	45	24	48	24
	c. Customer concerns identified and monitored/yearly	85	50	140	100

Administration USD

1. Upgrade and maintain the Fire Department Human Resource Filing System.	Personnel files converted	1,211	1,211	1,210	1,236
2. Computerize all personal leave; sick leave, line-of-duty injury leave and holiday leave records.	Employee files computerized	1,211	1,211	1,210	1,236
3. Monitor and control facility, office and equipment expenses. Verify accuracy of invoices.	a. Supplies ordered (times per year)	36	36	36	52
	b. Payments made daily	36	36	36	50

32 Fire-Financial



**Fire
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	14,596,196	14,779,503	18,794,227	20,300,327
Fringe Benefits	4,080,569	3,816,941	4,648,017	4,970,617
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	18,676,765	18,596,444	23,442,244	25,270,944
OTHER SERVICES:				
Utilities	116,900	121,598	134,962	134,962
Professional Services	62,000	71,648	62,000	62,000
Purchased Services	220,840	274,279	208,340	208,340
Travel	21,124	4,706	21,124	21,124
Communications	10,500	1,712	5,000	5,000
Printing	60,000	55,979	60,000	60,000
Advertising & Promotion	0	0	0	0
Subscriptions	3,500	1,310	3,500	3,500
Tuition, Reg., & Membership Dues	8,950	8,111	6,950	6,950
Repairs & Maintenance Services	71,300	107,481	87,300	87,300
Internal Service Fees	152,000	141,894	334,644	731,303
TOTAL OTHER SERVICES	727,114	788,718	923,820	1,320,479
OTHER EXPENSE:				
Supplies and Materials	1,086,289	915,079	1,100,789	1,200,789
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	111,000	95,765	102,000	102,000
Licenses, Permits, & Fees	33,000	80,693	33,000	33,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	1,230,289	1,091,537	1,235,789	1,335,789
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	20,634,168	20,476,699	25,601,853	27,927,212
TRANSFERS TO OTHER FUNDS & UNITS:	55,000	38,000	0	0
TOTAL EXPENSE AND TRANSFERS	20,689,168	20,514,699	25,601,853	27,927,212

32 Fire-Financial



**Fire
GSD General Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	3,663,110	3,230,936	3,437,550	3,321,097
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	3,663,110	3,230,936	3,437,550	3,321,097
Other Governments & Agencies				
Federal Direct	1,524,600	0	0	0
Federal Through State	1,251,715	151,461	103,877	151,409
Federal Through Other Pass-Through	0	2,798,058	2,543,000	2,604,720
State Direct	69,776	52,510	57,600	57,600
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	2,846,091	3,002,029	2,704,477	2,813,729
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	6,509,201	6,232,965	6,142,027	6,134,826
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	6,509,201	6,232,965	6,142,027	6,134,826

32 Fire-Financial



**Fire
USD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	35,435,697	34,763,891	39,554,887	43,023,287
Fringe Benefits	9,665,997	9,226,043	10,262,695	10,755,995
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	45,101,694	43,989,934	49,817,582	53,779,282
OTHER SERVICES:				
Utilities	566,808	623,060	662,947	662,947
Professional Services	1,500	30,943	1,500	1,500
Purchased Services	76,767	56,838	105,467	105,467
Travel	53,000	24,410	53,000	53,000
Communications	0	6,252	0	0
Printing	2,000	6,529	2,000	2,000
Advertising & Promotion	22,000	14,690	18,000	18,000
Subscriptions	10,050	2,721	3,050	3,050
Tuition, Reg., & Membership Dues	17,000	20,389	16,000	16,000
Repairs & Maintenance Services	57,765	204,992	104,265	104,265
Internal Service Fees	339,155	316,781	556,310	1,438,912
TOTAL OTHER SERVICES	1,146,045	1,307,605	1,522,539	2,405,141
OTHER EXPENSE:				
Supplies and Materials	1,487,932	1,349,419	1,524,932	1,539,932
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	14,600	2,960	3,600	3,600
Licenses, Permits, & Fees	18,000	19,145	17,000	17,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	1,520,532	1,371,524	1,545,532	1,560,532
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	96,000	0	76,000	76,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	47,864,271	46,669,063	52,961,653	57,820,955
TRANSFERS TO OTHER FUNDS & UNITS:	100,000	99,966	0	0
TOTAL EXPENSE AND TRANSFERS	47,964,271	46,769,029	52,961,653	57,820,955

32 Fire-Financial



**Fire
USD General Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	150,000	90,453	700	2,400
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	150,000	90,453	700	2,400
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	299,040	299,040	309,760	337,645
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	299,040	299,040	309,760	337,645
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	1,902	500	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	1,902	500	0
TOTAL PROGRAM REVENUE	449,040	391,395	310,960	340,045
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	8,164	0	0	0
TOTAL NON-PROGRAM REVENUE	8,164	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	457,204	391,395	310,960	340,045

32 Fire-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
32 Fire (EMS) - GSD Fund 10101								
Account Clerk 2	4370	GS04	2	2.0	2	2.0	0	0.0
Account Clerk 3	3730	GS05	4	4.0	4	4.0	0	0.0
Admin Services Officer 4	7245	SR12	1	1.0	1	1.0	1	1.0
Administrative Assistant 1	7240	GS06	1	1.0	1	1.0	0	0.0
Administrative Assistant 2	7241	GS08	1	1.0	1	1.0	0	0.0
Administrative Specialist	7720	SR11	0	0.0	0	0.0	1	1.0
Dist Chief-Emer Amb Svc	7289	PF11	15	15.0	15	15.0	0	0.0
Dist Chief-Emer Amb Svc Train	6647	PF11	1	1.0	1	1.0	0	0.0
Emerg Vehicle Technician 1	3057	TG12	3	3.0	3	3.0	3	3.0
Emergency Med Tech 2	1818	PS04	36	36.0	53	53.0	65	65.0
Emergency Telecommunicator	7291	SR06	0	0.0	0	0.0	1	1.0
Fire Assistant Chief	0430	PS08	0	0.0	0	0.0	6	6.0
Fire Asst. Chief-EA Serv	0591	PS08	5	5.0	5	5.0	0	0.0
Fire Deputy Chief	7306	PS10	1	1.0	1	1.0	1	1.0
Fire District Chief	1686	PS07	0	0.0	0	0.0	15	15.0
Fire Instructor	6834	PS06	1	1.0	1	1.0	1	1.0
Fire Lt	10155	PS05	0	0.0	0	0.0	2	2.0
Fire Lt-Communications	6409	PF09	2	2.0	2	2.0	0	0.0
Fire/EMT Dispatcher	7423	PS04	6	6.0	6	6.0	5	5.0
Info Systems Manager	7782	SR13	0	0.0	0	0.0	1	1.0
Info Systems Specialist	7783	GS11	1	1.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	4	4.0
Office Support Specialist 1	10123	SR07	0	0.0	0	0.0	2	2.0
Paramedic 1	10125	PS04	0	0.0	0	0.0	36	36.0
Paramedic 2	7344	PS05	138	138.0	157	157.0	103	103.0
Technical Specialist 1	7756	SR11	1	1.0	1	1.0	1	1.0
Technical Specialist 2	7757	SR12	1	1.0	1	1.0	1	1.0
Total Positions & FTE			220	220	256	256	250	250.0
32 Fire - GSD Fund 10101								
Account Clerk 2	4370	GS04	1	1.0	1	1.0	0	0.0
Emerg Vehicle Technician 1	3057	TG12	1	1.0	1	1.0	1	1.0
Emergency Telecommunicator	7291	SR06	0	0.0	0	0.0	1	1.0
Fire Captain	7305	PS06	22	22.0	25	25.0	25	25.0
Fire District Chief	1686	PS07	3	3.0	3	3.0	3	3.0
Fire Engineer	7307	PS05	42	42.0	45	45.0	45	45.0
Fire Fighter 2	7309	PS04	41	41.0	45	45.0	33	33.0
Fire Fighter 3	7777	PS05	10	10.0	10	10.0	10	10.0
Fire Fighter/Paramedic	10112	PS05	0	0.0	0	0.0	18	18.0
Fire Inspector 2	2534	PS05	5	5.0	5	5.0	5	5.0
Fire Maint Worker 1	2996	TG12	1	1.0	1	1.0	1	1.0
Fire/EMT Dispatcher	7423	PS04	2	2.0	2	2.0	1	1.0
Office Support Specialist 1	10123	SR07	0	0.0	0	0.0	1	1.0
Total Positions & FTE			128	128	138	138	144	144.0
Total GSD			348	348.0	394	394.0	394	394.0

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

32 Fire-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
32 Fire - USD Fund 18301								
Account Clerk 2	4370	GS04	6	6.0	6	6.0	0	0.0
Account Clerk 3	3730	GS05	4	4.0	4	4.0	0	0.0
Admin Specialist	7720	SR12	0	0.0	0	0.0	2	2.0
Administrative Assistant 1	7240	GS06	2	2.0	2	2.0	0	0.0
Administrative Assistant 2	7241	SR09	5	5.0	5	5.0	3	3.0
Emer Telecommunicator 1	7291	SR06	0	0.0	0	0.0	2	2.0
Emer Telecommunicator 2	7292	SR07	0	0.0	0	0.0	1	1.0
Emer Vehicle Tech 1	3057	TG12	6	6.0	6	6.0	7	7.0
Emer Vehicle Tech 2	5975	TL12	1	1.0	1	1.0	1	1.0
Emer Vehicle Tech Supervisor	5974	TS12	1	1.0	1	1.0	1	1.0
Emergency Med Tech 2	1818	PS04	0	0.0	0	0.0	1	1.0
Finance Manager	6232	SR14	0	0.0	0	0.0	1	1.0
Fire Assistant Chief	0430	PS08	6	6.0	6	6.0	7	7.0
Fire Asst. Chief Training Officer	0594	PS07	1	1.0	1	1.0	1	1.0
Fire Asst. Chief-Safety	6646	PF12	1	1.0	1	1.0	0	0.0
Fire Captain	7305	PS06	151	151.0	151	151.0	161	161.0
Fire Chief	1045	DP03	1	1.0	1	1.0	1	1.0
Fire Chief Training Officer	5513	PS08	1	1.0	1	1.0	1	1.0
Fire Comm Superintendent	1297	PS08	1	1.0	1	1.0	1	1.0
Fire Deputy Chief	7306	PS10	2	2.0	2	2.0	2	2.0
Fire Deputy Director	7057	PF14	1	1.0	1	1.0	1	1.0
Fire District Chief	1686	PS07	22	22.0	22	22.0	24	24.0
Fire Engineer	7307	PS05	171	171.0	171	171.0	171	171.0
Fire Fighter 2	7309	PS04	323	323.0	323	323.0	304	304.0
Fire Fighter 3	7777	PS05	70	70.0	70	70.0	70	70.0
Fire Fighter/Paramedic	10112	PS05	0	0.0	0	0.0	10	10.0
Fire Inspector 1	7310	PS05	0	0.0	2	2.0	3	3.0
Fire Inspector 2	2534	PS05	17	17.0	17	17.0	17	17.0
Fire Instructor	6834	PS06	10	10.0	10	10.0	5	5.0
Fire Lt	10155	PS05	0	0.0	0	0.0	8	8.0
Fire Lt-Communications	6409	PF09	8	8.0	8	8.0	0	0.0
Fire M&R Asst. Supt.	0593	GS11	1	1.0	1	1.0	0	0.0
Fire Maint Superintendent	5492	SR13	1	1.0	1	1.0	1	1.0
Fire Maint Worker 1	2996	TG12	12	12.0	12	12.0	12	12.0
Fire Maint Worker 2	2995	TL12	2	2.0	2	2.0	2	2.0
Fire Maintenance Supervisor	5973	TS12	1	1.0	1	1.0	1	1.0
Fire Marshal	3015	PS08	1	1.0	1	1.0	1	1.0
Fire Marshal-Assistant	1495	PS06	5	5.0	5	5.0	4	4.0
Fire Marshal-Deputy	0440	PS07	2	2.0	2	2.0	2	2.0
Fire/EMT Dispatcher	7423	PS04	25	25.0	25	25.0	22	22.0
Fiscal Affairs Manager	7676	GS13	1	1.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	4	4.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	6	6.0
Office Support Specialist 1	10123	SR07	0	0.0	0	0.0	3	3.0
Total Positions & FTE			862	862.0	864	864.0	864	864.0

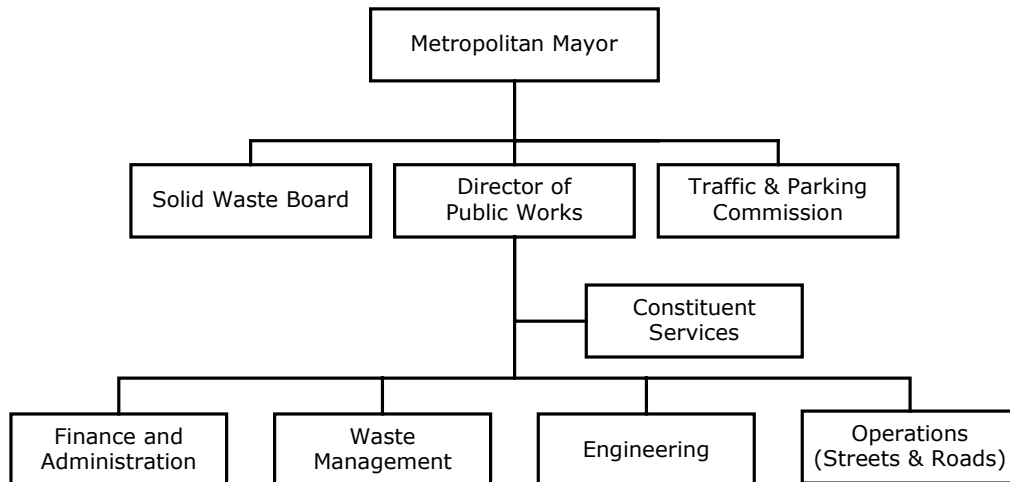
This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

42 Public Works-At a Glance



Mission	Public Work's mission is to provide for the engineering, maintenance, construction, and repair of streets, roads, bridges, guardrails, sidewalks, traffic signs and signals, operation of parking facilities, refuse collection, street and sidewalk cleaning, and street light operation within the Urban Service District. The Department also provides for activities directly related to solid waste disposal and the curbside collection and processing of recyclable materials in selected areas of Davidson County including both USD and GSD areas.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$40,385,490	\$44,269,672	\$42,380,742
	USD General Fund	14,801,709	16,489,884	17,102,346
	Solid Waste Operations	28,965,560	32,195,767	32,997,441
	Public Works Sidewalk	0	0	500,000
	Special purpose funds	1,202,691	352,046	352,046
	Total Expenditures	<u>\$85,355,450</u>	<u>\$93,307,369</u>	<u>\$93,332,575</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$7,270,154	\$7,786,289	\$4,682,916
	Other Governments	102,000	0	0
	Other Program Revenue	0	-62,884	129,568
	Total Program Revenue	<u>\$7,372,154</u>	<u>\$7,723,405</u>	<u>\$4,812,484</u>
	Non-program Revenue	442,050	332,750	236,500
	Transfers	23,315,629	25,576,037	30,343,897
	Total Revenues	<u>\$31,129,833</u>	<u>\$33,632,192</u>	<u>\$35,392,881</u>
Positions	Total Budgeted Positions - GSD	379	395	372
	Total Budgeted Positions - USD	47	49	50
	Total Budgeted Positions - Solid Waste	115	92	105
Contacts	Director of Public Works (Acting): Billy Lynch email: billy_lynch@metro.nashville.org Financial Manager: Billy Davis email: billy_davis@metro.nashville.org 750 South 5 th Street 37206 Phone: 862-8700 FAX: 862-8799			

Organizational Structure



42 Public Works-At a Glance



Budget Highlights FY 2003

GSD

• Pay Plan/Benefit adjustments	\$547,100
• Addition of 5 Signal Technicians and 4 Maintenance and Repair Workers and associated supplies and materials*	405,000
• Addition of 8 Engineers to meet new development review and inspection requirements*	400,000
• Addition of 4 Maintenance and Repair Worker positions in the Signs and Marking Unit and associated supplies and materials*	204,059
• Wages and benefits associated with reorganizing the Administrative Staff*	170,000
• Increase Traffic Engineering staffing by 2 positions and reallocate 3 other positions for Neighborhood Traffic Management*	130,000
• Upgrade positions in the Engineering Division to bolster capital project management and the construction inspection of capital projects*	102,000
• Addition of a Deputy Director position*	85,000
• Information systems billings	1,737
• Telecommunication net adjustment	-41,980
• 800 MHz radio cost reductions	-102,374
• Fleet Management Consolidation net adjustment	-972,611
• Transfer of remaining stormwater functions to Water and Sewer	-2,113,356
• Reduction of paving expense from operational funds	-2,500,000
Subtotal – General Operations	-3,685,425
• Increase in transfers for Solid Waste functions	3,603,533
• Increase in transfers for Recycling functions	102,400
• Increase in transfers for Chipper functions	90,562
Subtotal – Waste Management Transfers	3,796,495
Total – GSD Adjustments	\$111,070

* These adjustments were recommended in the performance audit of May 10, 2002.

USD

• Pay Plan/Benefit adjustments	\$42,100
• Transfer of remaining stormwater functions to Water and Sewer	-22,520
• Elimination of transfer to the GSD for vehicle maintenance	-65,000
• Fleet Management Consolidation net adjustment	-378,237
Subtotal-General Operations	-423,657

USD (Continued)

• Increase in transfers for Refuse Collection functions	\$888,000
• Increase in transfers for Chipper functions	148,119
Subtotal – Waste Management Transfers	1,036,119
Total – USD Adjustments	\$612,462

Waste Management

Administration:

• Information systems billings	\$12,690
• All other cost reductions (net)	-85,888
Subtotal – Administration	-73,198

Disposal:

• Payment to USD Debt Service for Nashville Thermal	8,025,266
• Reduction in payments for ash management from Thermal	-1,890,814
• Reduction in direct payments to Nashville Thermal	-6,804,202
• All other cost reductions (net)	-519,301
Subtotal – Disposal	-1,189,051

Collection:

• Increases for Metro collection	506,624
• Increases for Chipper service	238,681
• Increases for front loader collections	199,373
• Increases for residential bulk collections	140,899
• All other cost increases (net)	63,995
Subtotal – Collection	1,149,572

Recycling:

• Increases for convenience recycling centers	575,951
• Increases for curbside recycling	260,740
• Decreases for compost program	-225,225
• All other cost increases (net)	126,298
Subtotal – Recycling	737,764

Landfills:

• Bordeaux Gas Utilization	339,398
• Decrease for maintenance and engineering	-162,811
Subtotal – Landfills	176,587

Total – Adjustments \$801,674

42 Public Works-At a Glance



Overview

TRAFFIC & PARKING COMMISSION

The General Services District (GSD) Traffic & Parking Division maintains the records of the Traffic and Parking Commission meetings and interfaces with Metro Council, the Administration, the general public and other customers of the department. Operates 5 off street parking facilities providing 2,328 parking spaces. Maintains 1,580 parking meters and parking enforcement with the use of parking patrol officers. Provides loading zone and valet enforcement with the use of parking patrol officers.

FINANCE AND ADMINISTRATION

Provides financial management and administration for the department including cost accounting, cost reporting, purchasing, accounts payable and receivable; tracking of fixed assets, oversight of work safety and security, administering personnel and payroll management and supporting the department centers.

WASTE MANAGEMENT

The Disposal Division provides post closure activities for Bordeaux Landfill, which closed March 18, 1994. Operates mono ash landfill, composting and wood mulching, and processing contract ash recycling services. Provides funding for disposal to out of county facilities for waste and hazardous waste. Supports Methane Gas Wells program at Bordeaux Landfill. Maintains, manages and monitors former landfill sites. Operates two convenience centers for citizens 7 days per week and proposes 12 household hazardous waste events, and paint and motor oil will be accepted 7 days a week.

The Recycling Division provides recycling boxes at 15 sites (both full and part time). Provides community education through school programs and commercial outreach. Seasonal projects include Trees to Trail (Christmas trees shredded for hiking trails). Provides cardboard and paper collection at Metro offices. Provides bulk item collection program. Fall leaf collection service. Proposes to provide curbside recycling collection one time per month to USD residences.

The Refuse Collection Division provides for weekly curbside collection of household and business refuse. Metro personnel collect 38,000 collection sites and contractors collect 89,413 collection sites. Provides support for special cleanups during year. Provides support for special waste collection and disposal.

Brush Collection Service provides for countywide service 5 times per year per scheduled appointments. Additional non-scheduled service will be performed within each of 20 service districts.

ENGINEERING

The GSD Engineering Division designs and constructs roads, highways, streets and alleys, storm sewers, bridges, and related structures. Controls traffic. Permits and enforces right of way excavation. With the passage of Council Bill O97-785, this division will be upgrading the permitting process. Provides traffic-engineering support to prepare estimates for traffic control improvements. Acts as public custodian of official streets and alley maintenance map and right of way easement records.

OPERATIONS

The GSD Operations Division maintains 2,188 miles of road system with road and shoulder maintenance; drainage, patching, mowing, street cleaning, tree cutting and winter storm response. Responds to hazardous materials spills with Haz Mat and USAR teams. Repairs bridges, guardrails and sidewalks.

The GSD Highway Safety Lighting provides 300 streetlights on State routes in the General Services District.

The GSD Bridges Division repairs and maintains bridges and sidewalks, and repairs and installs guard rails.

The GSD Signals, Signs and Marking Division applies pavement markings, installs, maintains and removes regulatory warning and advisory signs. Installs and maintains traffic signals. (Since 1992, 110 signals have been added to the system).

The Urban Services District (USD) Street Cleaning Division cleans streets and sidewalks in the Urban Services District. Provides for cleaning vacant lots per the Beautification Program. Cleans Central Business District nightly and supports special events.

The USD Street Lighting provides for Nashville Electric Service to maintain 51,800 streetlights in the Urban Services District and install additional lights as directed by Public Works. NES adjusted lighting inventory in July 2000.

The GSD Equipment Division will no longer be a part of Public Works after 10/1/02, which includes Public Works Fleet Management and Maintenance and Repair of over 918 pieces of equipment ranging from small motors to heavy equipment for all divisions of Public Works and other Metro agencies.

42 Public Works-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
TRAFFIC & PARKING COMMISSION					
Traffic & Parking					
1. Manages and operates the on-street parking system of meters, etc.	Parking meters	1,575	1,514	1,580	1,693
2. Manages and operates the off-street parking system of garages and parking lots.	Total number of off-street parking spaces	2,190	2,307	2,328	2,307
3. Enforce parking meters and other parking restrictions.	Estimated parking tickets income	900,000	1,146,000	900,000	1,250,000
FINANCE AND ADMINISTRATION					
GSD Staff Services					
1. Management of capital improvement funds and operating budget.	a. Active bond funds (number of business units) – USD	4 (17)	4 (24)	2 (17)	4 (21)
	b. Active bond funds (number of business units) - GSD	9 (49)	10 (55)	10 (58)	10 (21)
GSD Satellite Cities					
1. Provide maintenance support to satellite cities.	Contracts - agreements	3	3	3	3
Chipper Service					
1. Residential brush collection by route and appointment in USD/GSD.	Tons of brush collected	na	na	na	20,000
Refuse Collection Support					
<i>Metro Collection</i>					
1. Collection of waste from residences within the USD.	Weekly number of homes waste collected from	na	na	na	37,000
<i>Contribution Collection</i>					
1. Collection of waste from residences within the USD by private contractors.	Weekly number of homes waste collected from	na	na	na	90,000
<i>Downtown Business Collection</i>					
1. Day and night refuse collection service for downtown.	Days and nights per week downtown serviced	na	na	na	6
<i>Residential Bulk Collection</i>					
1. Collection of bulk items, such as furniture, from residences in the USD/GSD by appointment.	Number of appointment collections per residence per year	na	na	na	2

42 Public Works-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
<i>Front Loader Collection</i>					
1. Dumpster collection at various sites in USD.	Dumpsters collected per week	na	na	na	2,000
<i>Dead Animal</i>					
1. Collection of dead animals in USD/GSD.	Tons of dead animals collected	na	na	na	6,800
WASTE MANAGEMENT					
Disposal					
<i>Thermal</i>					
1. Disposal of Metro's collected refuse by incineration in Thermal Plant.	Tons of refuse disposed of	na	na	na	161,000
<i>Ash Management</i>					
1. Disposal of ash generated by incineration of refuse in the Thermal Plant.	Tons of ash disposed of	na	na	na	88,000
<i>Construction & Demolition Disposal</i>					
1. Disposal of construction and demolition debris.	Tons disposed of	na	na	na	7,800
2. Provide and maintain a quality and safe streets and roads system.	a. Roads maintained (miles) b. Roads re-surfaced (miles)	2,154 90	2,154 90	2,238 75	2,238 75
<i>Bordeaux Gas</i>					
1. Collection of methane gas at Bordeaux Landfill.	Revenue generated	na	na	na	200,000
<i>Metals</i>					
1. Residential collection of metal materials, such as stoves, by appointment in USD/GSD.	Collections per residence per year	na	na	na	2
<i>Compost</i>					
1. Production of mulch for sale at Bordeaux Landfill by grinding wood waste.	Tons produced	na	na	na	22,000
<i>Curb Leaf</i>					
1. Collection of leaves at residences in USD/GSD.	Number of homes	na	na	na	160,000
<i>Tire Program</i>					
1. State funded tire-recycling program.	Number of tires recycled	na	na	na	500,000

42 Public Works-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Land Maintenance					
1. Maintenance of closed/active landfills by keeping grass low and having no exposed trash.	Number of violations	na	na	na	0
Recycling					
<i>Downtown Business Recycling</i>					
1. Collection of cardboard for recycling from downtown businesses.	Tons of cardboard collected	na	na	na	6,000
<i>Curbside Recycling</i>					
1. Residential recycling from residences within the USD.	Number of homes recycling materials collected from	na	na	na	130,000
<i>Drop-Off Recycling</i>					
1. Non-staffed recycling drop-off facilities within GSD/USD.	Number of tons of recycling materials dropped-off	na	na	na	7,000
<i>Convenient/Recycling Center</i>					
1. Recycling and refuse drop-off facilities within GSD/USD staffed by Metro employees.	Tons of waste materials dropped-off at centers	na	na	na	14,127
OPERATIONS					
GSD					
Household Hazardous Waste					
1. Daily receipt of household hazardous material.	Tons of household hazardous waste collected	na	na	na	60
Highway Safety Lights					
1. Provide lighting to various state highways, interstates, and intersections in the GSD.	Street lights	300	300	300	300
Street Lights					
1. Provides for street lighting for the various streets and roads within the USD.	Number of street lights	na	na	49,700	50,000
Bridges					
1. Maintain safety and service ability of various viaducts, bridges, underpasses, culverts, and other structures.	Structures of 20 feet in length or more	352	352	360	360

42 Public Works-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Signals					
1. Install and maintain traffic signals, regulatory warning and advisory signals, and pavement markings.	a. Signs in Metro	90,450	90,500	90,550	91,000
	b. Miles of pavement markings	1,820	1,820	1,820	2,150
	c. Signalized locations	827	799	799	815
Street Clean					
1. Sweeping and cleaning of streets and roads within the USD.	Miles (approximate) of streets and roads swept	3,000	3,000	3,000	3,000
Equipment (will no longer be a part of Public Works 10/01/02)					
1. Manage and maintain Public Works' fleet of vehicles and equipment.	Public Works equipment	553	553	553	553

42 Public Works-Financial



**Public Works
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	12,096,523	11,571,038	12,588,978	13,325,011
Fringe Benefits	3,323,522	3,317,320	3,300,039	3,313,834
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	15,420,045	14,888,358	15,889,017	16,638,845
OTHER SERVICES:				
Utilities	585,256	606,862	631,129	628,016
Professional Services	864,689	371,996	657,368	35,400
Purchased Services	198,906	763,286	1,096,531	1,089,406
Travel	36,877	7,569	34,502	30,377
Communications	1,660	(141)	1,598	1,410
Printing	12,803	7,211	12,053	9,803
Advertising & Promotion	10,900	24,324	13,150	10,900
Subscriptions	7,650	245	4,650	1,650
Tuition, Reg., & Membership Dues	37,756	53,018	37,506	36,756
Repairs & Maintenance Services	5,446,273	5,103,981	6,042,235	1,524,985
Internal Service Fees	995,734	972,722	1,259,407	81,050
TOTAL OTHER SERVICES	8,198,504	7,911,073	9,790,129	3,449,753
OTHER EXPENSE:				
Supplies and Materials	2,620,310	2,026,939	2,711,186	2,686,132
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	290,485	97,968	278,711	231,388
Licenses, Permits, & Fees	10,549	16,700	8,299	1,549
Taxes	0	6,400	4,000	4,000
Grant Contributions & Awards	195,322	193,869	223,322	223,322
TOTAL OTHER EXPENSE	3,116,666	2,341,876	3,225,518	3,146,391
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	36,439	220,107	30,750	15,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	26,771,654	25,361,414	28,935,414	23,249,989
TRANSFERS TO OTHER FUNDS & UNITS:	13,613,836	13,334,590	15,334,258	19,130,753
TOTAL EXPENSE AND TRANSFERS	40,385,490	38,696,004	44,269,672	42,380,742

42 Public Works-Financial



**Public Works
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	2,496,537	1,287,157	1,209,400	2,175,650
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	2,496,537	1,287,157	1,209,400	2,175,650
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	500	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	500	0	0
TOTAL PROGRAM REVENUE	2,496,537	1,287,657	1,209,400	2,175,650
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	442,050	195,875	332,750	196,500
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	257	0	0
TOTAL NON-PROGRAM REVENUE	442,050	196,132	332,750	196,500
TRANSFERS FROM OTHER FUNDS AND UNITS:	625,044	685,719	69,044	4,290
TOTAL REVENUE AND TRANSFERS	3,563,631	2,169,508	1,611,194	2,376,440

42 Public Works-Financial



**Public Works
USD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	948,928	1,052,968	999,098	1,020,570
Fringe Benefits	256,797	335,942	262,010	260,702
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,205,725	1,388,910	1,261,108	1,281,272
OTHER SERVICES:				
Utilities	3,782,251	3,651,880	4,050,251	4,050,251
Professional Services	200	0	200	200
Purchased Services	27,000	118,307	901,570	900,986
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	641,764	362,284	0	0
Internal Service Fees	0	2,274	36,000	(342,237)
TOTAL OTHER SERVICES	4,451,215	4,134,745	4,988,021	4,609,200
OTHER EXPENSE:				
Supplies and Materials	3,000	1,638	3,000	3,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	20	0	20	20
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	3,020	1,638	3,020	3,020
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,659,960	5,525,293	6,252,149	5,893,492
TRANSFERS TO OTHER FUNDS & UNITS:	9,141,749	9,141,749	10,237,735	11,208,854
TOTAL EXPENSE AND TRANSFERS	14,801,709	14,667,042	16,489,884	17,102,346

42 Public Works-Financial



**Public Works
USD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	16,874	18,530	18,390	19,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	16,874	18,530	18,390	19,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	16,874	18,530	18,390	19,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	16,874	18,530	18,390	19,000

42 Public Works-Financial



Public Works Solid Waste Operations

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,675,784	2,518,319	3,668,800	3,987,198
Fringe Benefits	871,951	718,151	867,822	920,772
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	3,547,735	3,236,470	4,536,622	4,907,970
OTHER SERVICES:				
Utilities	8,000	139,421	11,773	350,877
Professional Services	2,020,360	2,994,123	1,029,608	10,973,163
Purchased Services	10,869,117	10,799,588	14,092,990	5,545,004
Travel	15,127	10,548	5,000	11,150
Communications	48,026	320	0	2,000
Printing	85,351	2,418	0	0
Advertising & Promotion	51,010	55,976	483,786	803,000
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	596	2,901	20,000	20,000
Repairs & Maintenance Services	63,540	314,615	23,197	341,429
Internal Service Fees	54,025	52,246	58,346	559,305
TOTAL OTHER SERVICES	13,215,152	14,372,156	15,724,700	18,605,928
OTHER EXPENSE:				
Supplies and Materials	29,779	209,679	129,834	402,280
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	9,000	237,504	28,067	51,505
Licenses, Permits, & Fees	900	3,108	1,649	1,559
Taxes	0	0	0	0
Grant Contributions & Awards	225,050	195,038	212,526	338,875
TOTAL OTHER EXPENSE	264,729	645,329	372,076	794,219
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	402,722	0
EQUIPMENT, BUILDINGS, & LAND	212,597	37,186	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	17,240,213	18,291,141	21,036,120	24,308,117
TRANSFERS TO OTHER FUNDS & UNITS:	11,725,347	11,503,101	11,159,647	8,689,324
TOTAL EXPENSE AND TRANSFERS	28,965,560	29,794,242	32,195,767	32,997,441

42 Public Works-Financial



Public Works Solid Waste Operations

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	4,756,743	5,413,811	6,558,499	2,488,266
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	4,756,743	5,413,811	6,558,499	2,488,266
Other Governments & Agencies				
Federal Direct	102,000	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	102,000	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	67,363	130,275	104,328
Use of Money or Property	0	336,888	0	25,240
Subtotal Other Program Revenue	0	404,251	130,275	129,568
TOTAL PROGRAM REVENUE	4,858,743	5,818,062	6,688,774	2,617,834
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	219,975	0	40,000
TOTAL NON-PROGRAM REVENUE	0	219,975	0	40,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	22,690,585	22,446,171	25,506,993	30,339,607
TOTAL REVENUE AND TRANSFERS	27,549,328	28,484,208	32,195,767	32,997,441

42 Public Works-Financial



**Publics Works
Public Works Sidewalk**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	500,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	500,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	0	0	500,000

42 Public Works-Financial



**Public Works
Public Works Sidewalk**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	191,650	(191,650)	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	1,509	(1,509)	0
Subtotal Other Program Revenue	0	193,159	(193,159)	0
TOTAL PROGRAM REVENUE	0	193,159	(193,159)	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	193,159	(193,159)	0

42 Public Works-Financial



**Public Works
Other Special Funds**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	758,891	0	0
Purchased Services	0	329,026	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	1,087,917	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	676	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	676	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	93,354	0	0
SPECIAL PROJECTS	1,202,691	0	352,046	352,046
TOTAL OPERATING EXPENSE	1,202,691	1,181,947	352,046	352,046
TRANSFERS TO OTHER FUNDS & UNITS:	0	36,282	0	0
TOTAL EXPENSE AND TRANSFERS	1,202,691	1,218,229	352,046	352,046

42 Public Works-Financial



**Public Works
Other Special Funds**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	1,600	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	1,600	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	187,371	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	113,304	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	300,675	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	35,952	0	0
Subtotal Other Program Revenue	0	35,952	0	0
TOTAL PROGRAM REVENUE	0	338,227	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	1,006	0	0
TOTAL REVENUE AND TRANSFERS	0	339,233	0	0

42 Public Works-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
42 Public Works - GSD Fund 10101								
Account Clerk 2	04370	GS04	1	1.0	2	2.0	0	0.0
Account Clerk 3	03730	GS05	2	2.0	2	2.0	0	0.0
Accountant 3	07238	GS09	3	2.0	4	4.0	0	0.0
Accounting Associate	06105	GS06	2	2.0	2	2.0	0	0.0
Admin Services Officer 3	07244	SR10	1	1.0	1	1.0	1	1.0
Administrative Assistant	07241	SR09	4	4.0	4	4.0	4	4.0
Administrative Assistant 1	07240	GS06	3	2.5	1	1.0	0	0.0
Administrative Specialist	07720	SR11	2	2.0	3	3.0	2	2.0
Blaster	03710	TG07	1	1.0	1	1.0	1	1.0
Bldg Maintenance Mech	02220	WG07	1	1.0	0	0.0	0	0.0
CAD/GIS Analyst 1	07729	SR09	0	0.0	1	1.0	1	1.0
CAD/GIS Analyst 2	07730	SR10	1	1.0	1	1.0	1	1.0
Carpenter 2	00970	TL10	1	1.0	1	1.0	1	1.0
Compliance Inspector 1	07731	SR07	0	0.0	0	0.0	6	6.0
Compliance Inspector 3	07733	SR10	3	3.0	3	3.0	3	3.0
Contract Administrator	07734	SR14	1	1.0	1	1.0	1	1.0
Correctional Officer 1	06982	GS05	6	6.0	10	10.0	0	0.0
Cust Svc Mgr	00746	SR14	0	0.0	0	0.0	1	0.5
Customer Service Asst Supv	07281	GS07	1	1.0	1	1.0	0	0.0
Customer Service Rep 1	07283	GS03	1	1.0	0	0.0	0	0.0
Customer Service Rep 2	06855	GS04	2	2.0	4	4.0	1	1.0
Customer Service Rep 3	07284	GS05	2	2.0	2	2.0	0	0.0
Electrical Inspector 2	07290	SR10	0	0.0	0	0.0	1	1.0
Engineer 1	07294	SR12	8	8.0	7	7.0	9	9.0
Engineer 2	07295	SR13	4	4.0	5	5.0	4	4.0
Engineer 3	06606	SR14	3	3.0	4	4.0	3	3.0
Engineer In Training	07296	SR10	3	3.0	4	4.0	1	1.0
Engineering Aide 2	06098	SR05	2	2.0	2	2.0	1	1.0
Engineering Technician 1	07298	SR06	2	2.0	2	2.0	2	2.0
Engineering Technician 2	07299	SR08	7	7.0	8	8.0	4	4.0
Engineering Technician 3	07300	SR10	21	21.0	28	28.0	14	14.0
Equip & Supply Clerk 3	03027	SR07	1	1.0	1	1.0	1	1.0
Equip Shop Supervisor	01920	TS12	4	4.0	4	4.0	4	4.0
Equipment And Supply Clerk 1	05010	SR04	0	0.0	1	1.0	2	2.0
Equipment And Supply Clerk 2	03440	SR06	3	2.5	3	3.0	2	2.0
Equipment Inventory Assistant 2	07301	SR07	2	1.5	2	2.0	2	2.0
Equipment Mechanic	01880	TG11	26	26.0	25	25.0	25	25.0
Equipment Mechanic-Certified	07302	TG12	1	1.0	1	1.0	1	1.0
Equipment Operator 1	06826	TG05	11	11.0	12	12.0	15	15.0
Equipment Operator 2	06827	TG07	31	31.0	34	34.0	32	32.0
Equipment Operator 3	07303	TG08	27	27.0	24	24.0	25	25.0
Equipment Servicer	07304	TG05	1	1.0	1	1.0	1	1.0
Finance Manager	06232	SR14	0	0.0	0	0.0	1	1.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	3	2.5
Fleet Manager-Heavy Equipment	07311	SR13	1	1.0	1	1.0	1	1.0
Human Resources Analyst 3	06874	SR12	0	0.0	0	0.0	1	1.0
Human Resources Manager	06531	SR14	1	1.0	1	1.0	1	1.0
Info Systems Analyst 2	07780	SR11	1	1.0	1	1.0	1	1.0
Info Systems Technician 2	07785	SR09	1	1.0	1	1.0	1	1.0
Machinist	02955	WG10	1	1.0	1	1.0	0	0.0
Maint & Repair District Supervisor	07324	TS11	3	3.0	3	3.0	3	3.0
Maint & Repair Leader 1	07325	TL07	19	19.0	19	19.0	17	17.0
Maint & Repair Leader 2	07326	TL09	12	12.0	12	12.0	10	10.0
Maint & Repair Supervisor	07327	TS08	3	3.0	3	3.0	4	4.0

42 Public Works-Financial



	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
42 Public Works – GSD Fund 10101								
Maint & Repair Worker 1	02799	TG03	61	61.0	56	56.0	55	55.0
Maint & Repair Worker 2	07328	TG04	15	15.0	20	20.0	19	19.0
Maint & Repair Worker 3	07329	TG06	8	8.0	7	7.0	7	7.0
Mechanic Helper 1	07330	TG05	5	5.0	5	5.0	5	5.0
Office Assistant 1	07747	GS03	2	2.0	2	2.0	1	1.0
Office Assistant 2	07748	GS04	2	2.0	2	2.0	0	0.0
Office Manager 3	07340	GS08	3	3.0	3	3.0	0	0.0
Office Support Mgr	10119	SR09	0	0.0	0	0.0	3	3.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	3	3.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	7	7.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	7	7.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	1	1.0
Paint And Body Repairer	06601	TG11	1	1.0	1	1.0	1	1.0
Parts Supervisor	07345	SR09	2	2.0	2	2.0	1	1.0
Pub Works Asst Dir-F & A	10133	SR15	0	0.0	0	0.0	1	1.0
Pub Works Asst Dir-Fleet Mgmt	06384	SR15	1	1.0	1	1.0	1	1.0
Pub Works Asst Dir-Parking	07386	GS13	1	0.5	1	1.0	1	1.0
Pub Works Asst Dir-Strt & Rds	06387	SR15	1	1.0	1	1.0	1	1.0
Public Info Rep	07384	SR10	1	1.0	1	1.0	1	1.0
Public Works Director	01650	DP03	1	1.0	0	0.0	1	1.0
PW Deputy Director	NA	NA	0	0.0	0	0.0	1	1.0
PW Assistant Director - Engineering	00380	SR15	1	1.0	1	1.0	1	1.0
PW Assistant Director-Admin	06383	GS13	1	1.0	1	1.0	0	0.0
PW Superintendent	07388	SR13	1	1.0	1	1.0	1	1.0
Safety Coordinator	06133	SR12	1	1.0	1	1.0	1	1.0
Safety Inspector 1	04125	SR08	1	1.0	1	1.0	1	1.0
Sanitation Leader	05957	TL06	0	0.0	2	2.0	2	2.0
Secretary 1	00060	GS05	1	1.0	1	1.0	0	0.0
Secretary 3	07398	GS07	1	1.0	1	1.0	0	0.0
Signal Maint Supervisor	07401	TS10	1	1.0	1	1.0	1	1.0
Signal Technician 1	07402	TG09	3	3.0	2	2.0	7	7.0
Signal Technician 2	04930	TG11	3	3.0	3	3.0	3	3.0
Signal Technician 3	04810	TL11	2	2.0	3	3.0	3	3.0
Signal Technician Supervisor	04910	TS11	1	1.0	1	1.0	1	1.0
Signs & Markings Supervisor	07403	TS10	1	1.0	1	1.0	1	1.0
Skilled Craft Worker 1	07404	TG07	8	8.0	8	8.0	8	8.0
Special Asst To The Dir	05945	SR13	0	0.0	0	0.0	1	1.0
Technical Services Coordinator	07413	SR11	7	7.0	5	5.0	2	2.0
Technical Specialist 1	07756	SR11	0	0.0	0	0.0	1	1.0
Technical Specialist 2	07757	SR12	1	1.0	1	1.0	1	1.0
Tire Servicer	06609	TG06	2	2.0	2	2.0	2	2.0
Traffic Control Manager	07801	SR13	1	1.0	1	1.0	1	1.0
Training Coordinator	06210	GS11	0	0.0	1	1.0	0	0.0
Welder	05830	TG09	1	1.0	1	1.0	1	1.0
Total Positions & FTE			379	376.0	395	395.0	372	371.0

42 Public Works - USD Fund 18301

Account Clerk 2	04370	GS04	0	0.0	1	1.0	0	0.0
Admin Services Officer 2	07243	SR08	1	1.0	1	1.0	1	1.0
Customer Service Rep 2	06855	GS04	1	1.0	0	0.0	0	0.0
Equipment Operator 1	06826	TG05	2	2.0	2	2.0	3	3.0
Equipment Operator 2	06827	TG07	0	0.0	0	0.0	1	1.0
Equipment Operator 3	07303	TG08	6	6.0	6	6.0	6	6.0
Maint & Repair Leader 1	07325	WL06	1	1.0	0	0.0	0	0.0
Maint & Repair Leader 2	07326	TL09	1	1.0	1	1.0	1	1.0
Maint & Repair Worker 1	02799	TG03	31	31.0	34	34.0	33	33.0

42 Public Works-Financial



	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
42 Public Works - USD Fund 18301								
Maint & Repair Worker 2	07328	TG04	1	1.0	2	2.0	2	2.0
Office Manager 3	07340	GS08	1	1.0	1	1.0	0	0.0
Office Support Mgr	10119	SR09	0	0.0	0	0.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Sanitation Supervisor	07397	TS07	2	2.0	1	1.0	1	1.0
Total Positions & FTE			47	47.0	49	49.0	50	50.0
42 Public Works - Solid Waste Fund 30501								
Maint & Repair Worker 1	02799	TG03	17	17.0	4	4.0	2	2.0
Sanitation Worker	04160	TG05	28	28.0	25	25.0	26	26.0
Sp Asst Director	05945	GS12	1	1.0	0	0.0	0	0.0
Sanitation Leader	05957	TL06	23	23.0	17	17.0	18	18.0
Landfill Manager	06610	WS11	1	1.0	1	1.0	0	0.0
Equipment Operator 2	06827	TG07	1	1.0	1	1.0	1	1.0
Customer Service Rep 2	06855	GS04	1	1.0	4	4.0	0	0.0
Sanitation Manager	07129	SR12	2	2.0	2	2.0	1	1.0
Administrative Assistant 1	07240	GS06	2	2.0	2	2.0	0	0.0
Administrative Assistant	07241	SR09	0	0.0	0	0.0	1	1.0
Administrative Services Officer 2	07243	SR08	0	0.0	1	1.0	3	3.0
Administrative Services Officer 3	07244	SR10	0	0.0	1	1.0	1	1.0
Customer Service Asst Supervisor	07281	GS07	1	1.0	1	1.0	0	0.0
Customer Service Rep 1	07283	GS03	8	7.5	4	4.0	0	0.0
Engineer 2	07295	GS12	1	1.0	1	1.0	0	0.0
Engineer In Training	07296	SR10	2	1.5	1	1.0	1	1.0
Equipment Operator 3	07303	TG08	15	15.0	15	15.0	28	28.0
Landfill Supervisor 2	07321	WS05	1	1.0	0	0.0	0	0.0
Maint & Repair Worker 2	07328	WG03	1	1.0	1	1.0	0	0.0
Public Info Rep 2	07383	GS07	1	1.0	1	1.0	0	0.0
Pub Works Asst Dir-Waste Mgmt	07387	SR15	1	1.0	1	1.0	1	1.0
Sanitation Supervisor	07397	TS07	7	7.0	8	8.0	7	7.0
Admin Spec	07720	SR11	0	0.0	0	0.0	1	1.0
Waste Mgmt Operations Supt	07755	SR13	1	1.0	1	1.0	1	1.0
Info Systems Analyst 1	07779	SR10	0	0.0	0	0.0	1	1.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	4	4.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	5	5.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	2	2.0
Total Positions & FTE			115	114.0	92	92.0	105	105.0

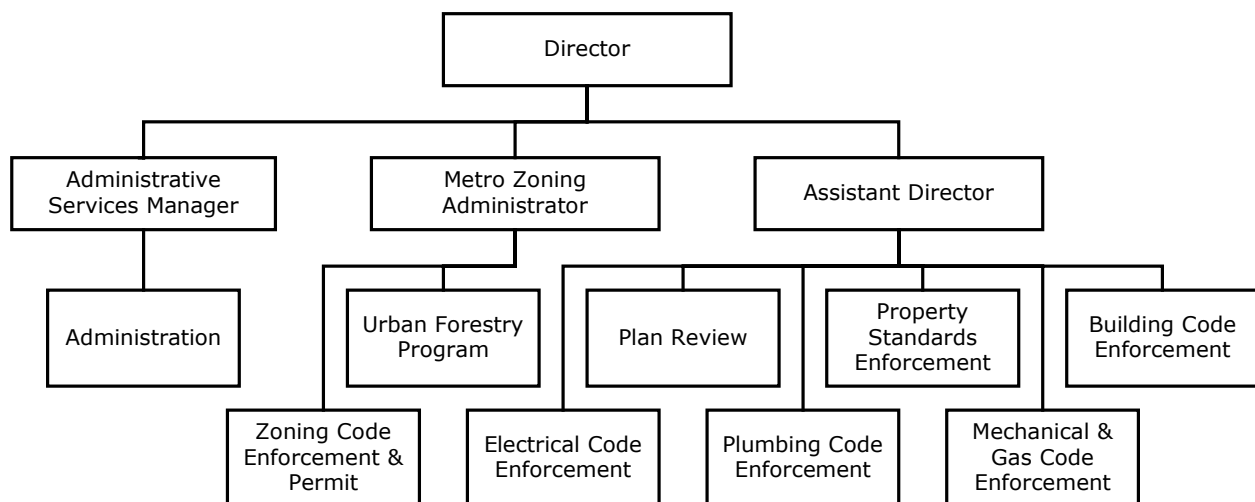
This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.



33 Codes Administration-At a Glance

Mission	<p>To promote public safety, public service, economic and community development in Nashville and Davidson County by ensuring the buildings in which Metropolitan citizens live, work and assemble are constructed and maintained in a safe and sanitary condition, and in compliance with applicable codes, zoning standards and metropolitan ordinances.</p> <p>Because the Codes Administration has the authority and responsibility for issuance of Building Permits as well as Use & Occupancy Certificates, it serves as the "umbrella" agency for Metro's permit tracking and inspection tracking systems – coordinating the review and approval processes for various Metro and State agencies.</p>																																																						
Budget Summary	<table border="1"> <thead> <tr> <th></th> <th style="text-align: center;"><u>2000-01</u></th> <th style="text-align: center;"><u>2001-02</u></th> <th style="text-align: center;"><u>2002-03</u></th> </tr> </thead> <tbody> <tr> <td>Expenditures and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GSD General Fund</td> <td style="text-align: right;">\$5,649,596</td> <td style="text-align: right;">\$6,869,279</td> <td style="text-align: right;">\$6,683,707</td> </tr> <tr> <td>Special purpose funds</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Expenditures</td> <td style="text-align: right;"><u>\$5,649,596</u></td> <td style="text-align: right;"><u>\$6,869,279</u></td> <td style="text-align: right;"><u>\$6,683,707</u></td> </tr> <tr> <td>Revenues and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Charges, Commissions, & Fees</td> <td style="text-align: right;">\$761,500</td> <td style="text-align: right;">\$734,250</td> <td style="text-align: right;">\$739,700</td> </tr> <tr> <td>Other Governments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other Program Revenue</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Program Revenue</td> <td style="text-align: right;"><u>\$761,500</u></td> <td style="text-align: right;"><u>\$734,250</u></td> <td style="text-align: right;"><u>\$739,700</u></td> </tr> <tr> <td>Non-program Revenue</td> <td style="text-align: right;">5,860,300</td> <td style="text-align: right;">5,430,300</td> <td style="text-align: right;">5,757,300</td> </tr> <tr> <td>Transfers</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Revenues</td> <td style="text-align: right;"><u>\$6,621,800</u></td> <td style="text-align: right;"><u>\$6,164,550</u></td> <td style="text-align: right;"><u>\$6,497,000</u></td> </tr> </tbody> </table>				<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$5,649,596	\$6,869,279	\$6,683,707	Special purpose funds	0	0	0	Total Expenditures	<u>\$5,649,596</u>	<u>\$6,869,279</u>	<u>\$6,683,707</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$761,500	\$734,250	\$739,700	Other Governments	0	0	0	Other Program Revenue	0	0	0	Total Program Revenue	<u>\$761,500</u>	<u>\$734,250</u>	<u>\$739,700</u>	Non-program Revenue	5,860,300	5,430,300	5,757,300	Transfers	0	0	0	Total Revenues	<u>\$6,621,800</u>	<u>\$6,164,550</u>	<u>\$6,497,000</u>
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																				
Expenditures and Transfers:																																																							
GSD General Fund	\$5,649,596	\$6,869,279	\$6,683,707																																																				
Special purpose funds	0	0	0																																																				
Total Expenditures	<u>\$5,649,596</u>	<u>\$6,869,279</u>	<u>\$6,683,707</u>																																																				
Revenues and Transfers:																																																							
Charges, Commissions, & Fees	\$761,500	\$734,250	\$739,700																																																				
Other Governments	0	0	0																																																				
Other Program Revenue	0	0	0																																																				
Total Program Revenue	<u>\$761,500</u>	<u>\$734,250</u>	<u>\$739,700</u>																																																				
Non-program Revenue	5,860,300	5,430,300	5,757,300																																																				
Transfers	0	0	0																																																				
Total Revenues	<u>\$6,621,800</u>	<u>\$6,164,550</u>	<u>\$6,497,000</u>																																																				
Positions	<table border="1"> <tr> <td>Total Budgeted Positions</td> <td style="text-align: center;">97</td> <td style="text-align: center;">98</td> <td style="text-align: center;">98</td> </tr> </table>			Total Budgeted Positions	97	98	98																																																
Total Budgeted Positions	97	98	98																																																				
Contacts	<table border="1"> <tr> <td>Director of Codes: Terry Cobb</td> <td colspan="2">email: terry.cobb@nashville.gov</td> </tr> <tr> <td>Financial Manager: Roy L. Jones</td> <td colspan="2">email: roy.jones@nashville.gov</td> </tr> <tr> <td>Howard Office Building 37210</td> <td>Phone: 862-6600</td> <td>FAX: 862-6514</td> </tr> </table>			Director of Codes: Terry Cobb	email: terry.cobb@nashville.gov		Financial Manager: Roy L. Jones	email: roy.jones@nashville.gov		Howard Office Building 37210	Phone: 862-6600	FAX: 862-6514																																											
Director of Codes: Terry Cobb	email: terry.cobb@nashville.gov																																																						
Financial Manager: Roy L. Jones	email: roy.jones@nashville.gov																																																						
Howard Office Building 37210	Phone: 862-6600	FAX: 862-6514																																																					

Organizational Structure



33 Codes Administration-At a Glance

Budget Highlights FY 2003

• Neighborhood Coordinator needed to design, plan, and implement a volunteer program for neighborhood code enforcement of routine, exterior code violations	\$40,000
• Associated Fringe Benefits – Neighborhood Coordinator	11,200
• Pay Plan/Benefit adjustments	183,900
• 800 MHz Radio System	-6,300
• Postal Service rates increase	8,000
• Fleet Management Consolidation net adjustment	-158,908
• Information Systems billings	-239,264
• Telecommunication net adjustments	-24,200
Total	-\$185,572

Overview

ADMINISTRATION

The Administration Division provides direction and coordination of departmental policy and support for the operating programs. This includes the licensing of Electrical, Plumbing, and Mechanical/Gas contractors, and serving as secretary to six administrative boards. All budget, account, purchasing and personnel matters are handled by this division. The Director and his staff comprise the administrative division.

ZONING CODE ENFORCEMENT & PERMIT

The Zoning Code Enforcement and Permit Section issues permits for construction and building, plumbing, mechanical/gas, signs, demolition, blasting, and tree removal. In addition, it handles administrative matters for the Board of Zoning Appeals.

URBAN FORESTRY PROGRAM

The Urban Forestry Section licenses arborists, consults with the Tree Advisory Board, and educates citizens, developers and contractors on landscape maintenance and tree removal and maintenance.

ELECTRICAL CODE ENFORCEMENT

The Electrical Code Enforcement Section administers and enforces the National Electrical Code as amended, to provide for the protection of Nashville citizens against hazardous electrical installations. The electrical division inspects buildings to verify compliance with approved plans and applicable codes.

PLAN REVIEW

The Plan Review Division reviews plans of buildings and structures for compliance with the Standard Building Code, the Standard Plumbing, Gas & Mechanical Codes, the Model Energy Code, the National Electrical Code, and the CABO/ANSI Handicap Code, to protect public health, safety and welfare. The construction plans and specifications are reviewed and approved prior to the issuance of the building permits.

PLUMBING CODE ENFORCEMENT

The Plumbing Code Enforcement Section administers and enforces the Standard Plumbing Code and other related codes, to protect public health, safety, and welfare. The Plumbing Section inspects buildings to verify compliance with approved plans and the applicable codes.

PROPERTY STANDARDS ENFORCEMENT

The Property Standards Enforcement Section administers and enforces the Metro Property Standards Code and the Metro Zoning Code to maintain the quality of the city's neighborhoods. Duties include enforcing minimum property standards, protecting and promoting the health, safety, and welfare, and protecting property values through land use control and nuisance abatement, and overseeing the demolition of abandoned and substandard buildings as funds permit.

The Property Standards Enforcement Section also investigates routine complaints and performs final inspections on properties for zoning compliance. The abandoned vehicle ordinance is also enforced by this section.

MECHANICAL & GAS CODE ENFORCEMENT

The Mechanical & Gas Code Enforcement Section administers and enforces the Standard Mechanical and Gas Codes, codes which regulate heating, air conditioning and refrigeration (HVAC&R), to protect the citizens from hazardous mechanical and/or gas installations. It also inspects buildings to verify compliance with approved plans and applicable codes.

BUILDING CODE ENFORCEMENT

The Building Code Enforcement Section administers and enforces the Standard Building Code, the CABO (Council of American Building Officials) One and Two Family Dwelling Code, the Model Energy Code, the CABO/ANSI (Council of American Building Officials/ American National Standards Institute) Handicap Code, and other related codes, to protect public safety, health and welfare. The building division inspects buildings to verify compliance with approved plans and applicable codes.

33 Codes Administration-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATION					
1. To provide administrative and clerical support for six boards.	Appeals heard by the board: a. Fire & Building b. Electrical c. Plumbing d. Mechanical/Gas e. Property f. Zoning	225 5 35 10 10 275	170 4 32 2 10 229	225 2 30 10 10 255	185 5 30 5 10 250
2. To improve and expand debit accounts usage.	Increase usage of debit account	53%	52%	56%	55%
3. To establish one-stop shop for building permits.	Establish one-stop shop for building permit issuance	97%	98%	100%	100%
ZONING CODE ENFORCEMENT & PERMIT					
1. To expedite the issuance of permits for the various phases of construction and increase the quality of work performed in permit issuance.	Permits Issued: a. Building permits b. Electrical permits c. Plumbing permits d. Gas/Mechanical permits	11,500 18,000 9,000 9,500	10,177 17,877 8,029 8,159	12,500 18,000 8,000 9,000	11,000 17,500 8,500 8,500
2. To continue training classes for examiners and chiefs and achieve/maintain 100% required certifications.	a. Minimum annual hours of Codes training per examiner/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
URBAN FORESTRY PROGRAM					
1. To conduct required number of plan and site reviews and inspections to ensure compliance of the urban forestry program and to ensure public health, safety, welfare and code compliance.	Urban Forestry Inspections	1,750	687	1,500	750
ELECTRICAL CODE ENFORCEMENT					
1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.	Electrical inspections	30,500	25,913	28,500	27,500
2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
PLAN REVIEW					
1. To conduct required number of plan reviews to ensure public health, safety, welfare and code	Building plans reviews	3,700	3,349	3,800	3,800

33 Codes Administration-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
compliance.					
2. To continue training classes for plans examiners and chief, and achieve/maintain 100% Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
PLUMBING CODE ENFORCEMENT					
1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.	Plumbing inspections	20,500	27,130	28,000	27,500
2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
PROPERTY STANDARDS ENFORCEMENT					
1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.	Property standards inspections	23,500	27,011	24,500	27,000
2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
3. To achieve the greatest number of demolitions of dilapidated structures within the annual budget appropriation.	Structures demolished	19	26	14	21
MECHANICAL & GAS CODE ENFORCEMENT					
1. To conduct required number of inspections to ensure public health, safety, welfare and code compliance.	Gas/Mechanical inspections	20,000	17,763	19,500	18,500
2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%
BUILDING CODE ENFORCEMENT					
1. To conduct required	Building inspections	30,500	29,492	31,500	30,000

33 Codes Administration-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
number of inspections to ensure public health, safety, welfare and code compliance.					
2. To continue training classes for inspectors and chiefs and achieve/maintain 100% required Southern Building Code Certifications.	a. Minimum annual hours of Codes training per inspector/chief b. Certified	12 hrs 100%	12 hrs 100%	12 hrs 100%	12 hrs 100%

33 Codes Administration-Financial

Codes Administration GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,946,666	3,734,191	4,110,479	4,311,479
Fringe Benefits	992,543	981,023	1,073,979	1,108,079
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	4,939,209	4,715,214	5,184,458	5,419,558
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	3,000	16,225	4,000	4,000
Purchased Services	21,470	26,834	23,970	23,970
Travel	7,900	7,961	7,900	7,900
Communications	0	44	0	0
Printing	16,000	9,460	10,000	10,000
Advertising & Promotion	27,635	25,655	22,635	22,635
Subscriptions	600	475	600	600
Tuition, Reg., & Membership Dues	15,000	14,099	14,500	14,500
Repairs & Maintenance Services	14,000	21,437	20,500	20,500
Internal Service Fees	425,064	419,382	1,385,141	964,469
TOTAL OTHER SERVICES	530,669	541,572	1,489,246	1,068,574
OTHER EXPENSE:				
Supplies and Materials	34,950	48,406	46,907	46,907
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	400	4,089	4,100	4,100
Taxes	124,800	94,901	125,000	125,000
Grant Contributions & Awards	19,568	0	19,568	19,568
TOTAL OTHER EXPENSE	179,718	147,396	195,575	195,575
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,649,596	5,404,182	6,869,279	6,683,707
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	5,649,596	5,404,182	6,869,279	6,683,707

33 Codes Administration-Financial

Codes Administration GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	761,500	772,955	734,250	739,700
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	761,500	772,955	734,250	739,700
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	761,500	772,955	734,250	739,700
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	5,860,300	5,946,148	5,430,300	5,757,300
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	5,860,300	5,946,148	5,430,300	5,757,300
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	6,621,800	6,719,103	6,164,550	6,497,000

33 Codes Administration-Financial

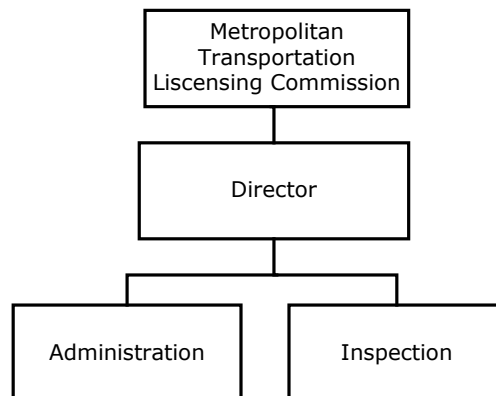
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
33 Codes Administration - GSD Fund 10101								
Admin Services Mgr	7242	SR13	1	1.0	1	1.0	1	1.0
Admin Services Officer 3	7244	SR10	2	2.0	2	2.0	2	2.0
Administrative Assistant 2	7241	SR09	2	2.0	2	2.0	2	2.0
Administrative Specialist	7720	SR11	1	1.0	1	1.0	1	1.0
Bldg Inspection Chief	6811	SR12	1	1.0	1	1.0	1	1.0
Building Inspector 1	6810	SR09	5	5.0	5	5.0	4	4.0
Building Inspector 2	7254	SR10	8	8.0	9	9.0	8	8.0
Codes Admin Director	1540	DO02	1	1.0	1	1.0	1	1.0
Codes Asst Dir	7081	SR15	1	1.0	1	1.0	1	1.0
Customer Service Rep 2	6855	GS04	4	4.0	1	1.0	0	0.0
Customer Service Rep 3	7284	GS05	5	5.0	8	8.0	0	0.0
Customer Service Supv.	6598	SR10	1	1.0	1	1.0	1	1.0
Electrical Inspector 1	6821	SR09	4	4.0	1	1.0	1	1.0
Electrical Inspector 2	7290	SR10	4	4.0	7	7.0	7	7.0
Electrical Inspector Chief	6822	SR12	1	1.0	1	1.0	1	1.0
Housing Inspection Chief	6542	GS11	1	1.0	1	1.0	0	0.0
Housing Inspector 1	6840	GS08	6	6.0	4	4.0	0	0.0
Housing Inspector 2	7316	GS09	4	4.0	6	6.0	0	0.0
Mech/Gas Inspector 1	6910	SR09	3	3.0	3	3.0	4	4.0
Mech/Gas Inspector 2	7331	SR10	4	4.0	4	4.0	3	3.0
Mech/Gas Inspector Chief	6912	SR12	1	1.0	1	1.0	1	1.0
Metro Zoning Admin	6738	SR15	1	1.0	1	1.0	1	1.0
Office Assistant 2	7748	GS04	2	2.0	1	1.0	0	0.0
Office Assistant 3	7749	GS05	1	1.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	15	15.0
Office Support Specialist 1	10123	SR07	0	0.0	0	0.0	2	2.0
Plans Examiner 2	4702	SR12	4	4.0	4	4.0	4	4.0
Plans Examiner Chief	6141	SR13	1	1.0	1	1.0	1	1.0
Plumbing Inspector 1	6868	SR09	1	1.0	1	1.0	2	2.0
Plumbing Inspector 2	7348	SR10	6	6.0	6	6.0	5	5.0
Plumbing Inspector Chief	6870	SR12	1	1.0	1	1.0	1	1.0
Property Standards Insp Chief	6542	SR12	0	0.0	0	0.0	1	1.0
Property Standards Inspector 1	6922	SR09	0	0.0	0	0.0	13	13.0
Secretary 1	0060	GS05	4	4.0	5	5.0	0	0.0
Secretary 2	6146	GS06	2	2.0	2	2.0	0	0.0
Urban Forester	6902	SR11	1	1.0	1	1.0	1	1.0
Zoning Examination Chief	7230	SR12	1	1.0	0	0.0	1	1.0
Zoning Examiner	7421	SR11	5	5.0	5	5.0	5	5.0
Zoning Inspector 2	6922	GS08	4	4.0	6	6.0	0	0.0
Zoning Inspector 3	7422	SR10	3	3.0	2	2.0	6	6.0
Total Positions & FTE			97	97.0	98	98.0	98	98.0

45 Transportation Licensing Commission-At a Glance

Vision	Protecting the public's safety while ensuring professional regulation of for-hire transportation for the community.			
Mission	To provide jurisdiction over the licensing and regulation of all taxicabs and wreckers operating within the boundaries of the Metropolitan Government.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$199,589	\$235,298	\$250,807
	Special purpose funds	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u>\$199,589</u>	<u>\$235,298</u>	<u>\$250,807</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$25	\$25
	Other Governments	0	0	0
	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>
	Total Program Revenue	\$0	\$25	\$25
	Non-program Revenue	105,000	160,125	135,775
	Transfers	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u>\$105,000</u>	<u>\$160,150</u>	<u>\$135,800</u>
Positions	Total Budgeted Positions	4	4	4
Contacts	Transportation Licensing Director: Billy Fields email: billy.fields@nashville.gov 301 Stahlman Building 37201 Phone: 862-6777 FAX: 862-6765			

Organizational Structure



45 Transportation Licensing Commission-At a Glance

Budget Highlights FY 2003

• Position reclassifications and promotions	\$2,000
• Pay Plan/Benefit adjustments	13,800
• Non-recurring adjustment for Printing FY 02	-5,000
• 800 MHz Radio System	-450
• Fleet Management Consolidation net adjustment	-3,425
• Information Systems billings	9,514
• Telecommunication net adjustment	-930
Total	<u>\$15,509</u>

Overview

ADMINISTRATION

The Administration Division processes all driver and company applications for permits and licenses. It also manages accounts payable, bookkeeping and reconciles revenues for bank deposits and office management.

INSPECTION

The Inspection Division is responsible for inspection of all taxicabs and wreckers regulated by the Commission. It investigates all complaints whether generated internally or externally.

45 Transportation Licensing Commission-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
TRANSPORTATION LICENSING COMMISSION					
1. Maintain efficient, modern and service-oriented office which supports the licensing and regulatory function of the commission.	a. Number of taxicab driver permits issued	700	560	750	600
	b. Number of wrecker driver permits issued	350	55	50	100
	c. Number of vehicles/companies licensed	800	505	505	*525
	d. New taxicab permits added	20	*na	*na	0
2. Provide regular inspections to ensure public safety.	a. Number of vehicles inspected	700	505	650	550
	b. Number of new vehicles inspected as added to fleet (replace)	75	75	50	100
3. Provide professional inspection and investigation services to ensure consumer protection for citizens and visitors.	Disciplinary actions				
	a. Probation	20	4	10	10
	b. Suspensions	5	1	5	5
	c. Revocations	20	2	5	5

* Note: A moratorium on permits was lifted in 2001, 15 added.

45 Transportation Licensing Commission-Financial

Transportation Licensing GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	143,244	142,001	152,148	165,948
Fringe Benefits	38,302	41,333	39,491	41,491
Per Diem & Other Fees	0	687	700	700
TOTAL PERSONAL SERVICES	181,546	184,021	192,339	208,139
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	100	343	310	310
Travel	401	418	800	800
Communications	0	0	0	0
Printing	2,011	1,586	2,000	500
Advertising & Promotion	0	837	2,500	500
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	6,835	8,919	28,499	33,208
TOTAL OTHER SERVICES	9,347	12,103	34,109	35,318
OTHER EXPENSE:				
Supplies and Materials	8,696	2,073	8,850	7,350
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	8,696	2,073	8,850	7,350
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	199,589	198,197	235,298	250,807
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	199,589	198,197	235,298	250,807

45 Transportation Licensing Commission-Financial

Transportation Licensing GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	13	25	25
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	13	25	25
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	13	25	25
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	105,000	144,609	160,125	135,775
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	105,000	144,609	160,125	135,775
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	105,000	144,622	160,150	135,800

45 Transportation Licensing Commission-Financial

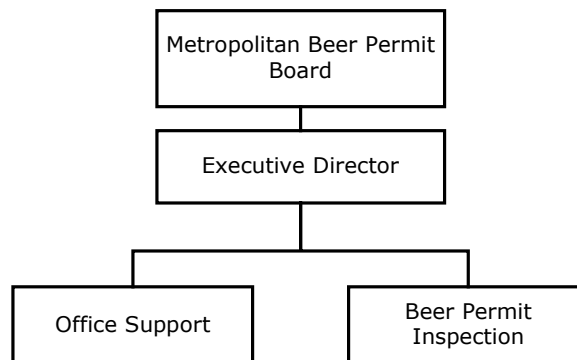
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2000</u>		<u>FY 2001</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
45 Taxicab and Wrecker - GSD Fund 10101								
Admin Services Officer 4	7245	SR12	1	1.0	1	1.0	1	1.0
Customer Service Rep 2	6855	GS04	1	1.0	0	0.0	0	0.0
Customer Service Rep 3	7284	GS05	0	0.0	1	1.0	0	0.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0
Transportation Licensing Inspector 7800		SR09	2	2.0	2	2.0	2	2.0
Total Positions & FTE			4	4.0	4	4.0	4	4.0

34 Beer Board-At a Glance

Vision	To provide a service to the business community in an efficient manner. To ensure compliance with State and Local laws which promote public health, safety and morals.			
Mission	To license, regulate and control the transportation, storage, sale, distribution, possession, receipt and/or manufacture of beer with an alcoholic content of not more than five percent by weight. To issue and regulate public dance permits.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$309,397	\$344,807	\$343,771
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$309,397</u>	<u>\$344,807</u>	<u>\$343,771</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	328,836	283,836	267,500
	Transfers	0	0	0
	Total Revenues	<u>\$328,836</u>	<u>\$283,836</u>	<u>\$267,500</u>
Positions	Total Budgeted Positions	6	6	6
Contacts	Executive Director: Patty J. Craddock email: pat_craddock@metro.nashville.org 222 3 rd Avenue North, Suite 450 37201 Phone: 862-6750 FAX: 862-6754			

Organizational Structure



34 Beer Board-At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$12,600
• 800 MHz Radio System	-1,399
• Fleet Management Consolidation net adjustment	-8,751
• Information Systems billings	-1,643
• Telecommunication net adjustment	-1,843
Total	<u>-1,036</u>

Overview

METROPOLITAN BEER PERMIT BOARD

The beer board regulates the transportation, storage, sale, distribution, and possession of alcoholic beverages that have less than five percent alcohol by weight. The board is additionally responsible for the issuance of permits for permission to operate dancehalls.

The board consists of seven members appointed by the Mayor and approved by the metropolitan council. Members serve a four year term. The board has a staff of six.

Board staff are responsible for issuing permits and monitoring and inspecting permitted establishments for compliance with the beer and public dance laws. The board and staff work in conjunction with the Police, Health, Zoning, and Fire Marshall's offices.

OFFICE SUPPORT

Office Support processes beer and dance applications and collects fines and fees accordingly.

BEER PERMIT INSPECTION

Beer Permit Inspection inspects locations applying for a beer permit and checks for all beer violations.

See recent performance audit of Beer Board at www.nashville.gov/finance/Internal_Audit/Beer_Audit.htm

34 Beer Board-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
OFFICE SUPPORT					
1. Process applications for beer permits.	a. Beer permit applications processed**	314	418	314	410
	b. Applications withdrawn or denied	12	12	12	12
2. Process applications for dance permits.	a. Dance applications processed	123	308	123	238
	b. Dance applications withdrawn or denied*	2	2	2	2

* The increase in the number of applications withdrawn or denied is due to the increase in applicants whose businesses fail to meet legal distance requirements and who have applied too late to be grandfathered.

** The increase in beer permit applications is due to an increase in the number of new businesses and changes in business ownership.

34 Beer Board-Financial

**Beer Board
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	218,473	208,447	232,068	243,068
Fringe Benefits	48,888	48,605	50,384	51,984
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	267,361	257,052	282,452	295,052
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	20	0	0
Purchased Services	1,248	52	1,248	1,248
Travel	0	365	0	0
Communications	0	0	0	0
Printing	1,741	60	1,041	1,041
Advertising & Promotion	0	366	0	0
Subscriptions	343	255	343	343
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	875	950	950
Internal Service Fees	34,305	25,089	52,563	38,927
TOTAL OTHER SERVICES	37,637	27,082	56,145	42,509
OTHER EXPENSE:				
Supplies and Materials	2,544	3,463	4,355	4,355
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	1,855	950	1,855	1,855
Licenses, Permits, & Fees	0	32	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	4,399	4,445	6,210	6,210
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	309,397	288,579	344,807	343,771
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	309,397	288,579	344,807	343,771

34 Beer Board-Financial

Beer Board GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	330	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	330	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	330	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	253,836	281,346	253,836	266,300
Fines, Forfeits, & Penalties	75,000	33,250	30,000	1,200
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	328,836	314,596	283,836	267,500
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	328,836	314,926	283,836	267,500

34 Beer Board-Financial

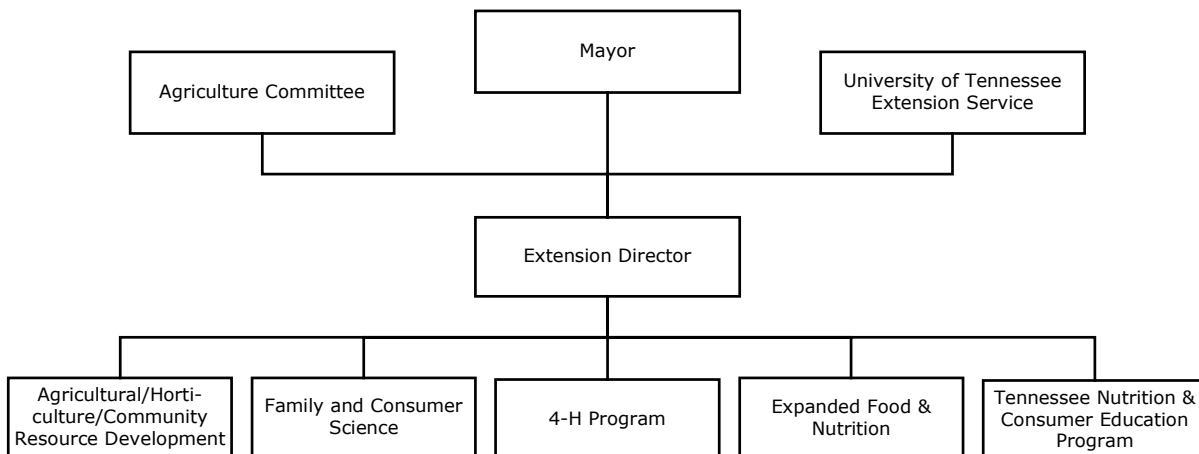
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
34 Beer Board - GSD Fund 10101								
Beer Permit Bd-Exec Dir	6907	DP01	1	1.0	1	1.0	1	1.0
Beer Permit Inspector 1	7251	SR08	1	1.0	1	1.0	1	1.0
Beer Permit Inspector 2	7723	SR09	1	1.0	1	1.0	1	1.0
Office Assistant 3	7749	GS05	1	1.0	1	1.0	0	0.0
Office Manager 1	5956	GS06	1	1.0	1	1.0	0	0.0
Office Manager 3	7340	GS08	1	1.0	1	1.0	0	0.0
Office Support Manager	10119	SR09	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Total Positions & FTE			6	6.0	6	6.0	6	6.0

35 Agricultural Extension Service-At a Glance

Vision	The Davidson County Extension Service sees itself as an organization successfully linking university research and experiential learning to the ever-changing issues and needs of the people of Metropolitan Nashville and Davidson County.			
Mission	The mission of the Extension Service is to help people improve their lives through education, using research-based information focused on issues and needs.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$318,488	\$343,366	\$361,462
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$318,488</u>	<u>\$343,366</u>	<u>\$361,462</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Positions	Total Budgeted Positions	6	11	11
Contacts	Extension Director: Jim Johnson email: jim_johnson@metro.nashville.org 800 Second Avenue North, Suite 3 Nashville, TN 37201-1083 Phone: 862-5995 FAX: 862-5998			

Organizational Structure



35 Agricultural Extension Service-At a Glance

Budget Highlights FY 2003

Pay Plan/Benefit adjustments	\$10,700
Postal Service rates increase	300
Information Systems billings	7,819
Telecommunication net adjustment	-723
Total	<u>\$18,096</u>

Overview

The Smith-Lever Act of 1914 established the Agricultural Extension Service (AES). It is the off-campus educational unit of the land grant universities: The University of Tennessee and Tennessee State University Agricultural Extension Service. It provides informal educational programs in agriculture, horticulture, family and consumer sciences, and supports and organizes 4-H programs.

AGRICULTURE/HORTICULTURE/COMMUNITY RESOURCE DEVELOPMENT

The Agriculture/Horticulture programs utilize direct client contact, group meetings, demonstrations and a variety of teaching resources to help farmers, landscapers, and homeowners adopt management practices that are economically and environmentally sound. Our plant pathology and soil testing laboratories located at Ellington Agricultural Center are used extensively, along with specialists from The University of Tennessee and Tennessee State University, to help solve problems for clients.

These educational programs not only help individuals and businesses, they also train volunteers that serve as an extension of the Extension Service.

The most successful program in the area of agriculture and horticulture is the Master Gardener program, which serves as a leader and a model for other Tennessee counties that are starting the program.

Volunteers conduct demonstrations at many events including the Nashville Lawn & Garden Show and the Tennessee State Fair.

Davidson County Master Gardeners carry out many organized projects and have received numerous awards and recognition including the Search for Excellence award at the 2001 International Master Gardener Conference in Orlando, Florida. www.nashville.org/aes/mg

FAMILY AND CONSUMER SCIENCE

The Family Consumer Sciences (FCS) programs are designed to strengthen families, individuals, and communities through education. Educational efforts are conducted in the areas of financial management, housing, and environmental issues. Programs are targeted to families and individuals who need us the most, such as the working poor, young parents, working families, elderly, and young children. For more detailed information see www.Nashville.org/aes/family.html. Classes that are provided include:

- Getting on Financial Track
- Developing a Spending Plan
- Living on Less Income
- First Time Home Buyer Education
- Teaching Money Management to Children
- Credit Smart Kids
- Workforce Preparation (Adult and Youth)
- Radon – What is it?
- Is there lead in your home?

4-H PROGRAM

The 4-H Program encourages diverse groups of youth to develop their unique skills and talents to the fullest potential. Davidson County youth, ages 9-19, participate in 4-H through clubs, special interest groups, after school programs, camps, and many other activities. "Learning by doing" through hands-on activities and community involvement empowers 4-H members to develop and strengthen life skills.



Davidson County has one of the largest 4-H memberships in the state. Davidson County 4-H clubs have produced many state and national winners in project competition.

As we celebrate the centennial birthday, 4-H is changing to meet the needs of today's youth. Programs are offered in workforce development, character education, communication skills, volunteer development and leadership development. Learning opportunities are available in more than 50 project areas.

www.nashville.org/aes/4hclubs.html

EXPANDED FOOD & NUTRITION (EFNEP) AND TENNESSEE NUTRITION & CONSUMER EDUCATION PROGRAM (TNCEP)

These federal and state funded nutrition programs provide education to Davidson County residents through the local Extension Office.

The EFNEP program provides education in basic nutrition, food resource management and food safety for limited income families. The TNCEP program covers food security, food safety, shopping behavior/food resource management and diet for food stamp eligible persons.

35 Agricultural Extension Service-Financial

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Agricultural/Horticulture					
1. Provide research-based information and teaching in the area of agriculture and horticulture to encourage the adoption of management practices that are economically and environmentally sound for the citizens and businesses of Davidson County.	a. Educational classes (number attending)	7,000	8,056	7,500	7,500
	b. Educational demonstrations (number attending)		917	1,000	1,000
	c. Other educational contacts (on-site visit, office visit, telephone)		3,363	3,500	3,500
	d. Number Master Gardeners completing training (calendar year)		144	150	150
	e. Master Gardner volunteer hours reported (calendar year)		13,105	14,000	14,000
Family and Consumer Sciences					
1. Provide Family and Consumer Sciences information to families and individuals through various educational tools.	a. Educational classes (number attending)	2,400	18,016	2,700	10,000
	b. FCE members/leaders	498	452	480	400
	c. Consumer educational requests	1,500	1,674	1,600	1,675
4-H Programs					
1. 4-H members will participate in research-based extension educational experiences that will stimulate members to gain knowledge, develop life skills, and form positive attitudes to prepare them to become capable, responsible and compassionate adults. Communications and workforce.	a. Total 4-H Enrollment	5,200	4,558	3,000	3,000
	b. Total 4-H clubs	200	180	120	120
	c. Participation in local 4-H communications program activities			6,000	6,000
	d. Participation in workforce preparation program activities			1,000	1,000
	e. Total 4-H contacts	75,000	76,983	45,000	45,000
	f. Number of 4-H adult volunteer leaders	350	304	300	300

35 Agricultural Extension Service-Financial

Agricultural Extension GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	247,448	253,810	262,546	271,946
Fringe Benefits	45,723	22,180	47,739	49,039
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	293,171	275,990	310,285	320,985
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	438	226	438	438
Travel	117	91	117	117
Communications	50	0	50	50
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	525	0	525	525
Repairs & Maintenance Services	1,214	40	1,214	1,214
Internal Service Fees	4,447	3,032	10,987	18,383
TOTAL OTHER SERVICES	6,791	3,389	13,331	20,727
OTHER EXPENSE:				
Supplies and Materials	1,278	212	2,502	2,502
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	1,278	212	2,502	2,502
PENSION, ANNUITY, DEBT, & OTHER COSTS	17,248	16,809	17,248	17,248
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	318,488	296,400	343,366	361,462
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	318,488	296,400	343,366	361,462

35 Agricultural Extension Service-Financial

Agricultural Extension GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

35 Agricultural Extension Service-Financial

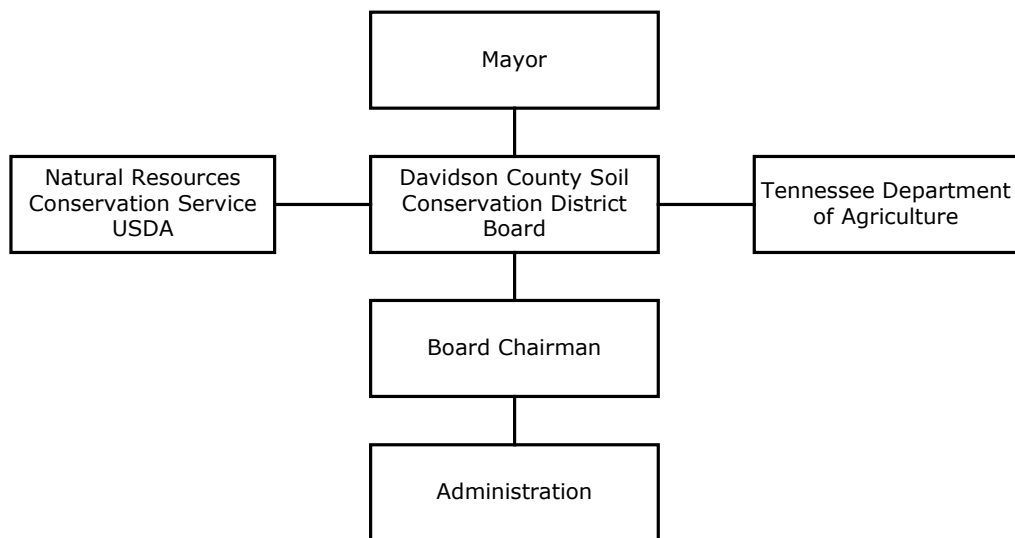
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
35 Agricultural Extension - GSD Fund 10101								
Associate Extension Agent	2410	GS02	1	1.0	0	0.0	0	0.0
Custodian 1	7280	TG03	1	0.4	1	0.4	1	0.4
Extension Agent	0090	GS05	4	4.0	0	0.0	0	0.0
Extension Agent 1	0240	SR02	0	0.0	1	1.0	1	1.0
Extension Agent 2	2410	SR03	0	0.0	3	3.0	3	3.0
Extension Agent 3	0090	SR06	0	0.0	3	3.0	3	3.0
Extension Director	1967	SR08	0	0.0	1	1.0	1	1.0
Extension Leader	1967	GS07	1	1.0	0	0.0	0	0.0
Office Assistant 1	7747	GS03	2	2.0	0	0.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	2	2.0	2	2.0
Total Positions & FTE			6	5.4	11	10.37	11	10.37

36 Soil and Water Conservation-At a Glance

Vision	The Davidson County Soil Conservation District sees itself as a leader for developing conserving and preserving the natural resources in our county.		
Mission	To study, plan, and provide technical and educational assistance on soil, water and environment related problems to individuals, groups and units of government in Davidson County.		
Budget Summary	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
Expenditures and Transfers:			
GSD General Fund	\$69,457	\$72,703	\$75,465
Special purpose funds	0	0	0
Total Expenditures	<u>\$69,457</u>	<u>\$72,703</u>	<u>\$75,465</u>
Revenues and Transfers:			
Charges, Commissions, & Fees	\$0	\$0	\$0
Other Governments	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Non-program Revenue	0	0	0
Transfers	0	0	0
Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Positions	Total Budgeted Positions	1	1
Contacts	Director: John T. Leeman Budget Contact: Sonja Boswell 1312 Third Avenue North 37208	email: NA email: sonja.boswell@nashville.gov Phone: 880-2030	FAX: 880-2032

Organizational Structure



36 Soil and Water Conservation-At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$1,400
• Information Systems billings	1,958
• Telecommunication net adjustment	-596
Total	<u>\$2,762</u>

Overview

DAVIDSON COUNTY SOIL CONSERVATION DISTRICT BOARD

The Davidson County Soil Conservation District Board is responsible for providing technical assistance on natural resource concerns to individuals and agencies of government and provides educational activities in the area of soil and water conservation for schools. The district cooperates with other governmental agencies in activities relating to soil and water conservation. The district assists land users with the development and revision of soil and water conservation plans to meet the provisions of the 1995 Farm Bill and the 1990 Food Agricultural Conservation and Trade Act. The farm bill requires

individuals receiving United States Department of Agriculture (USDA) benefits to follow an approved conservation plan on their farmland.

NATURAL RESOURCES CONSERVATION SERVICE USDA

Natural Resources Conservation Service (NRCS) provides technical support services for all county programs and activities.

TENNESSEE DEPARTMENT OF AGRICULTURE

The Tennessee Department of Agriculture provides training for soil conservation district employees and grant funding for state programs.

ADMINISTRATION

The Administration Division Support Services provides administrative services to the department, serves as liaison between county, state, and federal agencies, and coordinates environmental education activities.

36 Soil and Water Conservation-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DAVIDSON COUNTY SOIL CONSERATION DISTRICT BOARD					
1. Participate in partnership efforts with the governments of Rutherford, Sumner, Trousdale, Wilson and Williamson counties to address common, natural, and human resource deficiencies through the Central Basin Resource Conservation and Development Council (RC&D).	a. Work jointly with Rutherford, Sumner, Trousdale, Wilson and Williamson counties to identify common goals and priorities	0	0	0	500
	b. Assist in making application to secure funds to address the identified goals and priorities through the Central Basin RC&D	0	0	0	36
NATURAL RESOURCES CONSERVATION SERVICE USDA					
1. Provide a better environment by assisting landowners, decision makers and units of government in solving natural resource related problems.*	a. Establish demonstration plots which exhibit best management practices for urban landowners, government units and contractors	0	0	0	5
	b. Provide educational opportunities for students and others through direct and indirect contact	35,000	32,000	28,000	40,000
2. Provide support to individuals with urban resource problems.	a. Effectively employ natural resources and conservation practices of landowners civic and government agencies	155	155	155	155
	b. Develop positive urban natural resources and community actions through education, activities and demonstrations	350	350	350	350
TENNESSEE DEPARTMENT OF AGRICULTURE					
1. Assist in providing cleaner bodies of water throughout Nashville/Davidson County.*	Improve water quality and the environment through the installation of best management practices, such as ponds, waterways and grass seeding	15	15	15	15

* Tennessee Department of Agriculture is a partial funding source.

36 Soil and Water Conservation-Financial

Soil and Water Conservation GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	39,656	45,677	41,197	42,397
Fringe Benefits	8,041	8,736	8,246	8,446
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	47,697	54,413	49,443	50,843
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	300	0	300	300
Travel	3,248	0	3,248	3,248
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	15,916	2,697	15,916	15,916
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	1,296	1,276	2,796	4,158
TOTAL OTHER SERVICES	20,760	3,973	22,260	23,622
OTHER EXPENSE:				
Supplies and Materials	1,000	0	1,000	1,000
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	1,000	0	1,000	1,000
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	69,457	58,386	72,703	75,465
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	69,457	58,386	72,703	75,465

36 Soil and Water Conservation-Financial

Soil and Water Conservation GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

36 Soil and Water Conservation-Financial

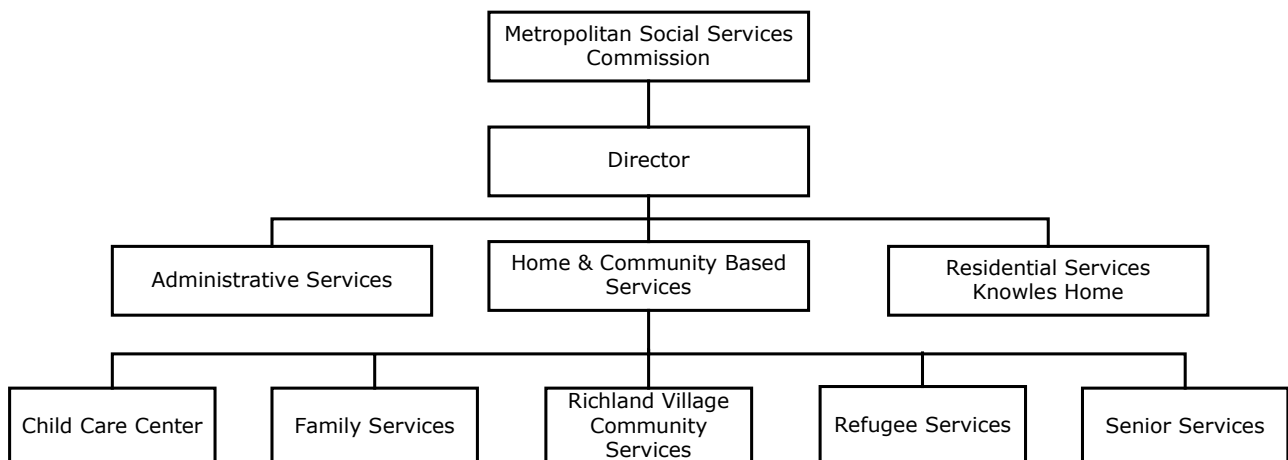
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
36 Soil and Water Conservation - GSD Fund 10101								
Admin Asst	7241	SR09	1	1.0	1	1.0	1	1.0
Total Positions & FTE			1	1.0	1	1.0	1	1.0

37 Social Services-At a Glance

Vision	All people in Metropolitan Nashville Davidson County live a quality life.			
Mission	Metro Social Services promotes quality living in our communities by linking people, information and resources. We provide services as a part of our response to persons challenged by economic, social, physical or behavioral problems.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$13,636,170	\$13,178,101	\$12,450,263
	Special purpose funds	44,000	44,000	44,000
	Total Expenditures	<u>\$13,680,170</u>	<u>\$13,222,101</u>	<u>\$12,494,263</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$664,920	\$704,500	\$710,900
	Other Governments	4,936,148	3,600,783	2,721,992
	Other Program Revenue	157,076	121,120	96,260
	Total Program Revenue	<u>\$5,758,144</u>	<u>\$4,426,403</u>	<u>\$3,529,152</u>
	Non-program Revenue	0	0	0
	Transfers	375,520	187,171	150,300
	Total Revenues	<u>\$6,133,664</u>	<u>\$4,613,574</u>	<u>\$3,679,452</u>
Positions	Total Budgeted Positions	343	295	295
Contacts	Director: Michael Miller Financial Manager: Pamela McEwen		email: michael.miller@nashville.gov email: pamela.mcewen@nashville.gov	
	25 Middleton Street 37210		Phone: 862-6400 FAX: 862-6404	

Organizational Structure



37 Social Services-At a Glance

Budget Highlights FY 2003

• Indigent Funeral/Burial services to increase payments to funeral homes for infants and adults	\$18,000
• State termination of residential treatment contracts (non-recurring)	-702,935
• Funding reduction – State Homemaker Programs	-93,005
• Reduction in funding for nutrition programs through Greater Nashville Regional Council	-104,907
• Pay Plan/Benefit adjustments	322,200
• Fleet Management Consolidation net adjustment	-94,420
• Telecommunication net adjustment	-19,690
• Information Systems billings	-116,871
• Transfer Homemaker Service to Youth Homemaker Services Unit	*-326,521
• Transfer Homemaker Services to Richland Village Youth/Family Services and Youth Home Services Unit	*163,534
• Transfer dietary and custodial functions to Richland Village – Youth/Family Services and Youth Homemaker Services Unit	*162,987
• Transfer dietary and custodial functions for Knowles to Adult Day Care, Senior Dietary and Senior Custodial	*-941,724
• Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial	*-57,902
• Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial	*486,209
• Transfer dietary and custodial functions to Knowles Resident Care for Adults, Senior Dietary and Senior Custodial	*513,417
Total	\$-791,628

* These items have no effect on the over budget of Social Services. Funds are being transferred between accounts for purposes of improving financial reporting requirements.

**Beginning FY 03, Caring for Children – Fund 30205 – will be reported as a separate department.



Overview

ADMINISTRATIVE SERVICES

The Administrative staff directs and coordinates departmental policies and procedures. This division supports department staff and operating programs. Included in this division are the areas of management, budget and finance, and human resources.

HOME & COMMUNITY BASED SERVICES

Child Care Center provides childcare for children ages six weeks to five years from low-income families. This center provides a positive, nurturing and protective environment for these children Monday through Friday from 6:45 am to 5:45 p.m. The program provides meals, an emphasis on educational activities, and parent/teacher conferences. The center also assists parents with addressing other special needs such as language and hearing limitations. Currently the program provides services for fifty-one children from high-risk, low-income families whose parents are working or participating in education or training programs.

Family Services include the following 4 services:

Financial Assistance is provided to help residents meet basic needs under eligibility guidelines that focus on loss of income or the need to move into more adequate housing. A smaller grant program assists Families First participants as they move toward self-sufficiency.

Information and Referral services helps residents identify and access other community resources to meet a variety of needs, including those specific to persons with disabilities.

Case Management social workers in community settings provide families with more intensive follow-up and coordination of services, including home visits.

Community Coordination staff leads and participate in community events and organizations, working in partnership with residents and other agencies to improve services, and residents and other agencies to improve services, provides consultation and advocacy around disability issues.

Richland Village Community Services counsels adolescents and families in the community in response to abuse, neglect and behavior problems. Its mission is to support and empower parents and children for today and for their future by protecting children and youth, by encouraging them, and by teaching them new skills and social functions. The residential program will be concluded in June 30, 2002. At that time a new community based prevention program will be initiated.

Refugee Services assists refugees in adapting to their new lives in the United States. The program is based on a comprehensive approach which focuses on the needs of the refugee families. Services include:

37 Social Services-At a Glance

Social Adjustment Services enhances the cultural adaptation of refugees by providing specialized counseling, mediation, emergency intervention and case management, and by encouraging refugees to function independently.

Employment Services places refugees into unsubsidized full-time stable employment and provide job readiness orientation. They provide job development, placement, and on-the-job training as needed. A comprehensive assessment and service plan to determine areas of client needs and abilities is also provided.

English Language Training services are provided through both Metro Social Services and the Metro Board of Education. Survival and vocational English skills are emphasized to encourage language skills necessary for self-sufficiency.

Senior Services include the following 4 services:

Day Care – Elderly/Disabled is a community based service providing supportive services in a protective environment to older adults who wish to remain independent at home, in a family setting, or an alternative living situation. With this in mind, the program's goal is to assist clients in maintaining independence and to maintain the highest level of functioning possible. The services are provided to Nashville-Davidson County residents sixty years or older or those under sixty if they are disabled and fit into a geriatric population. The program supports the following services to these individuals: minimum of six hours of care five days a week - Monday through Friday; individualized plan of care; therapeutic activities aimed at enhancing self-esteem, social functioning, education, and enrichment; two meals and a snack per day; health monitoring if needed; personal care assistance; and case management, including caregiver counseling.

The Nutrition Services program serves mid-day meals and organizes social opportunities for senior and disabled citizens. These services assist in maintaining at-risk senior adults in their homes. Meal sites are located in fifteen community centers and retirement homes around the Nashville area. Meal sites are open four and half hours a day, five days a week and provide the following services: meals in a group setting of senior adults; one hot meal a day; meals containing at least one-third of the daily allowance established by nutritional authorities; home delivered meals for those confined to their homes; activities for fun, fitness and fellowship; transportation to the meal site; and

coordination with other home & community based activities for seniors.

The Nutrition Supplement Program is also included, which provides elderly with supplemental nutrition products at a significant savings over retail.

Homemaker Services provides assistance with maintenance of household routines for elderly, adult physically and/or mentally challenged persons having difficulty with activities of daily living to enable them to remain in their homes. These services are provided by trained paraprofessionals when the regular homemaker is incapacitated, limited, or absent. Services include such homemaking chores as preparing meals, light housekeeping, washing dishes, washing clothes, and shopping. Homemakers assist with simple health care routines such as reminders to maintain diet restrictions, medication regimen and recommended exercises. Homemakers give emotional support and encouragement during periods of loneliness, depression, and bereavement. By observing and reporting changes within the home that may affect the client, the homemaker provides casework service to the client and their families. Persons eligible for homemaker services include low income elderly persons (60 years and older) and persons mentally and physically challenged who meet certain eligibility guidelines and those who are experiencing problems in performing essential homemaking tasks due to their age and/or their physical and mental condition.

The Transportation program operates a fleet of personal service vans to transport senior and disabled citizens. The program assists with maintaining at-risk senior adults in their homes through providing access to community services. The program provides rides for medical appointments, nutrition sites, governmental agencies, and for shopping trips. Appointments must be scheduled between 8:00 am and 2:00 p.m., Monday through Friday except holidays.

RESIDENTIAL SERVICES KNOWLES HOME

The Joseph B. Knowles Home for the Aged provides quality services to the low income elderly citizens of Nashville-Davidson County and promotes the highest possible level of functioning in all areas of their life. The home is a 100-bed licensed assisted-living facility. It provides supportive services to those frail elderly who can no longer live independently, but do not need nursing home care. Services provided includes: assistance with medication; assistance with activities of daily living (bathing, dressing, money management); laundry and housekeeping services; activity/recreational services; transportation to medical appointments within the circle of Metro medical facilities; three meals per day; and social work program.



37 Social Services-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATIVE SERVICES					
1. Administer the programs assigned to the agency by charter, and other social service efforts directed by the Mayor, Council and Board.	Divisions managed	13	13	11	13
2. Increase services to residents of Nashville and Davidson County by using contracts and other third party funding sources.	Third party revenue	\$9,684,312	\$9,292,470	\$7,944,164	\$3,679,452
HOME & COMMUNITY BASED SERVICES					
Child Care Center					
1. Provide direct care for infants, toddlers and preschoolers whose low-income parents are employed or in training.	a. Children served per month (average)	50	44	44	51
	b. Days of care provided per month (average)	1,297	953	917	1,104
Family Services					
1. To help individuals and families in crisis access the community resources needed to resolve their immediate problem or lessen its negative impact.	a. Annual financial assistance provided to residents of the community	\$658,028	\$600,023	\$635,000	\$635,000
	b. Total number of applications	1,572	1,972	1,992	2,000
	c. Average number of grants provided per month	119	171	120	200
	d. Total number of burials	75	82	96	105
2. To assist individuals and families in preventing crises and maintaining stability.	Total number of families receiving client support from community based centers	500	632	720	750
3. To enhance the community's capacity to support families.	Number of new agency linkages	na	na	na	15
Richland Village Community Services					
1. Shelter children in danger of abuse or neglect referred by the Tennessee Department of Human Services, Protective Services Division.	Nights of care at emergency shelter (90% occupancy of 12 beds) per month	360	324	300	na
2. Improve family stability by providing residential treatment for teenagers experiencing school failure, delinquency or other personal/family problems.	Nights of care at residential shelter (90% occupancy of 20 beds) per month	660	540	633	na
3. Prevent out-of-home placement of a child.	a. Children at risk served (monthly)	15	15	122	300

37 Social Services-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
	b. Number of in-home hours of service per month	238	240	435	600
Refugee Services					
1. Assist refugees in developing financial self-sufficiency and independence by learning to live in this culture by providing counseling, direction, and intervention regarding health, employment, housing, language and other basic needs and issues.	a. Minimum served monthly (employment)	130	135	135	130
	b. Minimum served monthly (social adjustment)	70	70	70	70
	c. Minimum served monthly (English language training)	145	150	150	145
Senior Services					
Day Care – Elderly/Disabled					
1. To maintain at-risk senior adults in their home during FY 03.	a. Number of seniors able to avoid admission to a more restrictive care setting	na	na	85	85
	b. Number of indigent seniors able to avoid admission to a more restrictive care setting	na	75	75	75
2. To assist family caregivers in meeting family and job commitments while caring for frail seniors during FY 03.	a. Number of caregivers receiving assistance	na	125	125	125
	b. Number of caregivers maintaining employment	na	110	110	110
Nutrition Services					
1. To maintain at-risk senior adults in their home during FY 03.	a. Number of seniors able to remain in their home setting due to congregate meal sites	na	1,050	1,085	1,085
	b. Number of seniors able to remain in their home setting due to home delivered meals	na	895	911	911
	c. Number of seniors meeting 1/3 RDA nutritional guideline	na	1,935	1,996	1,996
2. To provide supplemental nutritional products to at-risk clients with special nutritional needs.	Number of seniors able to maintain residence in their home because of access to supplemental nutritional products	na	250	260	260
Homemaker Services					
1. To maintain at-risk senior adults in their home during FY 2003.	Number of seniors able to remain in their home setting due to homemaker services	na	522	405	390
2. To enhance the	Number of Home &				

37 Social Services-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
community's capacity to support seniors remaining in their homes through involvement in community partnerships.	Community Based Service community partnerships developed	na	2	3	4
Transportation					
1. To maintain at-risk seniors in their home through improving access to community services during FY 2003.	Number of seniors able to maintain their physical/mental health through access to nutrition sites, medical appointments and social/community connections	na	449	580	580
2. To enhance the community's capacity to allow seniors to remain active members of their community through offering senior transportation.	Number of physically challenged clients transported	na	na	175	225
RESIDENTIAL SERVICES KNOWLES HOME					
1. To maintain at-risk senior adults in their least restrictive environment during FY 03.	Number of seniors able to remain in current setting rather than transfer to skilled nursing home	140	140	133	134
2. To assist caregivers in meeting their family and job-related commitments in FY 03.	Number of families/caregivers able to attend to family or job-related commitments as a result of their family member residing at Knowles Home	na	na	100	100
3. To enhance the community's capacity to support seniors through preventing seniors from becoming homeless during FY 03.	a. Number of indigent seniors prevented from becoming homeless (certified indigents)	10	11	8	8
	b. Number of homeless seniors admitted to Knowles Home	3	2	3	3

37 Social Services-Financial

Social Services GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	7,793,070	7,364,992	7,515,865	7,335,883
Fringe Benefits	2,181,893	2,049,827	2,055,106	1,918,637
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	9,974,963	9,414,819	9,570,971	9,254,520
OTHER SERVICES:				
Utilities	215,405	293,597	224,570	138,700
Professional Services	31,841	40,450	62,466	44,404
Purchased Services	1,153,363	1,053,292	875,284	935,823
Travel	86,165	89,800	77,312	77,429
Communications	10,289	9,496	9,021	721
Printing	7,376	3,333	5,423	5,423
Advertising & Promotion	1,291	2,320	2,150	2,150
Subscriptions	6,410	4,937	4,893	4,893
Tuition, Reg., & Membership Dues	44,309	44,498	31,681	31,063
Repairs & Maintenance Services	14,643	17,341	13,171	8,700
Internal Service Fees	364,382	345,464	667,873	420,734
TOTAL OTHER SERVICES	1,935,474	1,904,528	1,973,844	1,670,040
OTHER EXPENSE:				
Supplies and Materials	610,230	480,470	517,180	439,615
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	158,900	131,692	101,131	71,131
Licenses, Permits, & Fees	10,356	9,164	4,125	4,107
Taxes	200	0	0	0
Grant Contributions & Awards	727,009	649,941	810,028	810,028
TOTAL OTHER EXPENSE	1,506,695	1,271,267	1,432,464	1,324,881
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	13,417,132	12,590,614	12,977,279	12,249,441
TRANSFERS TO OTHER FUNDS & UNITS:	219,038	152,439	200,822	200,822
TOTAL EXPENSE AND TRANSFERS	13,636,170	12,743,053	13,178,101	12,450,263

37 Social Services-Financial

Social Services GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	664,920	708,495	704,500	710,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	664,920	708,495	704,500	710,900
Other Governments & Agencies				
Federal Direct	80,000	26,762	33,000	30,000
Federal Through State	2,866,735	2,596,694	1,562,408	1,587,508
Federal Through Other Pass-Through	968,951	988,145	1,117,753	1,003,980
State Direct	904,217	887,898	765,577	0
Other Government Agencies	116,245	112,490	122,045	100,504
Subtotal Other Governments & Agencies	4,936,148	4,611,989	3,600,783	2,721,992
Other Program Revenue				
Contributions and Gifts	113,076	135,859	77,120	96,260
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	113,076	135,859	77,120	96,260
TOTAL PROGRAM REVENUE	5,714,144	5,456,343	4,382,403	3,529,152
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	375,520	301,951	187,171	150,300
TOTAL REVENUE AND TRANSFERS	6,089,664	5,758,294	4,569,574	3,679,452

37 Social Services-Financial

**Social Services
JB Knowles Fund for the Aged
Special Purpose Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	44,000	44,000	44,000	44,000
TOTAL OTHER EXPENSE	44,000	44,000	44,000	44,000
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	44,000	44,000	44,000	44,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	44,000	44,000	44,000	44,000

37 Social Services-Financial

**Social Services
JB Knowles Fund for the Aged
Special Purpose Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	44,000	22,924	44,000	0
Subtotal Other Program Revenue	44,000	22,924	44,000	0
TOTAL PROGRAM REVENUE	44,000	22,924	44,000	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	44,000	22,924	44,000	0

37 Social Services-Financial

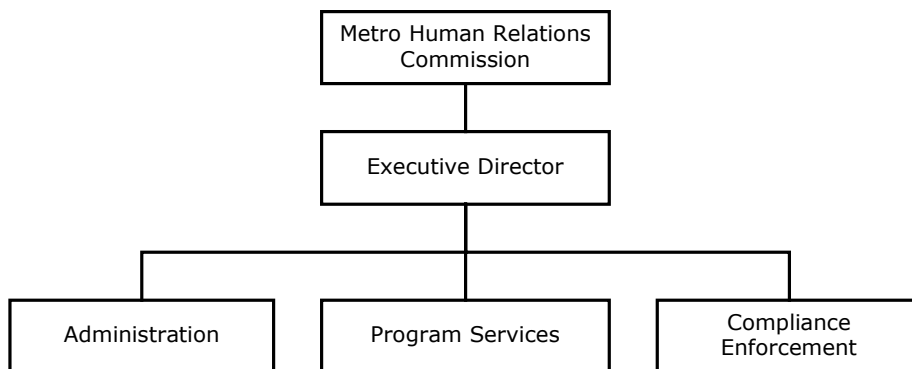
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud Pos</u>	<u>Bud. FTE</u>
37 Social Services - GSD Fund 10101								
Account Clerk 3	3730	GS05	4	3.5	0	0.0	0	0.0
Admin Services Mgr	7242	SR13	4	4.0	2	2.0	2	2.0
Admin Services Officer 3	7244	SR10	0	0.0	1	1.0	1	1.0
Admin Services Officer 4	7245	SR12	1	1.0	3	3.0	3	3.0
Administrative Assistant	7241	SR09	1	1.0	1	1.0	1	1.0
Administrative Assistant 1	7240	GS06	3	3.0	0	0.0	0	0.0
Bldg Maint Worker	7257	TG04	2	2.0	2	2.0	2	2.0
Bldg Maintenance Mech	2220	TG08	1	1.0	1	1.0	1	1.0
Case Manager	7260	GS08	1	1.0	0	0.0	0	0.0
Cook	1330	TG05	4	3.9	4	3.9	4	3.9
Cook- Assistant	2140	TG03	6	4.3	9	6.0	9	6.0
Cook Leader	4510	TL05	3	3.0	2	2.0	2	2.0
Cust Serv Asst Supv	5450	TS02	1	1.0	1	1.0	1	1.0
Custodian 1	7280	TG03	9	8.1	9	8.4	9	8.4
Customer Service Supv.	6598	SR10	2	2.0	2	2.0	2	2.0
Day Care Center Asst. Teacher	5542	SR06	3	3.0	4	4.0	4	4.0
Day Care Center Teacher	6047	SR08	2	2.0	3	3.0	3	3.0
Group Care Aide	7314	SR04	3	3.0	5	5.0	5	5.0
Group Care Worker	6079	SR05	33	30.8	28	27.3	28	27.3
Group Care Worker Senior	6080	SR07	9	9.0	10	10.0	10	10.0
Health Care Coordinator	6839	SR10	1	1.0	0	0.0	0	0.0
Health Care Worker Senior	7315	SR07	3	3.0	2	2.0	2	2.0
Homemaker	6311	SR05	36	36.0	30	30.0	30	30.0
Human Resource Assistant 2	6931	SR07	0	0	2	2.0	2	2.0
Info Systems Analyst 1	7779	SR10	1	1.0	1	1.0	1	1.0
Info Systems Technician 1	7784	SR08	1	1.0	1	1.0	1	1.0
Interpreter - Pool	9032	NS	0	0	35	1.9	35	1.9
Mail Clerk Carrier	5910	GS04	1	1.0	0	0.0	0	0.0
Nutrition Site Coord	6771	SR05	24	8.5	23	9.1	23	9.1
Nutrition Site Monitor	7746	SR07	1	1.0	1	1.0	1	1.0
Office Support Representative 1	10120	SR04	6	5.5	1	0.5	1	0.5
Office Support Representative 2	10121	SR05	2	2.0	1	1.0	1	1.0
Office Support Representative 3	10122	SR06	4	4.0	4	4.0	4	4.0
Office Support Specialist 1	10123	SR07	4	4.0	8	8.0	8	8.0
Professional Specialist	7753	SR11	0	0.0	2	2.0	2	2.0
Program Coordinator	6034	SR09	4	4.0	2	2.0	2	2.0
Program Manager 1	7376	SR11	12	12.0	9	9.0	9	9.0
Program Manager 2	7377	SR12	9	9.0	5	5.0	5	5.0
Program Specialist 2	7379	SR08	32	32.0	10	9.5	10	9.5
Program Specialist 3	7380	SR10	27	27.0	2	2.0	2	2.0
Program Supervisor	7381	SR10	4	4.0	5	5.0	5	5.0
Residential Care Admin	7393	SR13	2	2.0	2	2.0	2	2.0
Social Services Asst. Dir	0385	SR15	1	1.0	1	1.0	1	1.0
Social Services Dir	1680	DP02	1	1.0	1	1.0	1	1.0
Social Work Associate	1820	SR07	11	11.0	9	9.0	9	9.0
Social Work Technician	7405	SR06	14	13.8	8	7.8	8	7.8
Social Worker 1	4949	SR08	30	30.0	12	12.0	12	12.0
Social Worker 2	7260	SR09	0	0.0	9	9.0	9	9.0
Social Worker 3	4835	SR10	5	5.0	8	8.0	8	8.0
Sp Skills Instructor	0220	SR08	2	2.0	3	3.0	3	3.0
Van Driver	7760	TG05	13	13.0	11	11.0	11	11.0
Total Positions & FTE			343	321.4	295	242.3	295	242.3

44 Human Relations Commission-At a Glance

Vision	The Human Relations Commission visions Nashville, Davidson County as One City All People. Commission priorities are to continue effective programs to address issues of Nashville's growing diversity, improving race relations, and building two-way respect between the Community and the Police. The Compliance Enforcement program of the Commission will address complaints of discrimination and community concern issues for Nashville and Davidson County.			
Mission	The mission of the Human Relations Commission is to protect and promote the personal dignity of all people by protecting and promoting their safety, health, security, peace, and general welfare.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$170,824	\$350,461	\$365,820
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$170,824</u>	<u>\$350,461</u>	<u>\$365,820</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Positions	Total Budgeted Positions	4	5	5
Contacts	Executive Director: Rosalyn Carpenter email: rosalyn.carpenter@nashville.gov Howard Office Building 700 Second Avenue South, 2 nd Floor 37210 Phone: 880-3370 FAX: 880-3373			

Organizational Structure



44 Human Relations Commission-At a Glance

Budget Highlights FY 2003

• Compliance Manager position upgrade to enhance recruitment efforts	\$9,400
• Pay Plan/Benefit adjustments	8,100
• Information Systems billings	-841
• Telecommunication net adjustment	-1,300
Total	<u>\$15,359</u>

Overview

ADMINISTRATION

The 17 Human Relations Commissioners are appointed by the Mayor and confirmed by the Metro Council to represent the conscience of the Nashville and Davidson County community. Commissioners are responsible for the oversight, resolution, and addressing of community concern issues and complaints of discrimination (real and perceived).

The Executive Director manages the day-to-day operations of the Human Relations Commission. The Director is responsible for all fiscal, administrative, and program areas of the Commission.

PROGRAM SERVICES

Program Services provides the training, education and outreach, and community relation's efforts of the Human Relations Commission. Priority areas for the Commission are improving Race Relations, promoting Respect for Diversity, and building two-way respect between the Community and Police. Activities include public forums, community leadership sessions, diversity training, facilitation of Study Circles, community awareness presentations, and community relations, which include being present where community concern discussions occur.



COMPLIANCE ENFORCEMENT

Compliance Enforcement proactively and reactively monitors, investigates and resolves complaints of discrimination within Davidson County. Our program reviews discriminatory misconduct by Metropolitan Government employees as well as addressing issues of community concern.

44 Human Relations Commission-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
HUMAN RELATIONS COMMISSION					
1. To build two-way respect between the Community and Police through diversity training, public forums, and complaint resolution.	a. Hours of diversity training to Police recruits/lateral officers	na	na	na	28 hours
	b. Community/Police public forums (includes youth)	na	na	na	3
	c. Timeliness of addressing complaints of Police misconduct/racial profiling	na	na	na	Quarterly
2. To improve race relations and address diversity issues through education, outreach and compliance enforcement.	a. To implement the 4-Phase Campaign to Promote Racial Justice	na	na	na	Ongoing
	b. To provide information on diversity issues, Title VI, and Title VII during the Celebration of Cultures event	na	na	na	1
	c. Number of Metro Government Diversity Dialogue Study Circle groups that are developed, recruited and supported	na	na	na	4
3. To provide monitoring, verification, and resolution of discrimination allegations, community concerns, and racial profiling allegations.	a. Number of times per year that the Commission will review Compliance findings	na	na	na	4/quarterly
	b. Oral and written reports will be provided to the Council, Mayor and general public	na	na	na	annually
4. To lessen prejudice and discrimination through education and outreach.	a. Community reports during MLK Celebration	3	na	4	2
	b. Website	na	na	ongoing	ongoing
	c. Community Relations	ongoing	na	ongoing	ongoing

44 Human Relations Commission-Financial

Human Relations Commission GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	120,193	116,354	204,543	218,643
Fringe Benefits	30,111	28,388	44,226	47,626
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	150,304	144,742	248,769	266,269
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,102	4,719	25,602	25,602
Purchased Services	4,000	4,232	4,000	4,000
Travel	6,457	2,700	14,657	14,657
Communications	0	478	500	500
Printing	856	247	2,056	2,056
Advertising & Promotion	0	0	5,000	5,000
Subscriptions	0	682	1,500	1,500
Tuition, Reg., & Membership Dues	1,000	700	6,300	6,300
Repairs & Maintenance Services	0	0	1,200	1,200
Internal Service Fees	3,972	7,693	16,244	14,103
TOTAL OTHER SERVICES	17,387	21,451	77,059	74,918
OTHER EXPENSE:				
Supplies and Materials	3,133	2,201	22,933	22,933
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	1,500	1,500
Licenses, Permits, & Fees	0	(12)	200	200
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	3,133	2,189	24,633	24,633
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	170,824	168,382	350,461	365,820
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	170,824	168,382	350,461	365,820

44 Human Relations Commission-Financial

Human Relations Commission GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

44 Human Relations Commission-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

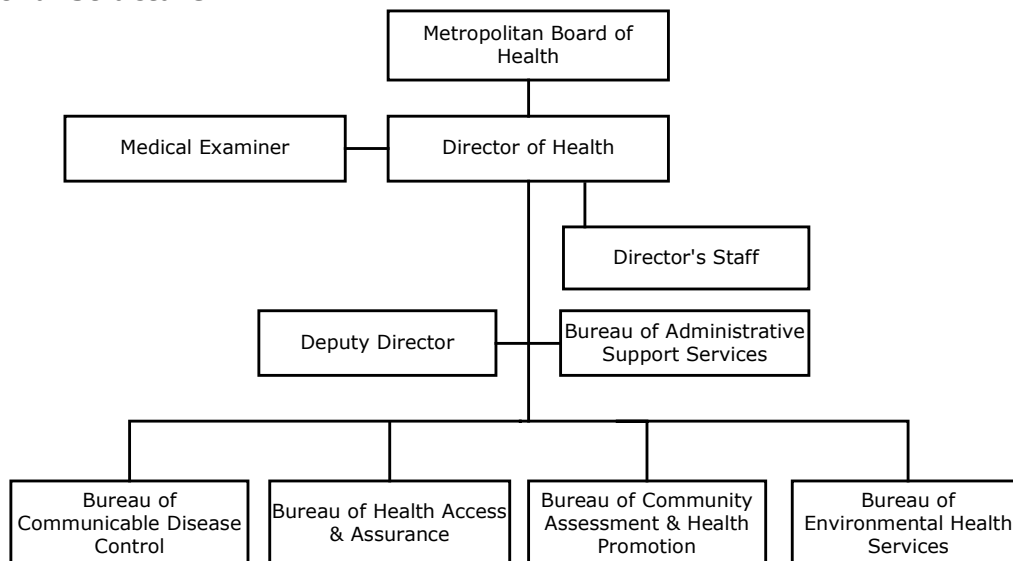
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
44 Human Relations - GSD Fund 10101								
Administrative Serv. Mgr.	7242	SR13	0	0.0	1	1.0	1	1.0
Compliance Inspector 1	7731	SR07	1	1.0	1	1.0	1	1.0
Human Relations Dir	1584	NS	1	1.0	1	1.0	1	1.0
Office Assistant 2	7748	GS04	1	1.0	1	1.0	1	1.0
Prog Coordinator	6034	SR09	1	1.0	1	1.0	1	1.0
Total Positions & FTE			4	4.0	5	5.0	5	5.0

38 Health Department-At a Glance



Vision	The Metropolitan Nashville and Davidson County Health Department sees itself as public health leaders uniting communities for a healthier tomorrow!			
Mission	To provide quality health services in an effective, efficient and caring manner to prevent diseases, promote and maintain health, and provide care, and protect the environment.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$29,639,875	\$35,962,435	\$39,910,942
	Special purpose funds	294,100	195,870	195,870
	Total Expenditures	<u>\$29,933,975</u>	<u>\$36,158,305</u>	<u>\$40,106,812</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$1,758,799	\$2,247,175	\$2,604,400
	Other Governments	10,292,622	14,352,440	11,603,649
	Other Program Revenue	660,300	556,170	419,500
	Total Program Revenue	<u>\$12,711,721</u>	<u>\$17,155,785</u>	<u>\$14,627,549</u>
	Non-program Revenue	588,200	640,500	581,600
	Transfers	2,323,755	2,442,118	2,409,302
	Total Revenues	<u>\$15,623,676</u>	<u>\$20,238,403</u>	<u>\$17,618,451</u>
Positions	Total Budgeted Positions	518	565	547
Contacts	Director of Health: Dr. Stephanie Bailey email: stephanie.bailey@nashville.org Financial Manager: Stan Romine email: stan.romine@nashville.gov Lentz Building, 311 23 rd Avenue North 37203 Phone: 862-5900 FAX: 340-5665			

Organizational Structure



38 Health Department-At a Glance



Budget Highlights FY2003

• Pay Plan/Benefit adjustments	\$840,200
• 800 MHz Radio System	1,000
• Information Systems billings	67,637
• Fleet Management Consolidation net adjustment	-61,980
• Telecommunication net adjustment	-32,350
• Reopen East Health Center Dental Clinic	300,600
• Correctional Health Services – Dialysis for Inmates	498,000
• Bioterrorism preparedness	56,500
• Bridges to Care Program – Prescription Medication Provision	282,500
• Elimination of Tenn Care Eligibility Determination Grant	-288,000
• Elimination of TennCare Reverification Grant	-690,600
• Medical Examiner rent	510,000
• Medical Examiner contract	2,540,000
Total	\$4,023,507

Overview

METROPOLITAN BOARD OF HEALTH

Departmental Administration provides direction to the department, overall policy development and implementation and legal counsel for the Health Department. It includes the Director of Health, Deputy Director, Public Relations, and Quality Management.

Quality Management is responsible for establishing and implementing a department wide quality management system that incorporates quality assurance and quality improvement. Activities also include monitoring the financial operations of the department and compliance with policies and procedures.

Correctional Health Services contracts with a correctional healthcare company to manage and operate the health care delivery system for inmates of the Davidson County Sheriff's Department (excluding the CCA facility). Services to inmates include screening, health assessment, mental health services, dental services, medication administration, sick call emergency care and chronic care follow up.

MEDICAL EXAMINER

The Chief Medical Examiner is responsible for the overall operation of the Medical Examiners Office including supervision of the assistant Medical Examiners and the Chief Operating Officer. This office performs autopsies and provides scientific testimony for use in legal proceedings. Medical Examiners perform autopsies, provide court testimony, directs staff activities during the performance of autopsies, and assist in the training of medical students and fellows. The Investigations Division investigates death scenes, assists in determining medical examiner cases, and communicates with families, doctors, law enforcement and health care facilities.

BUREAU OF ADMINISTRATIVE SUPPORT SERVICES

Administrative Support Services provides a number of administrative and fiscal support services for the programs of the Metropolitan Health Department. These include Business Office, Housekeeping, Maintenance, Inventory, Personnel, and Finance Office.

The Business office processes payment for all purchases made to the department and prepares and processes the departmental payroll including issuance of all paychecks.

The Housekeeping service provides cleaning and related services for all buildings. The Director of Housekeeping and Security provides security training for Health Department staff and serves as the focal point in matters of security regarding staff, buildings and equipment.

The Maintenance service is responsible for repairs to all department facilities which include routine and preventive maintenance. Provides courier service for program activities to transport items not handled by the USPS.

The Inventory Control supplies every division of the Health Department with operational forms, supplies and equipment handling. Other components consist of fixed asset inventory, central shipping and receiving and employee assigned equipment.

The Personnel office is responsible for recruiting professional and support staff, maintaining all personnel related records and documents and assuring compliance with federal, state and metro regulations. Provides training and employee competencies development.

The Finance office is responsible for coordinating, preparing and maintaining departmental operating budgets.

BUREAU OF COMMUNICABLE DISEASE CONTROL

Notifiable Disease Control is responsible for the control of infectious diseases in the community, particularly those which are vaccine-preventable. The Court Appointed Special Advocate Program assists both public and private medical providers to maximize immunization coverage for children age two years and younger. The Immunization Registry quantifies vaccination completion rates and identifies specific children at risk for vaccine-preventable diseases. Other programs specifically address Hepatitis C, perinatal Hepatitis B, and provide flu vaccine to community members and Metro Government employees. The division routinely responds to actual and potential disease outbreaks and provides prophylactic treatment as necessary. Active and passive disease surveillance are critical disease control strategies that are being expanded. The division coordinates "homeland security" preparedness related to public health in Davidson County, and provides community and healthcare provider education on bioterrorism and communicable diseases.

Sexually Transmitted Disease (STD) Control is engaged in a comprehensive approach to reduce incidence of sexually transmitted diseases in Davidson

38 Health Department-At a Glance



County. Collaboration with the STD Free! Coalition and the nationally recognized Criminal Justice Center Syphilis Screening Project, along with enhanced STD surveillance and clinical services are significantly impacting the burden of syphilis in the community. The division also provides outreach screening services, and contact investigation to identify and treat partners at high risk for STD infections, and offers free HIV counseling and testing. Community and healthcare provider education continues to be a major focus of the division.

Tuberculosis (TB) Control addresses this public health threat through surveillance, clinical examination and treatment of patients with active TB disease, x-ray and laboratory monitoring, and directly observed therapy (DOT) to ensure completion of therapy. Case management helps to address both medical and social needs of patients throughout the treatment period. Contact investigation and targeted screening helps to identify residents with latent tuberculosis infection (LTBI) who are at risk for developing active TB disease later in life. The program offers free treatment for LTBI to significantly reduce that risk and the burden of TB disease in the community. Community and provider education continue to build awareness of tuberculosis as a continued public health threat yet a treatable and curable disease.

BUREAU OF HEALTH ACCESS AND ASSURANCE

Children's Health Services

Oral Health Services - Dental Care is available to children and adults at a charge based on their family income. Dental care for adults is generally limited to treatment of acute conditions. Oral surgery is provided at the Lentz Public Health Center. Oral Health Services also offers dental sealants to students in several Davidson County elementary schools to prevent cavities in permanent molars.

Oral Health Services has two dental clinics available, that provide a full range of dental services through a contract with Meharry Medical College.

School Health services the General Education population of the Metro School System by offering, at a minimum, a nurse consultant to each school. It also provides skilled nursing services to children with special health care needs at local public schools. The program is provided through a contract with the Metropolitan Board of Education.

Healthy Start Program is designed to support first time mothers by home visits that provide education regarding child safety, health, disease prevention, child development, and parenting skills. Public health nurses and outreach workers make home visits with first time mothers on a weekly basis.

Home Visiting Services provides case management services through home visits by public health nurses for high-risk pregnant women and children up to age 6. Referrals are received from community agencies, physicians and the Department of Children's Services.

Family Advocate Services provides assessment, education, and intervention services for families of pregnant women and children up to the age of seven. The objective is to improve school readiness through early detection of social, health, developmental and behavioral problems.

The Families First Program provides home assessments of children whose parent is no longer receiving public assistance.

Maternal & Child Health provides intensive case management of high-risk infants, young children to age 7, and pregnant women, including home visits made by Registered Nurses and Social Workers.

Children's Special Services provides medical assistance, case management, speech and hearing evaluations, and therapy, parent information and support for children up to age 21 with chronic health problems.

United Way Mobile Screening provides dental, hearing, speech, vision, developmental & behavioral screenings for children age 6 months through 6 years in Davidson and surrounding counties. Appropriate referrals are made to a medical home provider. The mobile clinic is made possible through a public-private partnership of United Way, Bank of America and other private and social agencies.

Nutrition Services provides nutrition education to the residents of Davidson County through three major programs: Women, Infants, and Children (WIC) Program, Commodity Supplemental Food Program (CSFP) and the Comprehensive Nutrition Program. The WIC and CSFP Programs provide, nutrition, counseling, supplemental foods and referral services to prenatals, postpartums, breastfeeding women, infants and children up to 5 and 6 years of age respectfully. CSFP also provides nutrition education and supplemental foods to those 60 years or older.

Homeless Services coordinates services to the homeless population. A federal grant supports most services provided at the Downtown Clinic (DTC). Through a partnership with the Campus for Human Development, located in the building adjacent to the clinic, the homeless receive day shelter, showers and hygiene facilities, clothing and meals, case management, and referrals for housing and employment:

Primary Care Services meets the basic medical needs of the homeless and refers more serious problems to General Hospital or other medical providers. A case manager assists in placing TennCare patients with their assigned primary care provider.

Mental Health Services has a part-time psychiatrist and a full-time mental specialist to stabilize mentally ill clients until they can be enrolled in TennCare. Street outreach by a social worker helps to recruit new clients. The clinic is a licensed mental health outpatient treatment facility.

Substance Abuse Treatment is a licensed outpatient Alcohol and Drug Treatment program. It provides 3 levels of care for homeless male clients, including partial

38 Health Department-At a Glance



hospitalizations held five days a week. An educational group is held for homeless clients who are awaiting treatment placement and housed at the Campus for Human Development (CHD). Housing is provided at the CHD for program participants. Persons needing residential treatment are referred through Opening Doors or the Alcohol and Drug Council of Middle Tennessee for placement.

Adult Health Services

The Assessment, Care Coordination & Evaluation program is responsible for providing intake, assessment, referral to treatment, and care coordination to persons with alcohol or other drug problems who have no means of paying for treatment services. Case managers are also responsible for assisting clients in accessing other needed services to aid in the recovery process.

Chronic Disease intervention strives to improve the health of individuals with chronic disease through structured education and supervision. Focus is on adults with diabetes and/or hypertension at risk for kidney damage. It also provides health education to community groups through health fairs.

The Substance Abuse and Mental Health Services Administration (SAMHSA) Dual Diagnosis program provides case management and education for persons abusing more than one substance. Referral and treatment is the goal.

Preventive Health

Preventive Health Services promotes healthy behaviors while providing traditional public health services in four neighborhood Public Health Centers. Services include well child examinations, immunizations, family planning, testing for HIV and other sexually transmitted diseases, screening for tuberculosis, lead screening, and WIC. The program serves a broad cross section of socio-economic groups due to the availability of free childhood immunizations.

The Indigent Drug Program (IDP) dispenses prescribed medications (up to seven prescriptions per month per individual) for those who are certified as medically indigent by Metropolitan General Hospital. Medications are dispensed through the Pharmacy at the Metropolitan General Hospital site, 1818 Albion Street.

The Pharmacy maintains prescription drugs and is monitored by a licensed pharmacist. Distribution is available for all clinics.

BUREAU OF COMMUNITY ASSESSMENT AND HEALTH PROMOTION

Epidemiology is responsible for the regular, systematic collection, assembly, analysis, and dissemination of information on the health status of Davidson County residents. Epidemiology actively monitors communicable disease reports and other sources of health and health related data to identify disease outbreaks. It provides epidemiological support of the Department's homeland security program.

Epidemiology produces monthly surveillance reports, a bi-monthly newsletter called *Public Health Watch*, an annual analysis of health status in Davidson County, and special study reports on the health of Davidson County residents.

Research and Evaluation services is responsible for evaluating health care services, measuring health status, and determining health needs of Davidson County residents. This group conducts regular surveys of patient populations and the general public. It also conducts special studies under contract with a number of community agencies. This group also works with other divisions of the Health Department to evaluate their programs.

Health Promotion provides a number of programs and services aimed at improving health status of persons living in Nashville/Davidson County. Among these are community health and wellness, rape and unintentional injury prevention, tobacco control, violence prevention, adolescent pregnancy prevention, community nutrition, youth asset building, community prevention initiative, faith based public health, syphilis elimination, working with disparate populations, and coordinating maternal and child health initiatives. This group also supports the Department's Healthy Nashville initiative and manages the Department's safety program. Finally, Health Promotion provides administrative oversight of the Metro Civil Service Clinic located at Metro Nashville General Hospital and provides worksite wellness programs for Metro departments.

Information Systems is responsible for all data processing systems (hardware and software) for the Department. In addition to purchasing, installing, and maintaining the computer hardware, this division provides training on the Department's patient care management system (PCMS) and training on the office automation software. They also are responsible for the Department's Web sites, both Intranet and Internet, and they lead the Department's efforts in the conduct of customer service via the Internet.

TennCare Transportation contracts with the Managed Care Organizations in Nashville to manage their transportation responsibilities for TennCare enrollees. Enrollees call this office to request transportation. If eligible, the office schedules their transportation with one of several transportation vendors (Metropolitan Transit Authority (MTA) bus, van companies, taxi cabs, etc.). The office then prepares and sends an invoice to the Managed Care Organization (MCO) for payment to the transportation vendor.

Medical/Vital Records manages the Department's medical records and privacy compliance. They also are responsible for issuing birth and death certificates for Davidson County residents.

The Public Health Library is designed to serve public health professionals. The unique collection contains some general health science resources, but its focus is public health issues and practice.

38 Health Department-At a Glance



Bridges to Care is responsible for the Nashville Consortium of Safety Net Providers and its program to implement an integrated system of care for the uninsured in Davidson County.

BUREAU OF ENVIRONMENTAL HEALTH SERVICES

The Air Pollution Control program is responsible for protecting and enhancing the air we breathe. Specific responsibilities of the program include adopting and enforcing air pollution regulations, permitting and inspecting stationary air pollution sources, such as factories and dry cleaners, evaluating permit applications, preparing a comprehensive annual emission inventory for criteria and toxic air pollutants, responding to citizen's complaints, operating an ambient air monitoring network, educating the public on the topic of air pollution and indoor air quality, and reporting the daily air quality index and pollen count.

Vehicle Inspection Maintenance oversees the contractor of the Vehicle Inspection Maintenance Program and conducts covert enforcement activities. This Division also assists vehicle owners that have trouble passing the emission test, etc.

Animal Services is responsible for enforcing the Leash Law, Vicious Dog Law, and all other Codes and Regulations on Animal Control of Chapter Eight of the Metropolitan Code of Laws. This Division is also responsible for day to day operation of the new Metropolitan Animal Services Facility. Any dog observed running at large is impounded. If the dog is not claimed by its owner within three days, it is placed for adoption, or disposed of in accordance with the law. This Division is also responsible for investigating all dog bites and any dog that has bitten someone is confined for ten days for observation of rabies. The Animal Services Division assists in the annual Rabies Vaccination Clinics, licensing of all cats and dogs, and provides Animal Safety Training to children and others. This Division promotes animal adoptions and the spay/neuter program.



The Engineering Services division is charged with applying sound engineering principles and practices in promoting the public health and environment. This role includes the design and inspection of on-site subsurface sewage disposal systems, soils interpretation and hydrogeologic analysis, the protection of our groundwater supply, noise pollution control, and technical consulting from an environmental health perspective. Issues faced include land use and development, public utilities and infrastructure, and policy development and enforcement. The Division is using Computer Aided Design (CAD), Geographic Information Systems (GIS), and fiber optic networking to bring unprecedented levels of accuracy and distribution to their analysis and findings. Networking with community groups and other divisions to improve GIS education and availability is a top priority.

The Food division reviews and approves plans and specifications for new food handling establishments, inspects food handling establishments, issues operating permits, conducts food borne disease outbreak investigations, and condemns contaminated or otherwise unwholesome food products found in restaurants, taverns, grocery stores, schools, snack bars, warehouses, and other establishments. This Division posts weekly food inspections scores and offers restaurant Food Safety Awards. Food protection training is provided in three languages to the food industry.

The General Sanitation division is responsible for investigating nuisance complaints such as the accumulation of garbage and trash, sewage on the ground, excessive vegetation, unsanitary conditions in public facilities, illegal dumping, trailer court and campground inspections, and provides for corrective action. The environmentalists make inspections and issue notices to abate these nuisances. At the same time, they strive to educate the public on how these conditions should be abated. This Division also conducts Environmental Lead Assessments.

The Vector Control division answers citizen's complaints and service requests concerning vermin control. It provides services of rodent control on the exterior of private residential property within the urban services area and provides services for the control of public health related insects and other pests countywide. This Division also attempts to educate the public on good sanitary practices and how to eliminate those environmental factors which support vermin existence.

The Public Facilities division is responsible for the inspection of all public swimming pools and hotels/motels for sanitary and safety conditions. In addition to routine inspections, pre-season inspections are made to assist the pool operators to better prepare their pools to meet Metro and State permitting requirements. This Division also conducts routine inspections for safety and general sanitation in public schools, correctional facilities, public facilities, and day care centers. This Division is also responsible for conducting general sanitation inspections of tattoo and body piercing studios.

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
METROPOLITAN BOARD OF HEALTH					
Departmental Administration					
1. Develop a program of performance review that assesses every division of the Metro Health Department on a two-year cycle.	a. Conduct annual review to assess compliance with all Federal, State, and local regulations, requirements and departmental procedures	na	na	na	6/30/03
	b. Review departmental programs to assess progress towards goals outlined for the strategic plan	na	na	na	6/30/03
Correctional Health Services					
1. Ensure that health care services are provided by contract vendor to inmates of Davidson County Sheriff's Office in accordance with contract requirements and national standards.	a. Conduct quality audit of health services to ensure compliance with contract requirements/national standards	na	na	6/02	6/03
	2. Develop and implement a nationally recognized discharge planning program for inmates with special needs assuring successful transition from the correctional healthcare system to the community healthcare system.	a. Design, develop, and implement discharge planning pilot program to insure continuity of care for consumers released from the Davidson County Sheriff's Department	na	na	na
	b. Evaluate the efficacy of the discharge planning project by measuring the number and type of referrals and inmate recidivism rate	na	na	na	6/03
BUREAU OF ADMINISTRATIVE SUPPORT SERVICES					
1. Develop and implement a department-wide system of continuous assessment and improvement of work performance.	a. Employ a person to coordinate employee training and competence development	na	na	na	1/1/03
	b. Implement organized system to provide training opportunities to all employees	na	na	na	6/30/03
	c. Process in place for tracking employee training through FASTnet	na	na	na	6/30/03
BUREAU OF COMMUNICABLE DISEASE CONTROL					
Notifiable Disease Control					
1. Educate the Healthcare Community of the role of public health's response to a Weapons of Mass Destruction threat.	Number of inservices to professional groups	na	na	na	30

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Perform active surveillance for notifiable diseases, especially bioterrorism indicators.	a. Number of hospitals monitored	na	na	na	10
	b. Number of large workplaces monitored	na	na	na	5
	c. Number of schools monitored	na	na	na	25
3. Increase the percent of 24-month old children who are completely immunized from 90% to 95%.	Percentage of children completely immunized compared to total number of 24 month old children surveyed	90	90	90	95

Sexually Transmitted Disease Control (STD)

1. Increase testing of persons possibly infected with HIV.	HIV tests performed in clinics and in outreach locations	6,500	8,498	8,000	9,000
2. Reduce the incidence of primary and secondary syphilis.	Reduce new cases of syphilis (primary and secondary)	250	75	150	150
3. Reduce the incidence of gonorrhea.	Reduce incidence of gonorrhea to not more than 2,215 new cases	1,400	1,639	2,200	2,000

Tuberculosis (TB) Control

1. Reduce the incidence of tuberculosis cases.	Provide directly observed therapy to at least 70% of high risk persons	100%	100%	100%	100%
2. Increase percentage of individuals on preventive therapy.	a. Percentage of individuals with positive PPDs that begin preventive therapy	na	na	na	75%
	b. Percentage of individuals that complete therapy	na	na	na	50%
3. Educate the community about Latent TB infection and the importance of screening and reporting.	a. Number of inservices provided to employers of foreign-born workers	na	na	na	12
	b. Number of inservices provided to Healthcare providers	na	na	na	20

BUREAU OF HEALTH ACCESS AND ASSURANCE

Children's Health Services

Oral Health Services – Dental Care

1. Reduce oral disease among children ages 5 through 17.	a. Increase by 10% the number of children and adolescents through age 14, who receive protective sealants on their permanent molar teeth	1,500	943	*na	11,000
	b. Conduct oral health education programs for children (preschool, K-12 and special education)	15,000	9,239	*na	40,000
	c. Conduct in-services for				

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
	teachers, lay public staff and college level	600	611	*na	1,800
	d. Screening and referral programs	4,000	4,081	*na	6,000
School Health					
1. Provide adequate nursing staff to serve the Metro Public School System.	a. Provide nurses to serve the school population	32	36	64	60
2. Provide care that supports the independence of children with special health care needs in the school environment.	a. Special Ed Students served with skilled procedures	na	na	162	175
	b. Procedures performed by nursing staff	na	na	180,158	230,000
Maternal & Child Health					
1. Provide case management services to high-risk pregnant women, infants and children up to age 7 years through the HUG program and the Family Resource Center.	a. Serve a minimum of 75 women and 300 infants and children by the HUG program	350	274	300	300
	b. Make a minimum of 2,000 home visits to the above targeted population	2,500	2,202	2,000	2,500
2. Provide case management to 10% of the 3,000 first-time mothers through the Healthy Start Program by June 30, 1999.	a. Serve a minimum of 150 pregnant women and infants by the Family Advocates at the Northeast Nashville Family Resource Center	25	40	25	25
	b. Serve a minimum of 350 high-risk families by Healthy Start	400	321	350	350
	c. Conduct 5,000 encounters to at-risk families	3,500	4,352	4,000	4,500
3. Provide dental, hearing, speech, vision developmental and behavioral screenings for children ages 6 months through 6 years in Davidson and surrounding counties, and follow-up and referral for children for whom further evaluation or treatment is recommended.	a. Provide minimum of 3,000 screenings to children in Davidson and surrounding counties	4,000	4,936	4,000	4,500
	b. Provide screenings at 75 different day cares, preschools and other sites	75	80	85	88
Children's Special Services (CSS)					
1. Provide case management services to 500 families of special needs children from birth to 21 years of age.	a. Referrals processed monthly	30	22	22	30
	b. Children served by case managers	500	432	500	500
2. Provide financial assistance to referred uninsured	a. Percent of screened children admitted to the				

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
special needs children of Davidson County.	program	90%	97%	95%	97%
	b. Children applying for CSS Service	500	432	600	600
	c. Children accepted for the CSS program	400	432	500	500
3. Provide speech, language, hearing evaluations for families of special needs children.	Number of families who received speech, language & hearing evaluation	800	838	700	1000
Nutrition Services					
1. Serve at least 75% of the total estimated eligible WIC population of 15,863 (11,897 participants).	Total WIC participation	12,540	13,076	13,000	13,400
2. Maintain food service to at least 3,910 CSFP participants (3,910 is the State assigned caseload).	Total CSFP participation	3,900	3,933	3,910	4,030
Homeless Services					
Downtown Clinic					
1. Continue to provide primary care, mental health, substance abuse, and dental services at the Downtown clinic.	Provide clinic services to homeless individuals as listed:				
	a. Increase by 10% the number of patients served by DTC	1,700	1,747	1,870	1,920
	b. Increase by 10% the number of mental health services provided	500	429	550	600
	c. Increase by 10% the number of homeless persons diagnosed with substance abuse will be treated	150	329	165	360
	d. Increase by 10% the number of dental services provided	800	873	880	960
Adult Health Services					
Assessment, Care Coordination and Evaluation					
1. Continue the Alcohol and Drug Assessment & Evaluation Program.	Continue the Alcohol & Drug Assessment & Evaluation Program				
	a. Assess and place individuals in treatment	800	707	640	700
	b. Provide case management and follow-up to individuals enter treatment under Block Grant funding	600	906	800	1,200
Chronic Disease					
1. Develop and implement curricula for programs that will improve the	a. 100% of participants will demonstrate, write or verbalize knowledge or skill				

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
understanding of chronic disease processes for individuals, healthcare providers and the community.	through review questions and return demonstration	na	na	100	150
	b. Quarterly reassessment of at least 50% of individual client's knowledge base for 1 year	na	na	50	75
	c. Gradually decrease Renal Improvement Program client base through appropriate self-management education class, maintaining the minimum required 75 clients	na	na	75	75
Preventive Health					
1. Promote healthy behaviors while providing traditional public health services in neighborhood Public Health Centers	Percent of audited charts reflecting counseling on health risk behavior	100%	100%	100%	100%
2. Improve the availability to serve the increasing Hispanic population at local Public Health Centers.	a. Collaborate with community groups and agencies in providing health care services to the Hispanic community	6/30/01	6/30/01	6/30/02	6/30/03
	b. Partner with Metro Social Services in the provision of interpreter services	6/30/01	6/30/01	6/30/02	6/30/03
	c. Seek community volunteers in expanding the interpreter pool for translation services	6/30/01	6/30/01	6/30/01	6/30/03
3. Provide EPSDT exams to eligible TennCare clients at both traditional and nontraditional sites.	Number of physical completed	na	138	1,400	2,000
4. Maintain family planning services to the at-risk adolescent population.	a. Unduplicated family planning patients served	3,200	3,783	3,500	3,200
	b. Percent of target population served (the target population for Davidson County is 19,403)	18	19.5	18	18

BUREAU OF COMMUNITY ASSESSMENT AND HEALTH PROMOTION

Health Assessment & Evaluation

1. Perform community health assessments to produce public Health status and health indicator reports regarding mortality, natality, communicable diseases, and related events.	a. Health status reports issued	1	1	1	1
	b. Health indicator reports issued	12	12	4	4
2. Participate in public health	a. Communicable disease	12	12	12	12

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
surveillance by producing monthly communicable disease surveillance reports, monthly jail screen reports, and operating a daily communicable disease warning system and daily 911 emergency symptom surveillance system.	surveillance reports issued				
	b. Jail Syphilis screening reports issued	12	12	12	12
	c. Days the Communicable Disease Warning System and 911 Surveillance system functioned	na	na	began 11/01	365
3. Provide epidemiological support to Davidson County's Child Death Review Team and produce annual child death review report.	a. Number of meetings prepared	na	na	Began 11/01	11
	b. Number of reports issued	na	na	1	1
Health Promotion					
1. Provide child safety seats to 150 low-income residents.	a. Provide child safety seat demonstrations and/or information to a minimum of 200 children, youth and adults	200	200	200	200
	b. Sale of child safety seats to low-income parents	150	150	200	200
2. Provide tobacco use prevention information to 1,000 youth and adults.	Provide 1,000 adolescents and adults with tobacco use prevention and smoking cessation information	1,000	1,000	1,000	1,000
3. Provide rape prevention education to 2,000 middle, high school, and college students.	Provide a minimum of 75 rape prevention education programs to include or reach at least 2,000 students	75/2000 students	75/2000 students	75/2000 students	75/2000 students
4. Provide prevention services to 6,500 public elementary and middle school students.	Monitor 3 subcontractors in 9 public elementary and middle schools to reduce dropouts, violence, substance abuse, and adolescent pregnancy	6,500	6,500	6,500	6,500
Civil Service Medical Examiner					
1. Conduct physical examinations for Metropolitan Government employees in accordance with Metro Charter.	a. Pre-employment tests completed	1,900	945	900	1,000
	b. Other physicals completed for Metro employees	1,200	58	2,000	75
	c. Special exams	800	25	1,000	75
2. Conduct annual physical examinations for Metro Fire Department employees in accordance with the National Fire Protection Agency Standards.	Annual exams performed	na	na	200	1,200

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Information Systems					
1. Provide on-going training and support to all users on a monthly schedule.	Number of classes held and number of people trained	Jan/June 2001	Jan/June 2002	Jan/June 2002	Jan/June 2003
2. Migrate one third of users to state of the art desktop by June 2003.	Number of users migrated	na	na	Jan-June 2002	June 2003
TennCare Transportation					
1. Accurate billing to Managed Care and Behavioral Health Organizations of completed patient trips to approved medical and mental health appointments.	Number of trips completed and billed	na	na	157,000	162,000
Medical/Vital Records					
1. Provide copies of medical records on request	Medical record copies processed	na	566	550	550
2. Process and issue birth and death certificates for the Tennessee Department of Health and to the public as requested.	a. Revenue from birth certificates	\$120,000	\$123,458	\$112,000	\$122,000
	b. Revenue from death certificates	\$160,000	\$181,080	\$176,000	\$177,000
	c. Birth certificates issued	23,500	24,177	22,713	22,800
	d. Death certificates issued	35,000	36,216	35,392	36,000
Bridges to Care					
1. Enroll uninsured Davidson County residents into the Bridges to Care Program, giving each a medical home.	a. Number of patients enrolled	na	na	4,000	8,000
	b. Complete assessment of program and issue report	na	na	June 2002	June 2003
BUREAU OF ENVIRONMENTAL HEALTH SERVICES					
Air Pollution Control					
1. Monitor and assure continued compliance to National Ambient Air Quality Standards.	a. Inspections conducted	2,250	1,753	3,250	2,000
	b. Construction permits issued	na	51	na	60
	c. Operating permits issued	1,000	681	750	650
2. Public risk from hazardous air pollutants.	a. Asbestos removal permits issued	150	168	150	150
3. Monitoring of ambient air activities.	Ambient monitoring samples collected				
	a. Carbon Monoxide	26,280	26,191	26,280	26,280
	b. Nitrogen Dioxide	8,760	8,676	8,760	8,760
	c. Sulfur Dioxide	8,760	8,712	8,760	8,760
	d. Ozone	17,520	16,657	17,520	17,520
	e. Coarse Particulate (PM10)	520	586	520	565
f. Fine Particulate (PM2.5)	600	859	600	913	

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Vehicle Inspection Maintenance					
1. By June 2003, work passed on a 2% increase in compliance for all vehicles to meet and maintain compliance with the inspection program test requirements.	a. Number of notices and citations issued to non-compliance vehicle owners avoiding the emission program	na	na	500	510
2. Perform audits on 50% of test centers yearly, perform covert audits at least twice a year on all test centers to ensure the quality, accessibility and credibility of a fair and consistent testing program.	a. Audit on contractors' analyzers twice a month	650	652	600	600
	b. Perform covert site visits on six test centers twice a year	na	21	11	12
	c. Covert audits on contractors' test center twice a year	600	417	600	450
Animal Services					
1. Provide a full-service animal control program that operates a shelter for homeless, lost, stray and unwanted animals including an adoption program with mandatory spay/neuter.	Animals brought in or impounded	6,500	11,115	8,000	12,000
2. Increase the rabies vaccination rates by 10%.	Rabies licenses sold	55,000	47,185	55,000	57,750
3. Improve our public education programs covering animal safety, spay and neuter, and responsible pet ownership, while visiting 100% of the elementary schools requesting our program.	Humane Education Prog				
	• Classes	175	172	200	225
	• Students	4,000	6,203	4,500	5,000
Environmental Enforcement					
1. By June, 2003, reduce by 1% time/temperature control violations in food establishments.	Frequency of debiting violation#3 (time and temperature controls of potentially hazardous foods)	na	29	28	27
2. Reduce by 2% per year the number of incidences of improper storage and disposal of garbage and trash, improper sewage disposal, and high weeds and grass on vacant lots.	a. Number of garbage, trash, junk violations	na	5,436	na	5,327
	b. Number of improper sewage violations	na	48	na	47
	c. Number of high weeds and grass violations	na	3,203	na	3,139
3. Increase the number of field and service visits by 2%.	Number of field and service visits	na	26,980	na	26,440
4. Increase inspections for	a. Pest inspections	7,000	7,217	7,700	7,700

38 Health Department-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
rodents, pests and insects on exterior of private residential properties within the urban services area.	b. Premises baited	2,500	2,293	2,500	2,500

38 Health Department-Financial



Health
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	16,540,096	15,293,456	19,445,681	19,877,081
Fringe Benefits	4,721,011	4,134,723	5,257,448	5,245,248
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	21,261,107	19,428,179	24,703,129	25,122,329
OTHER SERVICES:				
Utilities	364,500	363,127	428,550	428,550
Professional Services	3,797,982	3,682,844	5,521,488	8,517,488
Purchased Services	830,713	646,612	637,792	627,792
Travel	310,596	240,810	291,380	290,480
Communications	114,450	91,147	156,200	141,400
Printing	52,300	36,376	49,700	49,700
Advertising & Promotion	66,200	38,338	54,400	54,400
Subscriptions	13,500	8,294	9,700	9,700
Tuition, Reg., & Membership Dues	56,455	37,830	127,200	128,200
Repairs & Maintenance Services	237,500	232,722	268,200	234,000
Internal Service Fees	423,469	359,065	647,966	572,273
TOTAL OTHER SERVICES	6,267,665	5,737,165	8,192,576	11,053,983
OTHER EXPENSE:				
Supplies and Materials	1,438,789	1,064,065	1,924,945	2,061,945
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	223,175	128,620	162,000	677,900
Licenses, Permits, & Fees	23,500	18,967	27,900	27,900
Taxes	2,800	3,400	2,200	2,200
Grant Contributions & Awards	0	0	300	300
TOTAL OTHER EXPENSE	1,688,264	1,215,052	2,117,345	2,770,245
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	298,339	51,167	754,885	769,885
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	29,515,375	26,431,563	35,767,935	39,716,442
TRANSFERS TO OTHER FUNDS & UNITS:	124,500	436,316	194,500	194,500
TOTAL EXPENSE AND TRANSFERS	29,639,875	26,867,879	35,962,435	39,910,942

38 Health Department-Financial



Health
GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	1,758,799	1,656,619	2,247,175	2,604,400
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	1,758,799	1,656,619	2,247,175	2,604,400
Other Governments & Agencies				
Federal Direct	1,369,374	1,231,633	2,625,721	2,202,848
Federal Through State	8,294,423	7,496,425	11,179,541	8,347,623
Federal Through Other Pass-Through	0	3,284	0	0
State Direct	628,825	525,144	547,178	1,053,178
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	10,292,622	9,256,486	14,352,440	11,603,649
Other Program Revenue				
Contributions and Gifts	366,000	347,683	360,000	370,000
Miscellaneous Revenue	200	529	300	500
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	366,200	348,212	360,300	370,500
TOTAL PROGRAM REVENUE	12,417,621	11,261,317	16,959,915	14,578,549
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	547,200	588,340	590,200	526,300
Fines, Forfeits, & Penalties	41,000	69,603	50,300	55,300
Compensation From Property	0	879	0	0
TOTAL NON-PROGRAM REVENUE	588,200	658,822	640,500	581,600
TRANSFERS FROM OTHER FUNDS AND UNITS:	2,323,755	1,520,058	2,442,118	2,409,302
TOTAL REVENUE AND TRANSFERS	15,329,576	13,440,197	20,042,533	17,569,451

38 Health Department-Financial



**Health
Special Purpose Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	207,042	141,022	175,000	175,000
Fringe Benefits	58,520	37,968	12,742	12,742
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	265,562	178,990	187,742	187,742
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	298	400	400
Travel	0	3,255	0	0
Communications	1,000	0	0	0
Printing	1,000	578	628	628
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	908	0	0
Repairs & Maintenance Services	0	1,045	3,000	3,000
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	2,000	6,084	4,028	4,028
OTHER EXPENSE:				
Supplies and Materials	2,782	30,823	4,100	4,100
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	3,000	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	5,782	30,823	4,100	4,100
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	20,756	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	294,100	215,897	195,870	195,870
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	294,100	215,897	195,870	195,870

38 Health Department-Financial



**Health
Special Purpose Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	294,100	267,517	195,870	49,000
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	3,821	0	0
Subtotal Other Program Revenue	294,100	271,338	195,870	49,000
TOTAL PROGRAM REVENUE	294,100	271,338	195,870	49,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	294,100	271,338	195,870	49,000

38 Health Department-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
38 Health - GSD Fund 10101								
Account Clerk 1	0020	GS03	5	5.00	0	0.00	0	0.00
Account Clerk 2	4370	GS04	1	1.00	0	0.00	0	0.00
Account Clerk 3	3730	GS05	3	3.00	0	0.00	0	0.00
Admin Services Officer 3	7244	GS09	3	3.00	2	2.00	2	2.00
Admin Services Officer 4	7245	SR12	0	0.00	1	1.00	1	1.00
Administrative Assistant 1	7240	GS06	11	11.00	0	0.00	0	0.00
Administrative Assistant 2	7241	GS08	2	2.00	1	1.00	1	1.00
Animal Control Director	7840	GS12	1	1.00	1	1.00	1	1.00
Animal Control Manager	6492	GS11	0	0.00	1	1.00	1	1.00
Animal Control Officer 1	7087	GS04	6	6.00	9	9.00	9	9.00
Animal Control Officer 2	7088	GS05	10	10.00	9	9.00	9	9.00
Animal Control Officer 3	7089	GS06	1	1.00	3	3.00	3	3.00
Assistant to the Director	6678	GS13	1	1.00	1	1.00	1	1.00
Bldg Superintendent	6927	GS11	1	1.00	1	1.00	1	1.00
CAD/GIS Analyst 1	7729	SR09	0	0.00	1	1.00	1	1.00
Case Manager - Health	7712	GS07	5	5.00	0	0.00	0	0.00
Chemist 3	4470	GS09	1	1.00	1	1.00	1	1.00
Chief Medical Director	1080	N/A	1	1.00	1	1.00	1	1.00
Communicable Disease Investigator	6567	GS07	18	18.00	19	19.00	19	19.00
Courier	6466	GS04	3	3.00	3	3.00	3	3.00
Custodian 1	7280	WG02	10	10.00	10	10.00	10	10.00
Custodian 2	2630	WL03	1	1.00	1	1.00	1	1.00
Custodian Supv-Health	7022	WS02	1	1.00	1	1.00	1	1.00
Data Base Administrator	6818	GS12	1	1.00	0	0.00	0	0.00
Data Svc Coordinator	7135	GS06	2	2.00	1	1.00	1	1.00
Dental Assistant 1	1461	GS05	1	1.00	2	2.00	3	3.00
Dental Hygienist 2	1464	SR11	0	0.00	1	1.00	1	1.00
Dental Hygienist 1	1463	GS09	2	1.50	7	7.00	8	8.00
Dental Services Director	1447	HD11	0	0.00	1	1.00	2	2.00
Dentist 2	1446	HD10	1	1.00	0	0.00	0	0.00
Dir Assessment And Evaluation	7179	GS14	1	1.00	1	1.00	1	1.00
Dir Finance And Admin	6659	GS14	1	1.00	1	1.00	1	1.00
Dpty Dir Health	10180	SR16	0	0.00	1	1.00	1	1.00
Environmental Assistant	0513	GS05	2	2.00	3	3.00	3	3.00
Environmental Eng 1	4152	GS10	3	3.00	3	3.00	3	3.00
Environmental Eng 2	4153	GS11	1	1.00	2	2.00	2	2.00
Environmental Eng 3	4154	GS13	1	1.00	1	1.00	1	1.00
Environmental Health Dir	7044	GS14	1	1.00	1	1.00	1	1.00
Environmentalist 1	1843	GS07	6	6.00	6	6.00	6	6.00
Environmentalist 2	1844	GS08	5	5.00	4	4.00	4	4.00
Environmentalist 3	1845	GS10	5	5.00	5	5.00	5	5.00
Environmentalist 4	1846	GS11	3	3.00	3	3.00	3	3.00
Envr Engineer Asst.1	4157	GS07	3	3.00	2	2.00	2	2.00
Equip And Supply Clerk 1	5010	GS03	2	2.00	1	1.00	1	1.00
Equip And Supply Clerk 3	3027	SR07	0	0.00	1	1.00	1	1.00
Finance Officer 2	10151	SR10	0	0.00	1	1.00	1	1.00
Food Inspector 1	6631	GS07	6	6.00	6	6.00	6	6.00
Food Inspector 2	6632	GS08	4	4.00	4	4.00	4	4.00
Food Inspector 3	6633	GS10	1	1.00	1	1.00	1	1.00
Gen Maint Technician	7021	WG04	4	4.00	4	4.00	4	4.00
Health Educator	3967	GS09	0	0.00	0	0.00	0	0.00
Health Promotion Director	7923	GS12	1	1.00	1	1.00	1	1.00
Home Economist	6481	GS06	6	6.00	6	6.00	6	6.00
Human Resources Analyst 4	6874	GS11	1	1.00	1	1.00	1	1.00
Human Resources Asst.1	6931	GS06	2	2.00	2	2.00	2	2.00

38 Health Department-Financial



	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
38 Health - GSD Fund 10101								
Info Systems Analyst 2	7780	GS10	3	3.00	0	0.00	0	0.00
Info Systems Div Mgr	7318	GS13	1	1.00	1	1.00	1	1.00
Info Systems Mgr	7782	SR13	0	0.00	1	1.00	1	1.00
Info Systems Spec	7783	SR12	0	0.00	2	2.00	2	2.00
Info Systems Tech 1	7784	SR08	0	0.00	2	2.00	2	2.00
Interpreter	6641	GS04	1	1.00	3	3.00	3	3.00
Inventory Control Supervisor	6482	GS07	1	1.00	1	1.00	1	1.00
Laboratory Technician 2	2797	GS05	2	2.00	2	2.00	2	2.00
Librarian	6252	GS08	1	1.00	1	1.00	1	1.00
Med Administrative Assistant 1	3072	GS11	11	11.00	14	14.00	14	14.00
Med Administrative Assistant 2	3073	GS12	7	7.00	8	9.00	8	9.00
Med Administrative Assistant 3	3074	GS13	3	3.00	4	4.00	4	4.00
Medical Doctor	7424	HD12	2	2.00	3	3.00	3	3.00
Medical Service Director	7024	HD13	1	1.00	1	1.00	1	1.00
Mental Health Specialist	6772	GS09	2	2.00	2	1.50	2	1.50
Mobile Clinic Driver	7713	GS05	0	0.00	1	1.00	1	1.00
Nursing Aide-Health	3235	GS02	1	1.00	1	1.00	1	1.00
Nutritionist 1	3237	GS08	3	3.00	4	4.00	4	4.00
Nutritionist 2	3238	GS09	4	4.00	3	3.00	3	3.00
Ob-Gyn Nurse Practitioner	6491	GS11	2	2.00	1	1.00	1	1.00
Office Assistant 1	7747	GS03	2	2.00	0	0.00	0	0.00
Office Assistant 2	7748	GS04	16	16.00	0	0.00	0	0.00
Office Assistant 3	7749	GS05	93	93.00	0	0.00	0	0.00
Office Support Rep 1	10120	SR04	0	0.00	7	7.00	7	7.00
Office Support Rep 2	10121	SR05	0	0.00	15	15.00	11	11.00
Office Support Rep 3	10122	SR06	0	0.00	97	99.00	84	86.00
Office Support Spec 1	10123	SR07	0	0.00	15	15.00	15	15.00
Outreach Worker	6485	GS04	27	27.00	28	27.48	26	25.48
Pharmacist 2	3459	GS13	1	1.00	1	1.00	1	1.00
Pharmacist Assistant	6486	GS03	1	1.00	0	0.00	0	0.00
Print Equip Operator 2	5919	WL06	1	1.00	1	1.00	1	1.00
Program Coordinator	6034	GS08	2	2.00	0	0.00	0	0.00
Program Specialist 3	7380	GS09	8	8.00	10	10.00	10	10.00
Program Supervisor	7381	GS09	1	1.00	4	4.00	4	4.00
Pub Health Epidemiologist 2	7685	GS11	3	3.00	3	3.00	3	3.00
Pub Health Epidemiologist 3	7686	GS13	1	1.00	1	1.00	1	1.00
Public Health LPN	6251	HD01	19	18.13	14	12.84	14	12.84
Public Health Nurse 1	3971	HD02	30	23.91	0	0.00	0	0.00
Public Health Nurse 2	3972	HD03	75	67.17	107	89.02	107	89.02
Public Health Nurse 3	3973	HD04	12	11.71	9	9.00	9	9.00
Public Health Nurse 4	3974	HD06	9	9.00	10	10.00	9	9.00
Public Health Nurse 5	3975	HD07	1	1.00	1	1.00	1	1.00
Public Health Nurse 6	3976	HD08	1	1.00	0	0.00	0	0.00
Public Health Nurse Clinician	6489	HD05	5	5.00	11	10.71	11	10.71
Public Health Nursing Dir	7016	GS14	1	1.00	1	1.00	1	1.00
Public Hlth Epidemiologist 2	7979	SR13	0	0.00	2	2.00	2	2.00
Radiologic Technician	6261	GS07	1	1.00	0	0.00	0	0.00
Research Analyst 1	7390	GS090	1	1.00	2	2.00	2	2.00
Research Analyst 2	7391	GS11	1	1.00	1	1.00	1	1.00
Secretary 2	6146	GS06	1	1.00	0	0.00	0	0.00
Social Worker 1	6768	GS07	8	8.00	13	13.00	12	12.00
Software Training Manager	7750	GS08	1	1.00	1	1.00	1	1.00
Soil Scientist	6380	GS10	1	1.00	1	1.00	1	1.00
Speech And Hear Therapist	4978	GS10	3	3.00	4	4.00	4	4.00
Vehicle Inspection Dir	6639	GS11	1	1.00	1	1.00	1	1.00
Vehicle Inspector 1	6552	GS07	1	1.00	1	1.00	1	1.00
Vehicle Inspector 2	6640	GS08	1	1.00	1	1.00	1	1.00
Veterinarian	7805	HD08	1	1.00	1	1.00	1	1.00

38 Health Department-Financial



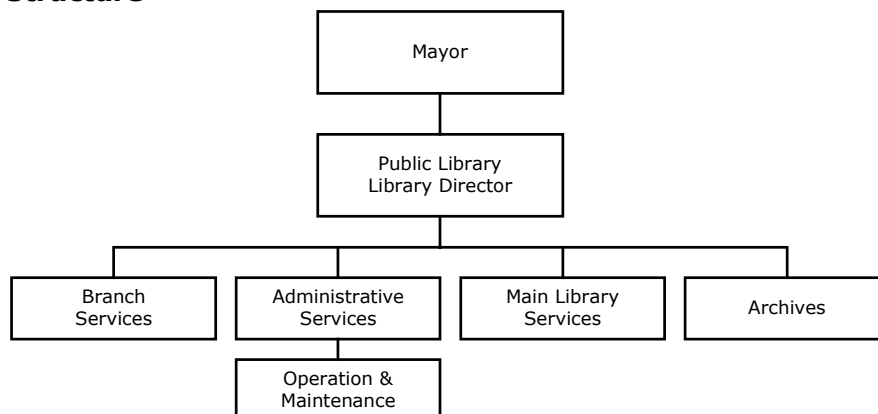
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
38 Health - GSD Fund 10101								
Veterinarian Tech	7981	GS05	2	2.00	0	0.00	0	0.00
Warehouse Supervisor 2	6494	GS08	1	1.00	1	1.00	1	1.00
Warehouse Worker	7400	WG02	5	5.00	4	4.00	4	4.00
Total Positions & FTE			509	493.42	562	544.55	544	526.55
38 Health - Reach 2010 Grant Fund 32000								
Med Administrative Assistant 1	3072	GS11	1	1.00	1	1.00	1	1.00
Office Support Rep 3	10122	SR06	0	0.00	1	1.00	1	1.00
Program Coordinator	6034	GS08	1	1.00	0	0.00	0	0.00
Research Analyst 2	7391	GS11	1	1.00	0	0.00	0	0.00
Research Analyst I	7390	SR10	0	0.00	1	1.00	1	1.00
Total Positions & FTE			3	3.00	3	3.00	3	3.00
38 Health - United Way Mobile Clinic Grant Fund 32000								
Med Administrative Assistant 1	3072	GS11	1	1.00	0	0.00	0	0.00
Mental Health Specialist	6772	GS09	1	1.00	0	0.00	0	0.00
Mobile Clinic Driver	7713	GS05	1	1.00	0	0.00	0	0.00
Public Health Nurse 2	3972	HD03	1	1.00	0	0.00	0	0.00
Speech And Hear Therapist	4978	GS10	2	1.50	0	0.00	0	0.00
Total Positions & FTE			6	5.50	0	0.00	0	0.00

39 Library—At a Glance



Vision	To facilitate the informal self-education of all persons, including the disabled; to enrich and further develop the knowledge of persons undertaking formal education; to encourage recreational reading and constructive use of leisure time; to support the cause of literacy; and to meet the day-to-day informational needs of all persons in the community.			
Mission	The Public Library of Nashville & Davidson County is committed to: Extending the benefits and joys of reading, lifelong learning, and discovery to all people through collections and services; Promoting the value and power of knowledge, essential in an informed democracy, by providing open and equal access to the records and opinions of the world; Providing emerging technologies and instruction as a gateway to information resources within and beyond our walls; Serving the community with integrity and skill; Providing an environment welcoming to all people which serves as a gathering place within the community; Preserving and sharing across generations the wisdom, culture, and history of our community.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$13,841,929	\$17,338,677	\$18,093,049
	Special purpose funds	723,909	775,536	791,936
	Total Expenditures	<u>\$14,565,838</u>	<u>\$18,114,213</u>	<u>\$18,884,985</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$335,800	\$415,719	\$467,000
	Other Governments	609,909	565,943	74,382
	Other Program Revenue	114,000	209,592	116,661
	Total Program Revenue	<u>\$1,059,709</u>	<u>\$1,191,254</u>	<u>\$658,043</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$1,059,709</u>	<u>\$1,191,254</u>	<u>\$658,043</u>
Positions	Total Budgeted Positions	397	409	410
Contacts	Director of Public Library: Donna Nicely Financial Manager: Chase Adams		email: donna_nicely@metro.nashville.org email: chase_adams@metro.nashville.org	
	615 Church Street 37219		Phone: 862-5760 FAX: 862-5771	

Organizational Structure



39 Library–At a Glance



Budget Highlights FY 2003

• Telephone and telegraph to convert all public access text terminals to personal computers	\$120,500
• Computer connection costs to upgrade the speed of computer connections	38,300
• Pay Plan/Benefit adjustments	450,300
• Information Systems billings	269,137
• Fleet Management Consolidation net adjustment	-104,305
• Telecommunication net adjustment	-19,560
Total	\$754,372

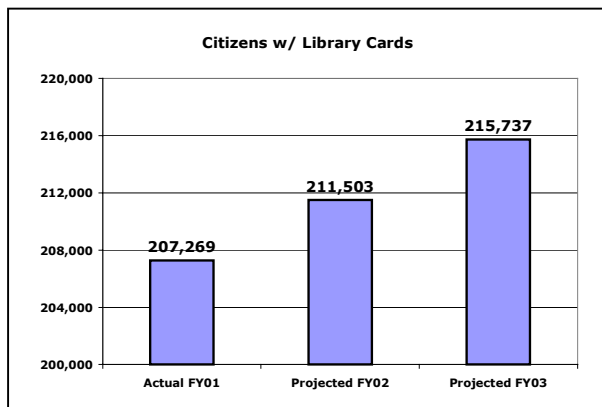
Overview

BRANCH SERVICES

The Branch Services division includes 20 full service branch libraries, offering adult and children’s books on tape, videos, periodicals, and, at larger facilities, music CDs. The branch system represents a countywide collection of 949,655 titles. Each location offers reference and readers advisory service for patrons, children’s story hours and activities, and, at the five new branches, a young adult section with services for teens. Most offer meeting rooms for public use. All libraries in the branch system offer free public access to the Internet. Seven branches offer free public computing, with software applications available for educational or personal use. Seven branches provide after-school homework assistance in Dell Wired for Youth Centers, complete with computers for student use. Bookmobile service is provided in areas not served by branch libraries, making regular stops at 35 locations every month, including area high-rises for seniors and housing projects. Hours of operation vary from 61 hours per week at the largest facilities to 40 hours per week at smaller facilities.

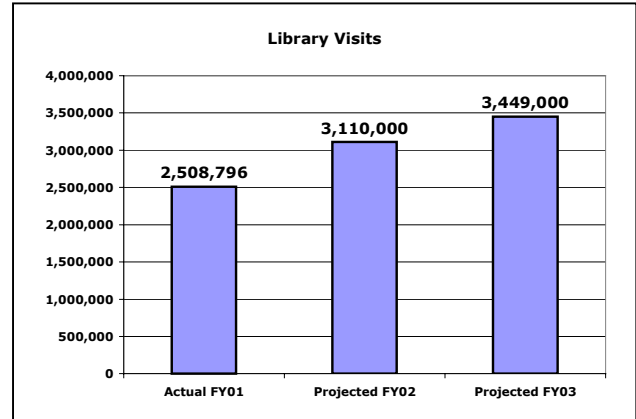
ADMINISTRATIVE SERVICES

The Administrative Services Division incorporates the general administrative functions of the library system including: planning and executive management; central accounting, purchasing, and statistical reports; human resources including recruitment, hiring, payroll, and leave record keeping; staff development and training; public relations, volunteer services, and special projects;



collection development, procurement, cataloging and processing of books and information materials; conference center administration; and installation and maintenance of automation systems including on-line catalog and patron database, local area networks, personal computers, software, and audio/visual technology.

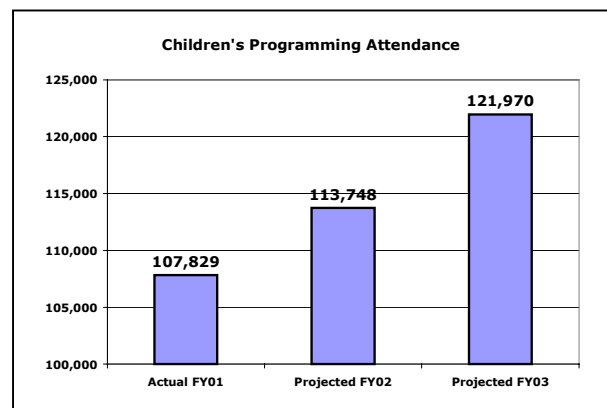
OPERATION & MAINTENANCE



The Operation and Maintenance Division is responsible for the maintenance, repair and cleaning of 24 facilities including grounds care at 18 facilities. Building maintenance and repair is accomplished by the library maintenance staff and vendor contracts for services such as HVAC, electrical, plumbing, and major building repairs and renovations. This division is also responsible for the library system’s inter-departmental delivery of library materials, averaging 12,000 books per day.

MAIN LIBRARY SERVICES

Main Library Services includes all public service departments at the Main Library. Hours of operation are from 9:00 AM to 8:00 PM Monday – Thursday, 9:00 AM to 6:00 PM on Friday, 9:00 AM to 5:00 PM on Saturday, and 2:00 PM to 5:00 PM on Sunday. There are six services provided.



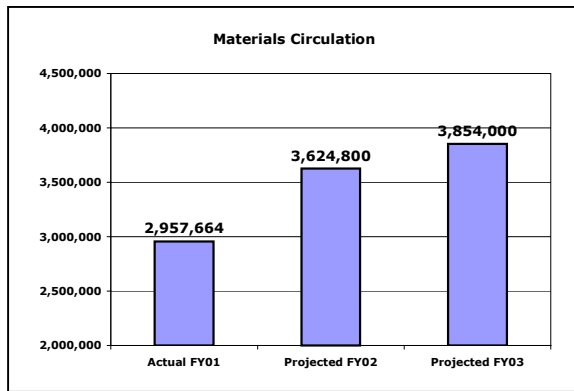
Children’s Services maintains a collection of 95,000+ children’s books and provides reader’s advisory and reference service to children and caregivers.

39 Library—At a Glance



It provides library learning tours for children, caregivers and school groups, as well as special outreach programs in the community, provides access to children’s computers and educational software, and provides significant educational programming for children including marionette and puppet performances, as well as story hours.

The Circulation Division maintains a popular materials collection of \$85,000+, including new titles, fiction, videos/DVDs, music CDs, educational software, and books on tape.



It provides reference service for fiction, music, and video collections, maintains central registration, book reserve, and overdue notification processes for the library system, and handles all circulation transactions for the main library.

The Reference Division maintains the library system’s central reference collection, as well as nonfiction and young adult collections for the main library (143,900+ titles). Responsible for system wide electronic reference materials; provides telephone, fax and e-mail reference service; provides in-person reference and research assistance service for business and general reference information; nationwide interlibrary loan service for Nashville; and in-depth research services for other Metro Government agencies. Provides targeted services for young adults, including a computer lab and homework assistance program for students. Reference houses the largest concentration of public computers at main library, including catalog, research, and public computing areas. Maintains large periodicals, microforms, and government documents holdings.

The Special Collections/Nashville Room maintains a collection of 18,000+ titles on Nashville and Tennessee history, authors and genealogy; provides phone and in-person reference and research assistance; maintains collections of photos, slides, maps, ephemera, artifacts, and oral histories of historical significance to the city. Major collections include the Civil Rights Collection and the complete archives of the Nashville Banner.

Library Services for the Deaf and Hard of Hearing is an information resource center regarding all aspects of hearing loss and deafness. Services include: An extensive lending library of books, videotapes, TTYS, telecaption decoders, and assistive listening devices; information and referral services; public awareness programming (including children’s programming); and in-service training programs for library.

The Nashville Talking Library is a radio reading service for the blind and physically handicapped. This service is available to anyone who cannot read normal printed materials due to a physical or visual disability. The service is accessed via a special portable radio receiver, cable TV systems in 10 area hospitals and dialysis centers, and on the SAP channel of WDCN. Listeners hear readings from the daily newspaper, local and regional publications, best-sellers, mysteries, and special features on a variety of topics from over fifty magazines. A new dial-in service enables listeners to hear the newspaper and other local features over the phone. Approximately 175 volunteers produce the majority of this programming locally.

ARCHIVES

The Metropolitan Government Archives collects and maintains records relating to the history of Metropolitan Government, the old city of Nashville and Davidson County. The Metro Archives maintains historical records from 1780-1900. The Metro Archives collection includes court records, deeds, wills, marriages, photographs, slides, sound recordings, and personal papers. Other activities include archival conservation measures and preservation microfilming. Hours of operation are 9:30 AM to 5:30 PM Monday – Thursday, 9:00 AM to 5:00 PM on Saturday.



39 Library-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
System Wide					
1. To meet the community information needs through library services and collections.	a. Materials Circulation	2,934,237	2,957,664	3,624,800	3,854,000
	b. Number of uses of Library web services	na	1,962,115	na	2,038,616
	c. Number of citizens with library cards	na	207,269	na	215,737
	d. Number of Library visits	2,849,461	2,508,796	3,110,000	3,449,000
2. To foster in children a love of books and learning.	a. Children's Programming - attendance	na	107,829	na	121,970
	b. Summer Reading - enrollment	na	12,421	na	12,600
3. To provide facilities and programs to engage citizens in learning activities, and community affairs.	a. Number of adult programs	na	428	na	532
	b. Number of adult program attendance	na	7,973	na	9,966
	c. Meeting room use attendance	na	26,869	na	45,200
	d. Number of meeting room events	na	1,473	na	2,489

39 Library-Financial



Public Library
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	8,468,026	7,169,268	10,249,592	10,643,692
Fringe Benefits	2,635,464	1,940,687	2,879,826	2,936,026
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	11,103,490	9,109,955	13,129,418	13,579,718
OTHER SERVICES:				
Utilities	668,430	805,891	1,353,276	1,353,276
Professional Services	12,135	10,416	12,800	12,800
Purchased Services	393,681	278,683	472,635	472,635
Travel	17,807	6,888	20,748	20,748
Communications	29,828	77,729	75,193	233,993
Printing	43,210	20,338	48,120	48,120
Advertising & Promotion	4,184	6,379	7,300	7,300
Subscriptions	254,224	249,337	276,984	276,984
Tuition, Reg., & Membership Dues	12,551	8,513	14,225	14,225
Repairs & Maintenance Services	349,556	201,461	513,704	513,704
Internal Service Fees	439,461	440,991	607,622	752,894
TOTAL OTHER SERVICES	2,225,067	2,106,626	3,402,607	3,706,679
OTHER EXPENSE:				
Supplies and Materials	503,057	590,850	792,564	792,564
Misc. Other Expenses & Payments	0	117	0	0
Fixed Charges	2,066	6,741	5,816	5,816
Licenses, Permits, & Fees	8,249	1,150	8,272	8,272
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	513,372	598,858	806,652	806,652
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	13,841,929	11,815,439	17,338,677	18,093,049
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	13,841,929	11,815,439	17,338,677	18,093,049

39 Library-Financial



**Public Library
GSD General Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	335,800	377,463	415,719	467,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	335,800	377,463	415,719	467,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	335,800	377,463	415,719	467,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	335,800	377,463	415,719	467,000

39 Library-Financial



**Public Library
Special Purpose Funds**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	279,150	183,467	373,292	373,292
Fringe Benefits	49,926	41,312	56,446	56,446
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	329,076	224,779	429,738	429,738
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	9,217	5,003	7,395	7,395
Travel	3,000	377	1,300	1,300
Communications	11,285	10,411	9,616	9,616
Printing	10,562	695	7,011	7,011
Advertising & Promotion	250	0	250	250
Subscriptions	0	50	0	0
Tuition, Reg., & Membership Dues	0	175	200	200
Repairs & Maintenance Services	1,200	924	1,000	1,000
Internal Service Fees	3,500	3,370	3,200	3,200
TOTAL OTHER SERVICES	39,014	21,005	29,972	29,972
OTHER EXPENSE:				
Supplies and Materials	349,319	357,950	312,826	329,226
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	500	0	500	500
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	349,819	357,950	313,326	329,726
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	15,035	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	717,909	618,769	773,036	789,436
TRANSFERS TO OTHER FUNDS & UNITS:	6,000	118,283	2,500	2,500
TOTAL EXPENSE AND TRANSFERS	723,909	737,052	775,536	791,936

39 Library-Financial



**Public Library
Special Purpose Funds**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	114,717	103,921	70,795	68,409
Federal Through Other Pass-Through	0	0	0	0
State Direct	495,192	484,218	495,148	5,973
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	609,909	588,139	565,943	74,382
Other Program Revenue				
Contributions and Gifts	108,000	14,283	207,092	113,061
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	6,000	11,082	2,500	3,600
Subtotal Other Program Revenue	114,000	25,365	209,592	116,661
TOTAL PROGRAM REVENUE	723,909	613,504	775,535	191,043
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	723,909	613,504	775,535	191,043

39 Library-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
39 Library - GSD Fund 10101								
Account Clerk 2	4370	GS04	1	1.0	0	0.0	0	0.0
Accountant 4	7239	GS11	1	1.0	0	0.0	0	0.0
Admin Services Mgr	7242	GS12	1	1.0	0	0.0	0	0.0
Admin Services Officer 3	7244	SR10	2	2.0	3	3.0	3	3.0
Administrative Assistant	7241	SR09	1	1.0	2	2.0	2	2.0
Administrative Assistant 1	7240	GS06	4	4.0	0	0.0	0	0.0
Administrative Services Officer 1	2660	SR06	0	0.0	1	1.0	1	1.0
Archives Assistant 1	7763	SR04	2	0.7	3	1.2	3	1.2
Archives Assistant 2	7764	SR05	3	2.3	2	2.0	2	2.0
Archives Assistant 3	7765	SR06	1	1.0	2	2.0	2	2.0
Archivist	6802	SR12	1	1.0	1	1.0	1	1.0
Audio-Visual Specialist	6715	GS07	1	1.0	0	0.0	0	0.0
Bldg Maint Supervisor	7256	TS11	1	1.0	1	1.0	1	1.0
Bldg Maint Supt	0842	TS13	1	1.0	0	0.0	1	1.0
Bldg Maint Worker	7257	TG04	2	2.0	2	2.0	2	2.0
Bldg Maintenance Mech	2220	TG08	1	1.0	1	1.0	1	1.0
Bookmobile Op Supervisor	6615	SR07	1	1.0	1	1.0	1	1.0
Circulation Assistant 1	2900	SR04	31	28.7	41	37.6	41	37.6
Circulation Assistant 2	7767	SR05	42	37.6	28	26.5	28	26.5
Circulation Supervisor	7768	SR06	5	5.0	5	5.0	5	5.0
Cust Serv Supv	5460	TS03	2	2.0	2	2.0	2	2.0
Custodian 1	7280	TG03	27	27.0	26	26.0	26	26.0
Custodian 2	2630	TG05	1	1.0	1	1.0	1	1.0
Equipment Operator 1	6826	TG05	4	4.0	5	5.0	5	5.0
Finance Officer 3	10152	SR12	0	0.0	1	1.0	1	1.0
Human Res Analyst 2	2730	GS07	1	1.0	0	0.0	0	0.0
Human Resources Analyst 1	2730	SR08	0	0.0	1	1.0	1	1.0
Human Resources Analyst 3	3455	SR12	0	0.0	1	1.0	1	1.0
Human Resources Analyst 4	6874	GS11	1	1.0	0	0.0	0	0.0
Human Resources Asst.1	1472	SR06	1	1.0	1	1.0	1	1.0
Human Resources Manager	6531	SR14	0	0.0	1	1.0	1	1.0
Industrial Electrician 1	6224	TG12	1	1.0	1	1.0	1	1.0
Info Systems Analyst 1	7779	SR10	4	4.0	5	5.0	5	5.0
Info Systems Associate	7781	SR06	1	1.0	1	1.0	1	1.0
Info Systems Specialist	7783	SR12	1	1.0	1	1.0	1	1.0
Info Systems Technician 1	7784	SR08	0	0.0	1	1.0	1	1.0
Information Systems Dir	7113	GS15	1	1.0	0	0.0	0	0.0
Librarian 1	2890	SR09	39	38.0	37	36.0	37	36.0
Librarian 2	7323	SR10	15	15.0	15	15.0	15	15.0
Librarian 3	4620	SR11	8	8.0	9	9.0	9	9.0
Library Administrator	6847	SR14	3	3.0	3	3.0	3	3.0
Library Associate 1	4630	SR06	51	50.3	52	50.8	52	50.8
Library Associate 2	2901	SR07	20	19.0	17	16.5	17	16.5
Library Associate 3	10116	SR09	0	0.0	1	1.0	1	1.0
Library Manager 1	7793	SR11	8	8.0	7	7.0	7	7.0
Library Manager 2	5300	SR12	11	11.0	9	9.0	9	9.0
Library Manager 3	4855	SR13	9	9.0	10	10.0	10	10.0
Library Page	5070	SR02	47	23.5	47	23.5	47	23.5
Library Performing Artist 1	5996	SR05	1	1.0	1	1.0	1	1.0
Library Performing Artist 2	5995	SR07	1	1.0	1	1.0	1	1.0
Library Services Asst Dir	0280	SR15	1	1.0	1	1.0	1	1.0
Library Services Director	1070	DP02	0	0.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	8	8.0	0	0.0	0	0.0
Office Assistant 2	7748	GS04	3	3.0	0	0.0	0	0.0
Office Assistant 3	7749	GS05	6	6.0	0	0.0	0	0.0

39 Library-Financial

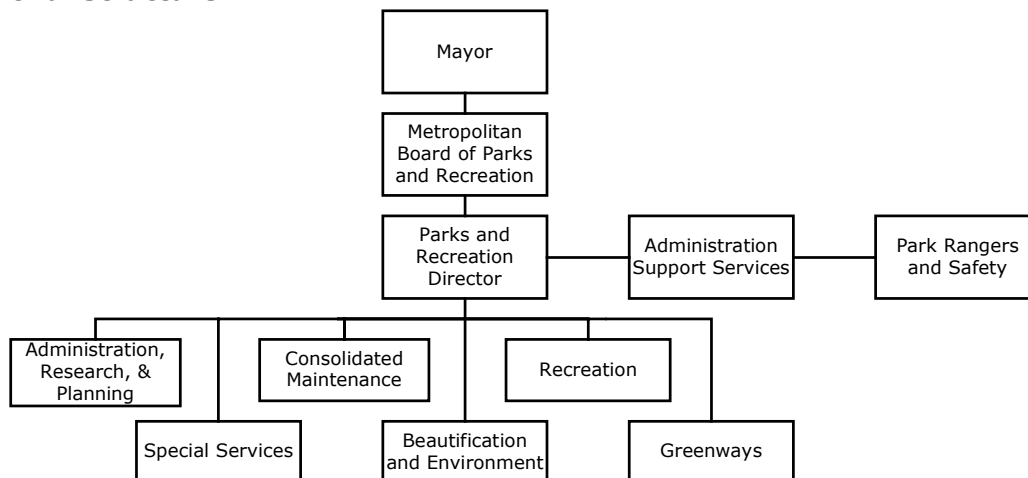


	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
39 Library – GSD Fund 10101								
Office Manager 3	7340	GS08	1	1.0	0	0.0	0	0.0
Office Support Manager	10119	SR09	0	0.0	1	1.0	1	1.0
Office Support Representative 1	10120	SR04	0	0.0	7	7.0	7	7.0
Office Support Representative 2	10121	SR05	0	0.0	7	7.0	7	7.0
Office Support Representative 3	10122	SR06	0	0.0	6	6.0	6	6.0
Office Support Specialist 1	10123	SR07	0	0.0	4	4.0	4	4.0
Program Manager 2	7377	GS11	1	1.0	0	0.0	0	0.0
Program Specialist 2	7379	SR08	1	1.0	1	1.0	1	1.0
Property Guard 2	4725	SR05	5	5.0	5	5.0	5	5.0
Radio Announcer	4030	SR07	3	3.0	3	2.5	3	2.5
Radio Program Manager	4038	SR10	2	2.0	1	1.0	1	1.0
Security Officer Coord	7798	SR09	1	1.0	1	1.0	1	1.0
Total Positions & FTE			392	357.0	388	354.52	389	355.52
39 Library -30401								
Circulation Assistant 1	2900	SR04	1	1.0	1	1.0	1	1.0
Circulation Assistant 2	7767	SR05	1	1.0	1	1.0	1	1.0
Library Associate 1	4630	GS05	1	1.0	0	0.0	0	0.0
Office Support Representative 2	10121	SR05	0	0.0	16	4.0	16	4.0
Program Manager 2	7377	SR12	1	1.0	1	1.0	1	1.0
Program Specialist 2	7379	SR08	0	0.0	1	1.0	1	1.0
Radio Program Manager	4038	SR10	1	1.0	1	1.0	1	1.0
Total Positions & FTE			5	5.0	21	9.0	21	9.0

40 Parks & Recreation-At a Glance

Vision	The parks and recreation programs of the City of Nashville and Davidson County will significantly enhance the quality of life in the community. Regardless of race, income or physical ability, citizens will have equal access to parks and recreation programs with a sense of personal safety. Citizens will enjoy an interconnected system of greenways, trails, natural areas, open spaces, and recreation facilities, distributed in response to need throughout the metropolitan region. The parks and greenways system will benefit the community by helping to stabilize and enhance neighborhoods and historic places, to protect sensitive natural resources, to link adjacent neighborhoods, and to promote community interaction. Facilities and programs will be responsive to the needs and interests of citizens, with a diversity of activities emphasizing physical well being as well as appreciation of the natural resources, cultural resources, and the arts. Professional staff working within a supportive work environment will ensure high quality, cost-effective recreational programming, and instruction. The public will recognize and appreciate the many benefits – recreation, education, economic, cultural, and environmental – derived from diverse, well-maintained facilities, recreation programs, and open spaces. A well-organized network of non-profits, joint venture partners, corporate sponsors, and volunteers will assist Metro Parks in accomplishing its mission. Financial needs to support capital improvements and operations will come from a variety of sources without relying solely upon public funds.			
Mission	To provide every citizen of Nashville and Davidson County with an equal opportunity for safe recreational and cultural activities within a network of parks and greenways that preserves and protects the region's natural resources.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$24,918,457	\$26,364,117	\$27,364,050
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$24,918,457</u>	<u>\$26,364,117</u>	<u>\$27,364,050</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$7,601,484	\$7,213,850	\$6,955,500
	Other Governments	8,400	0	0
	Other Program Revenue	15,000	0	0
	Total Program Revenue	<u>\$7,624,884</u>	<u>\$7,213,850</u>	<u>\$6,955,500</u>
	Non-program Revenue	202,475	204,000	197,500
	Transfers	570,000	540,000	540,000
	Total Revenues	<u>\$8,397,359</u>	<u>\$7,957,850</u>	<u>\$7,693,000</u>
Positions	Total Budgeted Positions	463	464	464
Contacts	Director of Parks & Recreation: Jim Fyke email: jim.fyke@nashville.gov Financial Manager: Ray Helton email: ray.helton@nashville.gov Centennial Park 37203 Phone: 862-8400 FAX: 862-8414			

Organizational Structure



40 Parks & Recreation-At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$665,700
• 800 MHz Radio System	938
• Postal Service rates increase	30,000
• Fleet Management Consolidation net adjustment	291,026
• Information Systems billings	38,408
• Telecommunication net adjustment	-26,100
Total	<u>\$999,972</u>

Overview

ADMINISTRATION, RESEARCH & PLANNING

Administers the department's personnel, budget, and accounting needs; prepares reports and correspondence for the Park Board and Director's Office; operates central storeroom and receptionist functions; coordinates Park facility use and permits for special events; handles requests and permits for picnic reservations, model airplanes; handles news releases and public event advertisements; maintains department's computer network and installs and maintains personal computers; oversees the development and installation of a Point-of-Sale inventory and retail sale system for golf courses, concession operations, and other retail locations; plans and coordinates the annual 4th of July Celebration.

Provides and coordinates research, planning, construction, and future development of public lands within the park system. Maintains maps and records for all structures and real property under the department's jurisdiction; Provides specifications, develops plans and coordinates the development of new construction projects with architects and builders. Oversees and inspects the construction of new projects/major renovations and repairs; consults with and assists divisional managers in solving problems related to structures, infrastructure components, and land use. Administers the activities under the Capital Improvements Budget.

CONSOLIDATED MAINTENANCE

The Structures/Facilities Division maintains and increases the usability of the Department's physical structures for the enjoyment of the citizens of Davidson County and their guests. It is staffed with skilled trades personnel such as carpenters, plumbers, painters, masonry workers, electricians, etc. These personnel are responsible for repairing and renovating existing facilities and utilities as well as constructing and installing new facilities and utilities.

This Division works with various Metro and outside agencies to coordinate needed repairs and construction projects. They evaluate the work performed by other agencies to ascertain that Metro Parks and Recreation receives the goods and services they ordered and expected.

Some of the facilities that this Division maintains include swimming pools, athletic field lighting, community centers, special use buildings (Parthenon, Sportsplex, Nature

Center, Indoor Tennis Center, etc.). The division also maintains electrical and water systems within the parks.

The Grounds' Division provides accessible, clean, and safe grounds, athletic fields, and playgrounds for the various park patrons.

This Division is sub-divided into maintenance areas to which parks, greenways, athletic fields, etc. are assigned. Each sub-division is responsible for inspecting, setting up, and maintaining all assigned areas. Included in this are all playgrounds, athletic fields, tennis courts, and open areas.

In addition to maintaining parks and public grounds this Division supports special events such as the 4th of July Celebration, crafts fairs, and the Steeplechase. In support of these activities they deliver and setup bleachers, fencing, and trash receptacles as well as clean up after the event.

The Landscaping Division enhances the public's enjoyment of the parks and downtown urban area by providing a diversified and aesthetically pleasing environment for their relaxation.

The Landscaping Division is divided into two sections. The Horticultural section is responsible for planting and maintaining all of the trees, shrubs and flowers within the parks, downtown urban area and Stadium grounds. The Tree Crew section is responsible for the inspection, trimming and removal of trees.

To facilitate the Horticultural Section's duties a 16,000 square foot greenhouse is operated for the growing of plants used in fall and spring plantings and for the maintenance of tropical plants used for special events.

RECREATION

The Sports/Athletics Division provides quality public sports program on a year-round basis to Metro citizens who have an interest in participating in organized physical sport activities. Using a variety of Park athletic facilities, this division plans, schedules and coordinates organized sporting events including softball, basketball, volleyball, flag football, soccer, track-and-field, as well as youth soccer and T-ball. To facilitate this program, the division recruits, hires, trains, compensates, and oversees the work of various sports officials.

The Cultural Division provides high-quality cultural arts classes, concerts, performances, art gallery space, and historic sites for public use and enjoyment. Operates and staffs the Parthenon and Two Rivers Mansion; Produces and coordinates special events including in-the-park concerts; Provides educational and skill development classes in the areas of drama, visual arts, music and dance; Maintains an extensive arts program for inner-city children in Parks Community Centers; Coordinates the display of art by collaborating with various art agencies in the Nashville community; Sponsors a chapter of the American Recorder Society.

The Community Centers and Special Programs provide a year-round diversified program of recreational leisure time activities for the public. Operates Community Centers throughout Davidson County by planning,

40 Parks & Recreation-At a Glance

scheduling, and coordinating a wide variety of recreational activities; assesses the recreational needs of the community; provides upkeep and maintenance of Community Center buildings and administrative offices; operates Senior Citizen centers for the elderly; provides programs for disabled citizens, in cooperation with the Friends of Warner Parks, oversees the safe leisure use of Warner Parks including hiking trails, equestrian programs, special events, environmental education classes, seeks and procures grant funding to operate special programs designed to enhance the recreational and cultural opportunities for inner city citizens, especially youth.



SPECIAL SERVICES

The Special Services Division provides public recreational services on a fee basis in the areas of golf, tennis, physical fitness, ice skating, and both indoor and outdoor swimming. Operates and maintains major recreational and sports facilities including the Sportsplex (two ice rinks, swimming pool, fitness center), Wavepool, Tennis Center, Community Swimming Pools, and Hamilton Creek Sailboat Marina; hosts and provides facilities and support for various competitive national and regional sporting events (swimming, ice skating, tennis, golf); operates and maintains seven golf courses, including one youth course; coordinates summer youth camp.

BEAUTIFICATION AND ENVIRONMENT

The Beautification and Environment Division advises, recommends, coordinates and develops plans with Metro Government departments to create a clean and attractive living environment. Coordinates a variety of programs using various community resources, including other Metro departments and volunteers, to keep the Nashville Community clean. These programs include Adopt-a-Highway, Adopt-a-Street, Bag-a-Thon clean-up, community clean-up day, and neighborhood bulk item pick-up. Coordinates litter education in public and private schools in Davidson County. This division administers the vacant lot program in order to provide a safe and healthy living environment. Employees in this office serve as staff and coordinate the activities of the Metro Beautification and Environment Commission, The Metro Tree Advisory Committee and the Vegetation Control Board.

GREENWAYS

The Greenways Division coordinates countywide greenways program and the work of the Greenways Commission, Citizen Advisory Committee, and a non-profit friends group, *Greenways for Nashville*. The Division plans, develops, and manages greenway projects. Greenways are special areas featuring trails located along water corridors or other natural or man-made features dedicated to passive recreation and open space conservation. Seventeen greenway projects are now in progress. Major projects include Shelby Bottoms; Downtown; Bellevue; Mill Creek; Richland Creek; Beaman Park; and Stones River; and Whites Creek. About \$17 million in local, state, federal and private funding has been garnered through this initiative so far.

Development of greenways includes acquiring land and easements; identifying and obtaining funding; overseeing design and construction plans of consultants; coordinating environmental review clearances; and monitoring construction. A greenway project requires involvement and communication with property owners, neighborhood groups, developers, interested citizens and volunteers, elected officials, and other Metro Departments. In support of projects, much emphasis is placed on public awareness and education through special events, publications, and meetings.

PARK RANGERS AND SAFETY

The Park Rangers and Safety Division provides a safe environment for patrons in all of Metro Parks. It oversees Departmental programs including Safety (OSHA) Program, Americans with Disabilities Act, Hazardous Chemical Program (Employee's Right to Know); Blood Pathogen Disease Program and Parks Employees Substance Abuse and Testing Program. Through the Park Rangers, protects the park grounds and structures, enforces the policies as established by the Park Board; enforces local, state, and federal laws on Parks property; operates a mounted patrol unit.

40 Parks & Recreation-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATION, RESEARCH & PLANNING					
1. Provide organization support for other divisions and the Park Board.	a. Quarterly financial reports b. Weekly expenditure reports	4 52	4 48	4 52	4 52
2. Operate an Accounting Section to coordinate the department's needs with the Department of Finance.	a. Petty Cash Tickets processed b. Purchase orders issued by Purchasing c. Purchase orders issued by Parks d. Vouchers entered to FASTnet e. Purchasing card transactions processed f. Purchasing card amount of expenditures	950 na na na 7,500 na	533 93 30 10,317 9,193 \$1,865,660	850 na na na 11,000 \$1,900,000	700 100 20 10,500 11,500 \$2,000,000
3. Operate storeroom, picnic reservation, and model airplane permit system.	a. Unique items stocked b. Picnic reservations issued c. Annual model airplane flying permits issued	725 3,250 200	688 3,366 205	750 3,300 200	750 3,350 210
4. Operate personnel and payroll to coordinate human resource needs.	a. Profiles processed b. Payrolls processed	1,500 77	1,300 77	1,400 77	1,400 24
5. Install and maintain Park Department computers and networks.	Support for networks and personal computers	5 (105)	5(105)	7 (130)	7 (140)
6. To permit, coordinate, and provide support for special events either sponsored by or held in parks.	a. Special events by outside groups b. Park sponsored or co-sponsored	na na	204 67	212 67	232 74
* Delegated Purchasing has been revamped so that Purchasing Cards and Direct Payments are more common.					
CONSOLIDATED MAINTENANCE					
Structures/Facilities					
1. Maintain structure (plumbing, electrical, carpentry, etc.) for use by general public.	a. Special use facilities such as the Parthenon, SportsPlex, Wave Pool, etc. b. Community Centers, Golf Club Houses, and Swimming Pools	36 102	36 103	36 102	36 103
2. Maintain athletic fields and related structures (plumbing, electrical, carpentry, fencing, etc.) for use by general public.	a. Ball Diamonds and Athletic Fields b. Tennis Courts c. Playgrounds	110 181 90	111 175 88	110 177 90	117 175 90
Grounds					
1. Pick up, Mow, trim, and otherwise maintain assigned grounds in an aesthetically pleasing manner.	a. Parks, each (acres) b. Non-park property/sites c. Cemeteries (acres)	90 (9,387) *151 2 (33.9)	93 (9,387) 7 2 (33.9)	93 (9,347) *7 2 (33.9)	99 (10,200) 7 2 (33.9)

40 Parks & Recreation-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Maintain athletic fields in a professional, and safe manner.	a. Ball Diamonds & Athletic Fields	114	111	110	117
	b. Tennis Courts	181	181	177	177
	c. Outdoor restrooms	32	32	31	32
3. Prepare grounds for and clean up after special events.	Total number of man hours expended supporting special events	2,000	4,358	4,000	4,000

* Transferred to other departments 7/1/2000

Landscaping

1. Plant, prune and maintain trees, shrubs and flowers throughout the Parks and Recreation system.	a. Flower beds planted (2 times per year) and maintained	79	77	80	80
	b. Annuals and bulbs planted	150,000	149,000	150,000	150,000
	c. Trees and shrubs planted	750	825	300	400
	d. Trees pruned or removed	750	725	750	600
2. Plant, prune and maintain trees, shrubs and flowers on public property not assigned to the Department of Parks and Recreation.	a. Flower beds and planters planted and maintained in downtown area	279	282	280	285
	b. Trees maintained in downtown area	1,600	1,550	1,700	1,700
	c. Stadium Flower Beds	5 (14,000 sq. ft.)	5 (14,000 sq. ft.)	5 (14,000 sq. ft.)	5 (14,000 sq. ft.)
	d. Stadium Trees and Shrubs	1,500	1,500	1,800	1,500

RECREATION

Sports/Athletics

1. Provide opportunities for participation in organized sports.	a. Softball players	13,000	11,200	14,000	13,000
	b. Basketball and volleyball players	2,300	1,896	2,200	2,300
	c. Ball diamond reservations	4,500	7,298	7,400	7,500

Cultural

1. Provide classes in a wide variety of the arts.	a. Music, classes (students)	91 (540)	96 (511)	95 (560)	98 (520)
	b. Visual arts, classes (students)	185 (2,565)	192 (2,275)	183 (2,700)	192 (2,505)
	c. Dance, classes (students)	200 (1,900)	147 (1,671)	200 (1,900)	150 (1,800)
	d. Theater, classes (students)	50 (450)	49 (217)	25 (175)	49 (225)
2. Provide active and passive cultural opportunities to the citizens of Nashville.	a. Looby Theater events	275	279	300	220
	b. Summer performing arts series	65	135	56	93
3. Operate specialized cultural buildings.	a. Parthenon, hours operated, including special functions	2,204	2,022	2,130	2,050
	b. Attendance	110,000	99,821	110,000	115,500
	c. Revenue collected (admissions and souvenir sales)	\$400,000	\$402,180	\$450,000	\$450,000
	d. Two Rivers Mansion, hours operated, (reservations)	4,200 (252)	3,906 (194)	4,200 (250)	4,120 (230)

Community Centers

1. Provide supervised recreational opportunities for all age groups including	a. Community Centers staffed and operated	26	26	25	25
	b. Senior Citizen Program				

40 Parks & Recreation-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
physically impaired.	(attendance)	14,700	20,277	20,500	20,800
	c. Special population program, attendance for combined programs	12,500	19,807	21,000	18,000
2. Provide programming for a large urban park (Warner Parks)	a. Nature center, programs (attendance)	400 (8,000)	372 (9,907)	425 (10,000)	400 (10,000)
	b. Nature center, school programs (attendance)	250 (7,000)	287 (9,064)	200 (6,500)	275 (8,500)
	c. Outdoor recreation events (attendance)	150 (60,000)	156 (40,500)	130 (50,000)	150 (45,000)

SPECIAL SERVICES

Revenue Producing Facilities

1. Provide user funded golf opportunities throughout the county.	a. Total number of holes	117	126	117	126
	b. Attendance (9 hole rounds)	500,000	451,000	510,000	475,000
	c. Annual greens fees cards sold, regular (senior citizens)	690 (740)	652 (628)	710 (750)	684 (660)
2. Operate the public SportsPlex including Metro Employees' Wellness Center and public swimming pools.	a. SportsPlex attendance – Ice Arena, Aquatic and Fitness	450,000	399,000	450,000	420,000
	b. Tennis Center, attendance	17,000	17,300	18,000	18,000
	c. Number of Metro employee single and family, memberships sold	1,500	1,250	1,500	1,250
	d. Swimming classes – students	6,500	6,000	7,200	6,500
	e. Public pools - admission	160,000	167,000	163,000	165,000
3. Operate a specialized seasonal swimming complex (Wave Country) and Sail Boat Marina with user supported monies.	a. Wave Pool hours operated	990	990	900	990
	b. Wave Pool attendance	85,000	67,000	85,000	65,000
	c. Sail boat marina slips	205	205	205	205

BEAUTIFICATION AND ENVIRONMENT

1. Coordinate a Keep Nashville Clean campaign.	a. Neighborhood trash – pounds of trash collected	na	2,559,250	3,000,000	3,000,000
	b. Presentations made to school groups, garden clubs, etc.	400	316	400	400
	c. Enlistment and coordination of volunteer hours	150,000	153,643	130,000	130,000
2. Coordinate the Vacant Lot Program.	a. Number of calls/complaints received	3,300	2,226	3,000	3,000
	b. Number of sites cleaned up by property owners	2,500	1,579	2,000	2,000
	c. Number of sites cleaned up by Metro	250	258	200	200
3. Coordinate the Litter Education and Tree Preservation Program.	a. Number of students involved	50,000	26,774	30,000	30,000
	b. Seedlings distributed to citizens for planting	10,000	10,000	10,000	10,000
	c. Trees acquired and planted through Tree Bank Fund	100	100	100	100

40 Parks & Recreation-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
GREENWAYS					
1. Coordinate preparation of greenway planning efforts and documents.	a. Meetings and work sessions with Metro Officials, landscape architects, public groups, citizens, and others related to greenway plans, design, and development	20	25	20	26
	b. Preparation of information materials on Greenways plans	5	5	5	5
	c. Miles of Greenway Trail built	3	3	3	4
	d. Acres of open space added to Park system	5	7	10	10
2. Promote greenway concept and educate public about greenways through special events, publications, and public speaking.	a. Presentations made to groups	5	8	7	7
	b. Publication of greenways materials	2	2	2	2
	c. Educational events conducted	2	2	2	2
	d. Number of new articles and other media coverage	12	10	10	8
3. Seek grants and other sources of funding for greenways.	a. Applications made for state and federal funds	1	1	2	1
	b. Applications made for private grants	2	2	2	2
	c. Meetings/consultations on coordination of non-profit greenways support group	6	8	8	8
	d. Meetings/consultations on coordination of fund raising special event	10	10	8	7
PARK RANGERS AND SAFETY					
1. Provide safety and security for the patrons and employees in the facilities of the department.	a. Total number of Parks patrolled	92	93	93	99
	b. Hours patrolled per day, seven (7) days per week	18	18	18	18
	c. Citations and complaints	9,000	12,756	14,000	13,000
2. Conduct safety inspections of Park facilities.	a. Safety inspections conducted	40	35	40	35
	b. Employees trained in safety	150	100	150	100
3. Monitor and insure compliance with the Americans with Disabilities Act (ADA)	Inspections conducted and complaints handled	50	44	65	50

40 Parks & Recreation-Financial

Parks GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	15,184,953	14,766,769	16,073,001	16,655,601
Fringe Benefits	3,967,243	3,813,462	4,072,392	4,155,453
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	19,152,196	18,580,231	20,145,393	20,811,054
OTHER SERVICES:				
Utilities	2,232,244	2,571,865	2,321,304	2,321,304
Professional Services	63,900	67,393	54,900	54,900
Purchased Services	421,427	404,657	384,070	384,070
Travel	23,164	19,172	24,539	24,539
Communications	44,660	56,983	75,460	75,460
Printing	28,171	33,931	30,671	30,671
Advertising & Promotion	94,300	90,741	104,800	104,800
Subscriptions	2,100	2,907	2,900	2,900
Tuition, Reg., & Membership Dues	24,010	23,995	27,360	27,360
Repairs & Maintenance Services	408,777	359,027	366,975	366,975
Internal Service Fees	379,526	443,122	609,344	943,616
TOTAL OTHER SERVICES	3,722,279	4,073,793	4,002,323	4,336,595
OTHER EXPENSE:				
Supplies and Materials	1,852,294	1,808,019	2,034,981	2,034,981
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	121,266	131,325	122,900	122,900
Licenses, Permits, & Fees	19,245	28,259	29,245	29,245
Taxes	0	0	0	0
Grant Contributions & Awards	11,977	3,463	12,275	12,275
TOTAL OTHER EXPENSE	2,004,782	1,971,066	2,199,401	2,199,401
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	22,200	23,190	17,000	17,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	24,901,457	24,648,280	26,364,117	27,364,050
TRANSFERS TO OTHER FUNDS & UNITS:	17,000	200,000	0	0
TOTAL EXPENSE AND TRANSFERS	24,918,457	24,848,280	26,364,117	27,364,050

40 Parks & Recreation-Financial

**Parks
GSD General Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	7,601,484	7,228,272	7,213,850	6,955,500
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	7,601,484	7,228,272	7,213,850	6,955,500
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	8,400	8,400	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	8,400	8,400	0	0
Other Program Revenue				
Contributions and Gifts	15,000	15,000	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	15,000	15,000	0	0
TOTAL PROGRAM REVENUE	7,624,884	7,251,672	7,213,850	6,955,500
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	5,000	4,140	4,000	4,000
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	197,475	184,400	200,000	193,500
TOTAL NON-PROGRAM REVENUE	202,475	188,540	204,000	197,500
TRANSFERS FROM OTHER FUNDS AND UNITS:	570,000	540,792	540,000	540,000
TOTAL REVENUE AND TRANSFERS	8,397,359	7,981,004	7,957,850	7,693,000

40 Parks & Recreation-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
40 Parks and Recreation - GSD Fund 10101								
Account Clerk 3	3730	GS05	4	4.0	3	3.0	0	0.0
Accountant 3	7238	GS09	1	1.0	1	1.0	0	0.0
Admin Asst	7241	SR09	4	4.0	4	4.0	3	3.0
Admin Services Officer 3	7244	SR10	1	1.0	1	1.0	2	2.0
Application Tech 1	10100	SR07	0	0.0	0	0.0	2	2.0
Aquatics Coordinator	6801	SR09	4	4.0	4	4.0	3	3.0
Automotive Mec-Certified	6081	TS11	2	2.0	2	2.0	2	2.0
Automotive Mech Leader	0690	TL11	1	1.0	1	1.0	1	1.0
Automotive Mechanic	0680	TG10	3	3.0	3	3.0	3	3.0
Beautification & Envir Admin	1550	SR13	1	1.0	1	1.0	1	1.0
Bldg & Grnds Electrician	1770	TG12	3	3.0	3	3.0	3	3.0
Bldg Maint Lead Mechanic	2230	TL10	2	2.0	2	2.0	2	2.0
Carpenter	0960	TG10	4	4.0	4	4.0	4	4.0
Concessions Clerk 1	6084	SR04	10	9.1	10	9.1	10	9.1
Concessions Clerk 2	6085	SR05	8	8.0	8	8.0	8	8.0
Concessions Supervisor	6816	SR08	3	3.0	3	3.0	2	2.0
Cust Serv Asst Supv	5450	TS02	1	1.0	1	1.0	1	1.0
Cust Serv Supv	5460	TS03	2	2.0	2	2.0	1	1.0
Custodian 1	7280	TG03	25	25.0	25	25.0	25	25.0
Custodian 2	2630	TG05	3	3.0	3	3.0	3	3.0
Customer Service Rep 3	7284	GS05	1	1.0	1	1.0	0	0.0
Engineering Technician 3	7300	SR10	1	1.0	1	1.0	1	1.0
Equip And Supply Clerk 1	5010	GS03	1	1.0	1	1.0	0	0.0
Equip And Supply Clerk 2	3440	SR06	1	1.0	1	1.0	1	1.0
Equipment Operator 3	7303	TG08	1	1.0	1	1.0	1	1.0
Equipment Servicer	7304	TG05	1	1.0	1	1.0	1	1.0
Facilities Manager	6830	SR12	3	3.0	3	3.0	3	3.0
Facility Coordinator	7040	SR11	3	3.0	3	3.0	3	3.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	2	2.0
Golf Course Asst. Manager	0451	SR09	5	5.0	5	5.0	5	5.0
Golf Course Manager	2280	SR11	6	6.0	6	6.0	6	6.0
Greenskeeper 1	2300	TS05	1	1.0	1	1.0	1	1.0
Greenskeeper 2	6077	TS07	5	5.0	5	5.0	5	5.0
Info Systems Analyst 1	7779	SR10	1	1.0	1	1.0	1	1.0
Maint & Repair District Supvr	7324	TS11	6	6.0	6	6.0	6	6.0
Maint & Repair Leader 1	7325	TL07	18	18.0	18	18.0	17	17.0
Maint & Repair Leader 2	7326	TL09	1	1.0	1	1.0	2	2.0
Maint & Repair Supv	7327	TS08	8	8.0	8	8.0	7	7.0
Maint & Repair Worker 1	2799	TG03	39	33.6	39	33.6	46	41.2
Maint & Repair Worker 2	7328	TG04	30	29.5	30	29.5	26	25.5
Maint & Repair Worker 3	7329	TG06	38	37.6	38	37.6	36	35.6
Masonry Worker	3020	TG09	1	1.0	1	1.0	1	1.0
Museum Asst Manager	6804	GS08	0	0.0	0	0.0	1	0.5
Museum Coordinator	3190	SR10	1	1.0	1	1.0	1	1.0
Museum Gift Shop Manager	7745	SR07	1	1.0	1	1.0	1	1.0
Museum Manager	6848	SR11	1	1.0	1	1.0	1	1.0
Museum Specialist 2	3200	SR07	4	4.0	4	4.0	4	4.0
Naturalist 1	7334	SR05	1	0.2	1	0.2	1	0.2
Naturalist 2	7335	SR07	2	1.5	2	1.5	2	1.5
Naturalist 3	7336	SR08	5	5.0	5	5.0	5	5.0
Nature Center Manager	7337	SR11	1	1.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	3	3.0	3	3.0	0	0.0
Office Assistant 2	7748	GS04	6	6.0	6	6.0	0	0.0
Office Assistant 3	7749	GS05	6	6.0	6	6.0	0	0.0
Office Manager 1	5956	GS06	2	2.0	2	2.0	2	2.0

40 Parks & Recreation-Financial

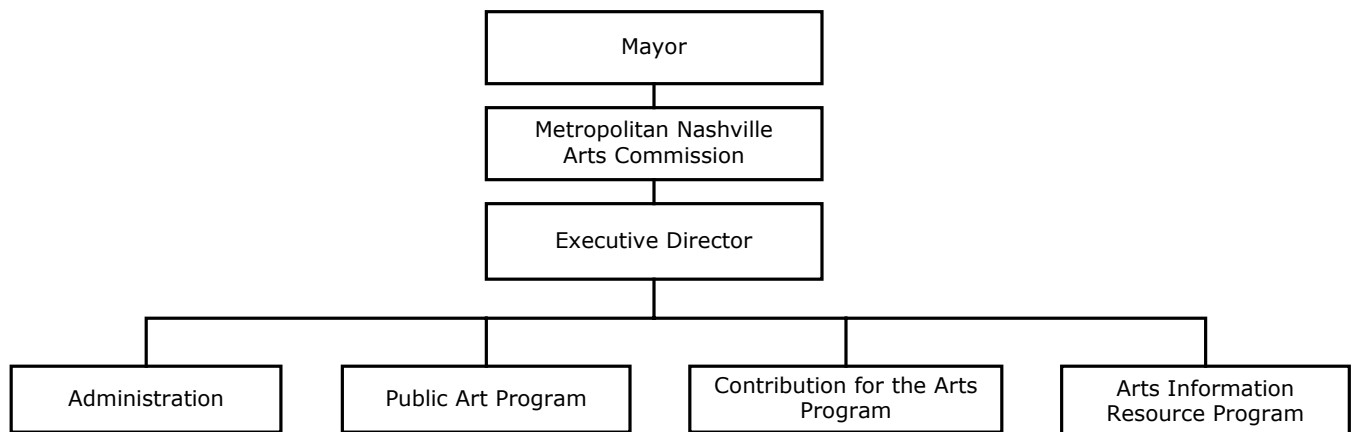
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
40 Parks and Recreation - GSD Fund 10101								
Office Manager 2	7339	GS07	1	1.0	1	1.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	7	7.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	9	9.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	2	2.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	2	2.0
Painter	7341	TG08	1	1.0	1	1.0	1	1.0
Painter 2	7342	TL08	1	1.0	1	1.0	1	1.0
Park Ranger 1	6525	SR07	14	14.0	16	16.0	8	8.0
Park Ranger Lieutenant	6853	SR10	1	1.0	1	1.0	1	1.0
Park Ranger Sergeant	6526	SR09	2	2.0	2	2.0	3	3.0
Parks & Recreation Asst. Dir	6553	SR15	4	4.0	4	4.0	4	4.0
Parks & Recreation Supt	6247	SR13	12	12.0	12	12.0	12	12.0
Parks And Recreation Dir	1610	DP02	1	1.0	1	1.0	1	1.0
Plumber	3610	TG11	2	2.0	2	2.0	2	2.0
Public Info Rep	7384	SR10	1	1.0	1	1.0	2	2.0
Recreation Center Mgr	1320	SR09	21	21.0	22	22.0	22	22.0
Recreation Dist Mgr	1690	SR11	3	3.0	3	3.0	3	3.0
Recreation Leader	6880	SR07	60	48.6	60	48.6	74	60.9
Recreation Leader - Specialist	6072	GS05	13	11.8	13	11.8	0	0.0
Safety Coordinator	6133	SR12	1	1.0	1	1.0	1	1.0
Secretary 3	7398	GS07	1	1.0	1	1.0	0	0.0
Special Programs Coord	5923	SR10	10	8.2	10	8.2	12	10.9
Special Skills Instructor	0220	SR08	21	19.7	21	19.7	21	19.7
Specialized Skills Supv	6892	SR10	4	4.0	4	4.0	5	4.5
Sports Supervisor	4980	SR10	2	2.0	2	2.0	2	2.0
Stores Supervisor	6539	SR08	1	1.0	1	1.0	1	1.0
Welder	5830	TG09	1	1.0	1	1.0	1	1.0
Total Pay-Plan Positions & FTE			463	438.7	464	439.7	464	439.7
Total Seasonal/Pool Positions							710	
Parks Positions Grand Total:							1,174	

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

41 Metro Arts Commission-At a Glance

Vision	The Metropolitan Nashville Arts Commission was established in 1978 to: (1) promote the study, participation in and appreciation of the visual, performing, and literary arts; (2) support and participate in the presentation of displays, exhibits, recitals, concerts, lectures, and symposia; (3) cooperate with and assist public and private educational institutions, the media, and other private and governmental entities involved in artistic and cultural promotion; and (4) provide information and recommendations to the Metro Council and Mayor with respect to architectural design and aesthetics of public places and property.			
Mission	The Metropolitan Nashville Arts Commission exists to provide leadership that stimulates and advances the arts to enrich the human experience for the community. In order to create a vibrant, vigorous, healthy community where all the arts flourish and grow, the Arts Commission's goals are to: promote organizational stability and growth, foster excellence, generate awareness, increase accessibility, respond to diverse community needs, and facilitate cooperation and partnerships.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,681,277	\$2,244,149	\$2,522,562
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,681,277</u>	<u>\$2,244,149</u>	<u>\$2,522,562</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Positions	Total Budgeted Positions	5	6	6
Contacts	Executive Director: Tom Turk email: tom_turk@metro.nashville.org Financial Manager: Jane Ann McCullough email: janeann_mccullough@metro.nashville.org 209 10 th Ave., South, Suite 416, 37203-0772 Phone: 862-6720 FAX: 862-6731			

Organizational Structure



41 Metro Arts Commission-At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$12,200
• Contribution for the Arts	250,000
• Non-recurring Consultant services to enable the Commission to begin a community public art education initiative	30,000
• Reduction non-recurring Consultant Fee from FY 02	-10,000
• Postal Service rates increase	800
• Information Systems billings	-3,287
• Telecommunication net adjustment	-1,300
Total	\$278,413

Overview

ADMINISTRATION

Administrative staff serves as the liaison with Commission, Office of the Mayor, and Metro Council. Staff is responsible for budget preparation, seeking outside funding from state, regional and national sources, overseeing public information programs, managing, planning and finances, coordinating Commission and committee work, and engaging in cultural planning and research pertaining to public policy issues.

PUBLIC ART PROGRAM

The Public Art Program develops and reviews public art guidelines, administers and supervises public art programs, recommends and manages public art committees, provides technical assistance to artists and client departments, supervises project managers as required, serves as the liaison between artists, architects, engineers, design professionals, Metro Departments, and

facilitators of public art projects, and assists with public information and outreach.

CONTRIBUTIONS TO THE ARTS PROGRAM

The Contributions to the Arts Program manages the Metro grants program for non-profit arts organizations in Nashville and Davidson County. The program was authorized by resolution R88-573.

The grants program awards 6 different types of grants. Program staff appoint panelists who volunteer to review grant applications and recommend grant awards to the Commission.

In addition to administering the grants program, staff are responsible for drawing up grant guidelines, managing grants and the granting process, developing contacts with individuals and groups engaged in the arts, providing technical assistance to grant applicants and recipients, and engaging in outreach to the larger Davidson County community.

ARTS INFORMATION RESOURCE PROGRAM

The Arts Information Resource Program interprets and effectively communicates community and constituent needs and community expectations, participates in cultural planning efforts, conducts research, such as the arts marketing studies and annual arts economic impact studies, markets Nashville's art industry locally, regionally and nationally, and maintains web site, including the *Arts Directory* and *Artist Registry* on-line, convenes and presents forums, workshops and other public information-sharing meetings, and publishes *Arts Alert!* and other publications.

41 Metro Arts Commission-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CONTRIBUTIONS FOR THE ARTS PROGRAM					
1. Administer fairly and increase grant funds to Metro arts organizations.	Dollars provided to local arts organizations to maintain or increase funding to local arts organizations	\$1,425,000	\$1,363,658	\$1,863,658	\$2,250,000
2. Increase the number of programs served by grants.	Number of arts programs funded	50	65	60	70
3. Increase the amount of grant funds to Nashville's major arts organization.	Fund Basic I and Basic II funding levels (75% of total)	*\$1,068,750	*\$1,089,731	**\$1,520,808	\$1,687,500
4. Increase the amount of funding to the smaller organizations.	Fund Programs I, Initiative and Creation grant levels (approx. 25% of total)	*\$236,415	*\$273,927	**\$345,980	\$500,000
5. Develop new opportunities for local non-profit organizations.	Dollars provided for New Opportunity and Commission Initiative grants, plus Artist Awards	0	0	\$40,572	\$62,500

* FY 2000, FY 2001 awards includes \$44,510 Tennessee Arts Commission grant.

** FY 2002 awards includes \$43,702 Tennessee Arts Commission grant.

ARTS INFORMATION RESOURCE PROGRAM

1. Foster excellence via educational programs.	Number of quarterly arts forums workshops for Nashville arts administrators, staff and individual artists	8	8	8	8
2. Generate awareness through information programs.	Number of Arts Alert, published and distributed	10	13	12	12
3. Provide resource information to the arts community.	Number of Artist Registry and Arts Directory participants and resource recipients	325	291	300	310
4. Publish economic impact data of the non-profit arts community.	Number of arts organizations participating in annual Arts and the Economy study	65	59	70	62

41 Metro Arts Commission-Financial

**Arts Commission
GSD General Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	224,897	213,735	238,499	249,199
Fringe Benefits	66,767	53,038	68,583	70,086
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	291,664	266,773	307,082	319,285
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	12,000	27,200	46,597
Purchased Services	500	246	4,921	4,921
Travel	0	1,494	5,850	5,850
Communications	0	64	500	500
Printing	1,229	1,211	1,744	1,744
Advertising & Promotion	0	1,725	1,500	1,500
Subscriptions	0	26	100	100
Tuition, Reg., & Membership Dues	969	1,519	1,500	1,500
Repairs & Maintenance Services	763	623	1,000	1,000
Internal Service Fees	5,644	2,731	17,194	14,007
TOTAL OTHER SERVICES	9,105	21,639	61,509	77,719
OTHER EXPENSE:				
Supplies and Materials	2,850	3,616	4,900	4,900
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	14,000	0	7,000	7,000
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	1,363,658	1,363,258	1,863,658	2,113,658
TOTAL OTHER EXPENSE	1,380,508	1,366,874	1,875,558	2,125,558
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,681,277	1,655,286	2,244,149	2,522,562
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,681,277	1,655,286	2,244,149	2,522,562

41 Metro Arts Commission-Financial

Arts Commission
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

41 Metro Arts Commission-Financial

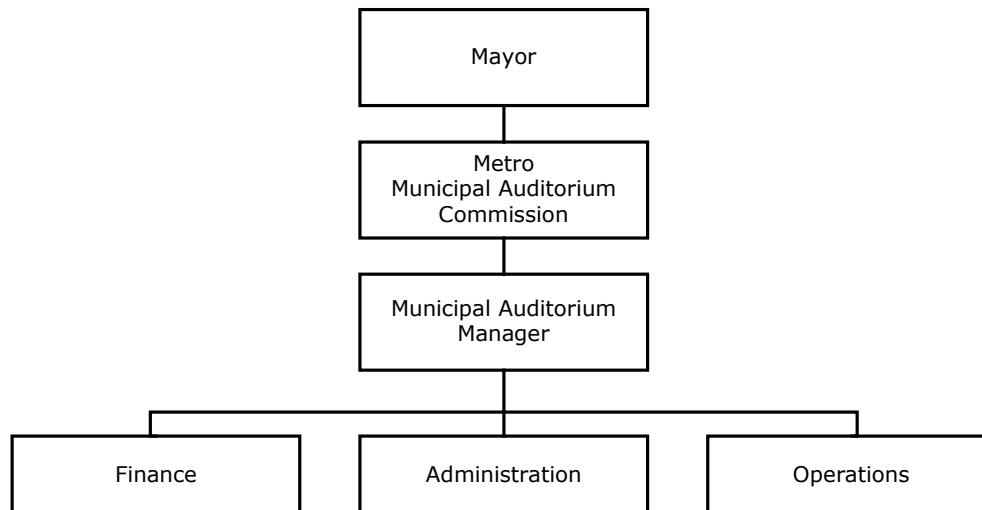
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
41 Arts Commission - GSD Fund 10101								
Arts Com Exec Director	6650	DP01	1	1.0	1	1.0	1	1.0
Development Coordinator	6400	SR12	1	0.6	1	0.6	1	0.6
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0
Program Coordinator	6034	SR09	1	1.0	1	1.0	1	1.0
Secretary 1	0060	GS05	1	1.0	1	1.0	0	0.0
Special Asst To The Dir	5945	SR13	1	1.0	1	1.0	1	1.0
Total Positions & FTE			5	4.6	5	4.6	5	4.6
Seasonal/Part-time/Temporary	9020	NS	0	0.0	1	0.5	1	0.5
Total Positions & FTE			5	4.6	6	5.1	6	5.1

61 Municipal Auditorium-At a Glance

Vision	To be the premier midsize venue in the Middle Tennessee area.			
Mission	The Nashville Municipal Auditorium is a public-service oriented entertainment facility that seeks to attract a broad spectrum of events for the Nashville community and the Middle Tennessee area.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$1,701,166	\$1,840,156	\$1,908,635
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$1,701,166</u>	<u>\$1,840,156</u>	<u>\$1,908,635</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$1,016,240	\$866,321	\$999,358
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$1,016,240</u>	<u>\$866,321</u>	<u>\$999,358</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$1,016,240</u>	<u>\$866,321</u>	<u>\$999,358</u>
Positions	Total Budgeted Positions	11	11	11
Contacts	Auditorium Manager: Bob Skoney Financial Manager: Jere Tanner		email: bob.skoney@nashville.gov email: jere.tanner@nashville.gov	
	417 4 th Avenue North 37219		Phone: 862-6390 FAX: 862-6394	

Organizational Structure



61 Municipal Auditorium-At a Glance

Budget Highlights FY 2003

Overview

MUNICIPAL AUDITORIUM MANAGER

Manages daily operations along with setting long-term goals of venue. Reports directly to Auditorium commission, Mayor, and Council. Reviews budget preparation, prepares reports, contracts, and requests for proposals. Responsible for event bookings, negotiations, event contracts, event safety, public relations, networking with patrons, promoters and governmental peers, and keeping abreast of public assembly industry trends.

FINANCE

Finance performs all accounting and auditing functions. Specifics duties include: development, evaluation and administration of request for proposals, purchasing, accounts payable, accounts receivable, payroll, FASTnet, budgets, imprest checking account, daily ticket reports, ticket manifests, ticket statements, event settlements, receivable warrants, performance reports, monthly income statements, capital improvement budget, and special reports.

ADMINISTRATION

Administration provides support services to all operations of the Auditorium. Duties include: assisting with sales efforts, liaison with human resources, FASTnet data entry, providing a secretary to the Auditorium commission, managing the information services contact, personal and telephone reception/information, contract administration, insurance evaluation, administrative support to manager, keeping and managing files and records, office scheduling and management, ordering office and marketing materials, and report preparation.

OPERATIONS

Operations plans and coordinates all events including set-ups, cleaning, maintenance, and heating and cooling operations.

61 Municipal Auditorium-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
Municipal Auditorium					
1. Provide the Nashville and Middle Tennessee community with a variety of events and entertainment.	a. Events scheduled	94	95	75	90
	b. People attending events	398,000	399,000	325,000	381,000
	c. Event days	145	147	115	128

61 Municipal Auditorium-Financial

Municipal Auditorium GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	466,602	444,794	488,401	546,301
Fringe Benefits	121,003	112,652	123,913	137,613
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	587,605	557,446	612,314	683,914
OTHER SERVICES:				
Utilities	428,577	377,851	533,621	533,621
Professional Services	157	0	157	157
Purchased Services	602,828	512,328	602,828	602,828
Travel	8,304	6,039	8,304	8,304
Communications	0	6	0	0
Printing	1,659	568	1,659	1,659
Advertising & Promotion	7,706	14,662	7,706	7,706
Subscriptions	166	538	166	166
Tuition, Reg., & Membership Dues	3,000	3,926	3,000	3,000
Repairs & Maintenance Services	22,622	20,782	22,622	22,622
Internal Service Fees	9,922	11,330	17,952	14,831
TOTAL OTHER SERVICES	1,084,941	948,030	1,198,015	1,194,894
OTHER EXPENSE:				
Supplies and Materials	26,533	14,196	27,740	27,740
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	1,869	3,203	1,869	1,869
Licenses, Permits, & Fees	218	225	218	218
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	28,620	17,624	29,827	29,827
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,701,166	1,523,100	1,840,156	1,908,635
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,701,166	1,523,100	1,840,156	1,908,635

61 Municipal Auditorium-Financial

Municipal Auditorium GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	1,016,240	1,107,732	866,321	999,358
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	1,016,240	1,107,732	866,321	999,358
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	1,016,240	1,107,732	866,321	999,358
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	300	0	0
TOTAL REVENUE AND TRANSFERS	1,016,240	1,108,032	866,321	999,358

61 Municipal Auditorium-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

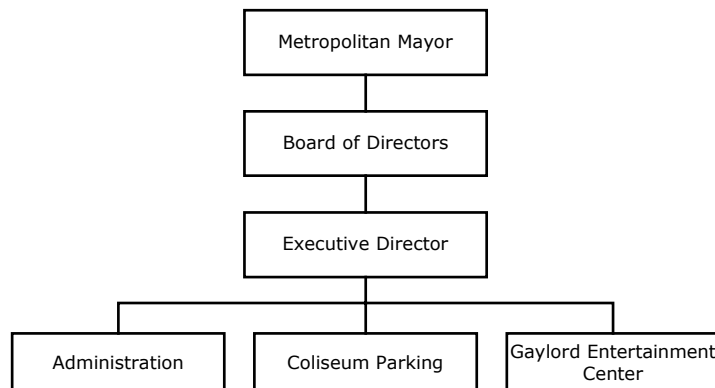
	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
61 Municipal Auditorium - GSD Fund 10101								
Accountant 4	7239	GS11	1	1.0	1	1.0	0	0.0
Admin Services Officer 3	7244	SR10	1	1.0	1	1.0	2	2.0
Administrative Assistant 2	7241	GS08	1	1.0	1	1.0	0	0.0
Auditorium Manager	0660	DP01	1	1.0	1	1.0	1	1.0
Bldg Maint Supervisor	7256	TS11	1	1.0	1	1.0	1	1.0
Bldg Maint Worker	7257	TG04	1	1.0	1	1.0	1	1.0
Bldg Maintenance Mech	2220	TG08	2	2.0	2	2.0	2	2.0
Event Set Up Leader	6075	TL07	1	1.0	1	1.0	1	1.0
Facility Coordinator	7040	SR11	1	1.0	1	1.0	1	1.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Office Assistant 2	7748	GS04	1	1.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Total Positions & FTE			11	11.0	11	11.0	11	11.0

64 Sports Authority-At a Glance

Vision	Serve the Public through overseeing the daily activities of the two professional sporting facilities in Metropolitan Government of Nashville and Davidson County, Gaylord Entertainment Center, and Adelphia Coliseum.			
Mission	<p>The Sports Authority was formed January 8, 1996, pursuant to T.C.A. § 67-6-103, the "Sports Authority Act." The Sports Authority's mission, as defined in this act, is to:</p> <ol style="list-style-type: none"> 1. plan, promote, finance, construct, acquire, renovate, equip and enlarge buildings. 2. operate sports complexes, stadium, arena, structures and facilities for public participation and enjoyment of professional and amateur sports, fitness, health and recreational activities. 3. conduct itself to do what is reasonable and necessary to attract professional sports franchises to Nashville. 			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$143,072	\$162,692	\$193,390
	Special purpose funds	0	162,692	193,390
	Total Expenditures	<u>\$143,072</u>	<u>\$325,384</u>	<u>\$386,780</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	162,692	193,390
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$162,692</u></u>	<u><u>\$193,390</u></u>
Positions	Total Budgeted Positions	2	2	2
Contacts	Executive Director: Walter Overton email: walter.overton@nashville.gov 222 3 rd Avenue North 37201 Phone: 880-1021 FAX: 880-1990			

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council. The Authority's FY 2001 costs were accounted for in the GSD General Fund. In FY 2002 and 2003, the Authority operates as an enterprise fund funded by a transfer from the General Fund. So, in this table, expenditures are duplicated by the amount of the transfer in those years.

Organizational Structure



64 Sports Authority-At a Glance

Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$5,700
• Real Property Rental fees	10,400
• Downtown Partnership	20,000
• Information Systems billings	-5,402
Total	<u>\$30,698</u>

Overview

ADMINISTRATION

The administrative staff serves the thirteen-member board. Responsibilities include analysis of issues raised by the board, planning and recording all committee and board meetings, providing the public with proper notice of meetings, representing the board in the community and state, maintenance of file and records related to Adelphia Coliseum and Gaylord Entertainment Center, administering the civic use application process for Adelphia Coliseum, and coordinating such use with the coliseum's management agent.

COLISEUM PARKING

The Coliseum Parking staff is responsible for generating additional revenue through a paid parking program at Adelphia Coliseum. The additional revenue is designated to the Sports Authority revenue bond debt service. Currently there are two coin box operations for daily parking and a lease with the Gerst Haus restaurant for employee parking. Also oversees the civic event parking for events hosted by non-profit organizations.

Approximately \$65,000 in revenue from its coliseum-parking program was generated in 2001-2002.

GAYLORD ENTERTAINMENT CENTER

The Gaylord Entertainment Center is a multi-purpose sports, entertainment, convention and community and the facility is the home of the National Hockey League's Nashville Predators. The mission of the Gaylord Entertainment Center is to provide a wide variety of sports, entertainment and special event choices to the citizens of Davidson County. The Center is intended to be an economic generator positively impacting the central downtown. The Center is an important part of the Downtown Convention profile working directly with the Nashville Convention Center and the Nashville Convention and Visitors Bureau to successfully deliver convention/travel and tourism to the City.

64 Sports Authority-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
Sports Authority					
1. Collect revenue for lease agreement and parking program at Adelphia Coliseum.	a. Collected revenue from TN University	\$131,522	\$131,522	\$131,522	\$131,522
	b. Collected revenue from Cumberland Stadium LP	\$362,319	\$362,319	\$362,319	\$362,319
	c. Collected revenue from parking program	\$85,000	\$85,000	\$65,000	\$65,000
2. Collect revenue from seat user fees from special events at the Gaylord Entertainment Center.	Collected revenue from seat user fees	\$838,200	\$425,861	\$666,925	\$428,250

64 Sports Authority-Financial

Sports Authority GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	91,250	0	0	0
Fringe Benefits	26,442	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	117,692	0	0	0
OTHER SERVICES:				
Utilities	4,080	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	5,560	0	0	0
Printing	0	0	0	0
Advertising & Promotion	5,875	0	0	0
Subscriptions	345	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	4,380	0	0	0
TOTAL OTHER SERVICES	20,240	0	0	0
OTHER EXPENSE:				
Supplies and Materials	5,140	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	5,140	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	143,072	0	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	0	109,417	162,692	193,390
TOTAL EXPENSE AND TRANSFERS	143,072	109,417	162,692	193,390

64 Sports Authority-Financial

Sports Authority GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

64 Sports Authority-Financial

Sports Authority
Sports Authority - CU

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	73,195	97,560	102,560
Fringe Benefits	0	12,193	27,284	27,984
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	85,388	124,844	130,544
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	20,000
Purchased Services	0	1,164	0	0
Travel	0	3,808	6,580	6,580
Communications	0	260	152	152
Printing	0	0	0	0
Advertising & Promotion	0	3,451	5,875	5,875
Subscriptions	0	1,243	345	345
Tuition, Reg., & Membership Dues	0	0	5,500	5,500
Repairs & Maintenance Services	0	363	0	0
Internal Service Fees	0	9,677	14,256	8,854
TOTAL OTHER SERVICES	0	19,966	32,708	47,306
OTHER EXPENSE:				
Supplies and Materials	0	4,064	5,140	5,140
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	10,400
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	4,064	5,140	15,540
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	109,418	162,692	193,390
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	109,418	162,692	193,390

64 Sports Authority-Financial

Sports Authority
Sports Authority - CU

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	109,417	162,692	193,390
TOTAL REVENUE AND TRANSFERS	0	109,417	162,692	193,390

64 Sports Authority-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

Class	Grade	FY 2001		FY 2002		FY 2003		
		<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	
64 Sports Authority - GSD Fund 10101								
Administrative Services Officer 3	7244	SR10	1	1.0	1	1.0	1	1.0
Sports Authority Exec Director	7971	N/A	1	1.0	1	1.0	1	1.0
Total Positions & FTE			2	2.0	2	2.0	2	2.0

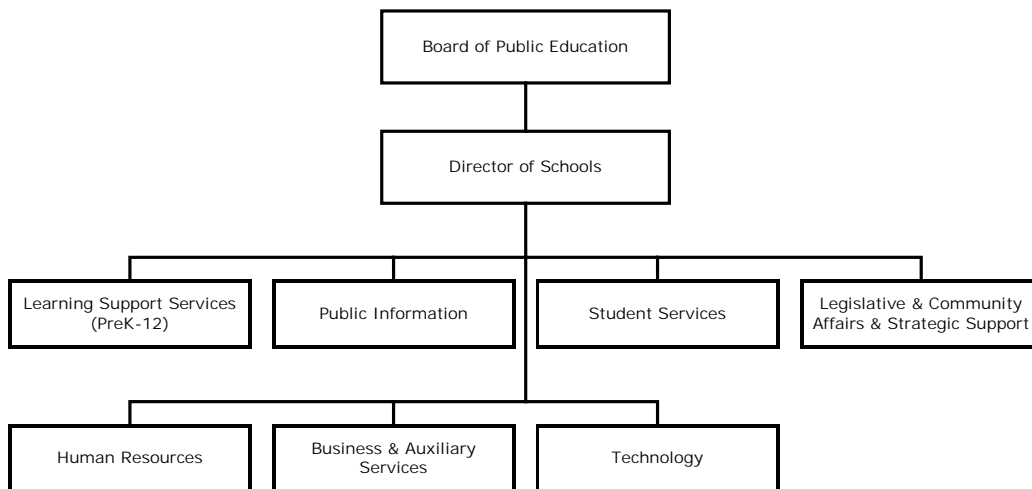


80 Board of Public Education Fund - At a Glance

Vision	Our vision is to become the top-performing school district in the nation.			
Mission	Our purpose is to do whatever it takes for all students to acquire the knowledge and skills to become productive, responsible citizens.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$407,626,464	\$455,110,420	\$477,600,000
	Special purpose funds	<u>59,596,725</u>	<u>60,002,569</u>	<u>66,392,310</u>
	Total Expenditures	<u>\$467,223,189</u>	<u>\$515,112,989</u>	<u>\$543,992,310</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$2,705,548	\$2,818,095	\$2,822,095
	Other Governments	140,714,120	146,954,078	147,006,614
	Other Program Revenue	<u>2,971,235</u>	<u>2,329,829</u>	<u>1,889,501</u>
	Total Program Revenue	<u>\$146,390,903</u>	<u>\$152,102,002</u>	<u>\$151,718,210</u>
	Non-program Revenue	260,306,820	313,903,369	322,128,720
	Transfers	<u>928,741</u>	<u>828,587</u>	<u>828,587</u>
	Total Revenues	<u>\$407,626,464</u>	<u>\$466,833,958</u>	<u>\$474,675,517</u>
Positions	Total Budgeted Positions	na	7,526	7,500
Contacts	Dir. of Public Education: Dr. Pedro E. Garcia email: pgarcia@mnps.org 2601 Bransford Avenue 37204 Phone: 259-8419 FAX: 259-8418			

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

Organizational Structure



80 Board of Public Education Fund - At a Glance

Budget Highlights FY 2003

The Student-Based Budget represents the closest thing to "performance-based" or "zero-based" budgeting that the school system has ever done. This thoughtful process asks tough questions about every expenditure: How does it help more than 69,000 children in Metro Schools learn what they need to know and what they need to be able to do? How does it help our Principals lead our 129 schools? How does it help approximately 5,500 full-time teachers do their best work? Some traditional expenditures failed this test, thereby, freeing-up moneys for more important educational purposes.

The \$477.6 million Student-Based Budget reflects the fact that Reading is the foundation of all learning: Children in our youngest grades must first learn to read. Then, in the higher grades students must read to learn. Among other aims, the Student-Based Budget is the key to our plan to achieve success in Reading. For example, the Student-Based Budget lets us put a Reading Specialist in every elementary school for the very first time.

Increase School Resources – Total Additional Costs \$6,872,759

Educational Rationale: Principals and teachers have had limited resources provided by the system to purchase the materials and supplies they need for an effective educational program. Often they have to spend valuable time raising money rather than improving achievement. By providing additional resources, we can give them the time to focus on desired educational outcomes.

- Hire a reading specialist at each elementary school +\$4,584,084
- Expand and improve services for English Language Learners (ELL) Students (\$2,843,756)
- Provide focus on achievement program in 70 schools +\$1,500,000
- Purchase leveled/shared reading books for each elementary school +\$1,035,000
- Increase administrative supplies for principals +\$623,829
- Increase allocation for library materials +\$560,000
- Increase site supply budgets to \$25 per PreK-12 Student +\$517,342
- Increase academic intervention funds +\$375,000
- Add a library clerk in schools that have lost a librarian +\$276,260
- Increase funding to continue project Starfish +\$125,000
- Increase non-academic interventions for high need students +\$100,000
- Provide resources for GED requirements +\$20,000

Improve The Opening of School and Increase Time on Task – Total Additional Cost \$1,409,448

Educational Rationale: All parts of the system need to be focused on having students in school on time from the first day of school to the last. Metropolitan Nashville Public Schools (MNPS) must provide the resources and personnel for this to occur.

- Add 20 bus drivers to get students to school on time +\$681,640
- Provide extra work days for counselors +\$275,204
- Provide programs to increase student attendance rates +\$100,000
- Increase allocation for parts to repair buses +\$87,549
- Provide pre-service education for new teachers +\$80,000
- Improve communication to parents regarding the opening of school +\$47,600
- Add 5 workdays to K-8 secretaries/bookkeepers positions +\$73,990
- Add 20 days to the principals' contract – opening new schools +\$28,454
- Increase Administrative Information Management System (AIMS) clerks work year by 10 days +\$25,011
- Purchase new cumulative folders for students +\$10,000

Reallocation of Personnel and Budgets to provide more resources for needed programs – Total Central Office Reductions (\$984,047)

Educational Rationale: All resources need to be re-examined and re-focused on achieving desired educational outcomes. In order to gain the resources for needed services, we cannot continue to do what we have always done if we are to get different results. Reductions at all levels need to occur.

- Eliminate three Central Office Reading Coaches (\$266,284)
- Eliminate some Library Resources/Media Personnel at Waverly Belmont (\$220,452)
- Reduce Vocational Education Support staff (\$146,018)
- Eliminate Director of Support Personnel (Human Resources) (\$91,662)
- Eliminate Magnet Coordinator (\$78,216)
- Reduce 1 Transportation Supervisor's position (\$52,499)
- Eliminate 2 Central Office Word Processing positions (\$43,646)
- Reduce 1 Bookbindery position (\$37,700)
- Reduce 1 position in the Records Center (\$27,570)
- Reduce Publications Budget for Magnet Schools (\$20,000)

School Reallocations – Total Estimated Savings \$13,926,669

Provide middle and high school staffing formulas to ensure fairness in number of teachers and more equal program opportunities for students at every school. Work with principals to improve educational opportunities through more effective master scheduling (\$7,320,386).

- Eliminate regular education elementary educational assistants paid for out of the operating budget (\$3,260,166)
- Reduce Vocational Education staff (\$738,453)
- Eliminate School Swap accounts (\$763,851)

80 Board of Public Education Fund - At a Glance

- Allocate counselors per a formula (\$716,048)
- Allocate number of Librarians at schools by a formula (\$480,632)
- Reduce Substitute account (\$476,376)
- Eliminate 3 English Language Learners (ELL) Counselors (\$170,757)

Changes in Curricular Programs – Total Additions \$1,078,068

Educational Rationale: Our students have a wide variety of needs that require us to re-examine what we are providing to ensure their success. If we are to make more students successful, we must re-examine existing programs and provide additional opportunities for students. We also need to increase access to programs across the system.

- Provide additional Montessori School +\$897,740
- Begin Renaissance School +\$500,000
- Redistribute funding for schools for Thought Program (\$375,921)
- Continue, but do not expand project GRAD (\$153,751)
- Provide funding – International Baccalaureate program in three clusters +\$120,000
- Begin implementation of Advance Via Individual Determination (AVID) program +\$60,000
- Begin Professional Development School +\$30,000

Safety and Security – Total Additional Costs +\$3,333,116

Educational Rationale: We need to ensure the safety of all students so that they can focus on learning. Additionally, we need to use our certified staff more effectively so that their efforts can be focused on the instructional program while support staff augments supervision of the campuses.

- Provide campus supervisors in 5-12 schools +\$3,195,600
- Reduce 4 High School Assistant Principals (\$304,038)
- Purchase 300 Walkie Talkies +\$210,000
- Provide noon-duty supervisors at elementary schools +\$237,882
- Limit schools to one In-School Suspension (ISS) monitor at high schools/eliminate ISS monitors in elementary schools (\$191,840)
- Purchase card key access system for central office +\$113,860
- Add educational assistants +\$71,652

Instructional Technology – Total Additional Costs +\$1,435,369

Educational Rationale: We need to prepare students for the 21st Century by having the latest technology available. Having more technology available increases the need for technological support. Additionally, we need to update the technological resources to support the business, personnel, and infrastructure needs of Metropolitan Nashville Public Schools (MNPS).

Improve Maintenance of District Schools – Total Additional Costs +\$394,295

Educational Rationale: MNPS have many facilities that are not maintained at the level desired. All of our students should learn in a clean and attractive facility.

- Increase grass mowing and trimming +\$342,295
- Add 13 custodial positions +\$317,000
- Create a 2nd shift at the maintenance department (\$265,000)

Efficiency of Personnel-Providing Better Services to Students – Total Additional Costs +\$86,700

Educational Rationale: We must provide staff with the tools they need to serve students more effectively and prevent the hiring of additional staff.

- Provide laptop computers for student services +\$86,700

Employee Satisfaction – Total Additional Costs +\$1,970,000

Educational Rationale: MNPS want to attract, train, and retain highly qualified employees.

- Provide supplementary teacher pay +\$1,000,000
- Partially implement teacher incentive pay if negotiated +\$870,000
- Improve employee recognition programs +\$50,000
- Increase recruitment efforts +\$50,000

Additional strategies to increase resources and efficiency – Total Estimated Savings -\$1,739,676

Educational Rationale: Finding additional ways to increase resources and efficiency of the system allows MNPS to focus dollars on the instructional program.

- Collect Medicaid reimbursement (\$1,120,000)
- Reduce the budget for heating by 10% (\$581,852)
- Reduce utility expenditures-P.C. (\$296,000)
- Reduce supply center inventory (\$200,000)
- Outsource some bus maintenance +\$110,159
- Provide board training-policy governance +\$100,000
- Transfer the costs of the senior accountant and clerk in the Benefits Office to Operations Fund +\$93,179
- Fund all Central Office printing through the print shop +\$85,000
- Provide \$5,000 stipends to 15 mentor principals +\$83,288
- Increase two-way communications with key constituencies +\$35,000
- Continue to implement Book Collection policy (\$33,500)
- Eliminate NSBA one-time contract (\$32,960)
- Build mutual trust and confidence between Metro Schools and the communities served by the district +\$10,500

80 Board of Public Education Fund - At a Glance

- Increase stakeholder ownership in the school system and in individual schools +\$17,510
- Do not identify additional resources to sustain leadership academy (\$5,000)
- Do not hire mail sorter (\$5,000)

Accountability – Total Additional Costs \$103,300

Educational Rationale: The strategic plan has numerous targets that must be measured by surveys if the system is to be held accountable for measuring progress.

- Provide for strategic plan survey instruments and mailing +\$103,300

Overview

LEARNING SUPPORT SERVICES (PREK-12)

Learning Support Services (PreK-12) Division provides overall direction of academic program.

PUBLIC INFORMATION

Public Information Division manages internal and external communications programs.

STUDENT SERVICES

Student Services Division manages the overall safety and security, student discipline, guidance, psychology, and adult/community education and related activities.

LEGISLATIVE AND COMMUNITY AFFAIRS AND STRATEGIC SUPPORT

Legislative and Community Affairs and Strategic Support Division maintains liaison with legislative activities and represents Board interest with legislative bodies.

HUMAN RESOURCES

Human Resources Division recruits and manages the employee resources of the school system.

BUSINESS AND AUXILIARY SERVICES

Business and Auxiliary Services Division manages the fiscal, transportation, construction, operations, maintenance, employee benefits and food service programs of the school.

TECHNOLOGY

The Technology Division manages the operation and implementation of technology strategies for operational and strategies for operational and instructional purposes.

80 Board of Public Education Fund - Performance

Performance

Through a productive strategic planning process, Metropolitan Nashville Public Schools has developed a comprehensive plan that will ensure excellence in Nashville's schools.

During this process, eight strategic directives were derived, and consist of the following:

1. Maximize each and every student's learning and eliminate achievement disparities that exist among different student groups.
2. Provide a safe/secure and nurturing environment.
3. Manage fiscal and physical resources to get the most effective uses of the dollars available.
4. Strengthen parental/community ownership of the school system and their commitment to its success.
5. Value and respect the diversity in our schools and community.
6. Earn the trust and confidence of stakeholders through timely two-way channels of communication.
7. Govern and manage the school system by focusing on results.
8. Attract, train, and retain a highly qualified staff.

Specific information regarding performance indicators for each directive can be found at www.mnps.org

80 Board of Public Education Fund - Financial

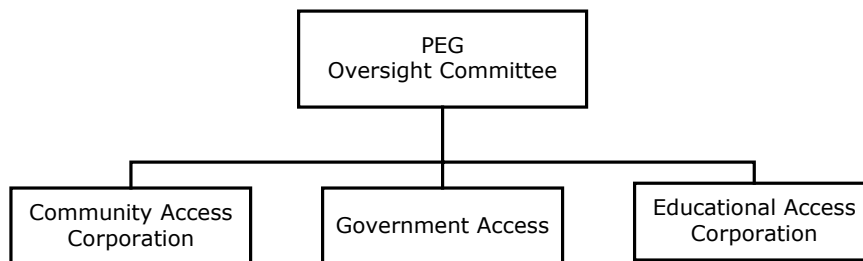
<u>Description of Function</u>	<u>2000-2001 Budget</u>	<u>2000-2001 Actual Expenditures and Encumbrances</u>	<u>2001-2002 Approved Budget</u>	<u>2002-2003 Proposed Budget</u>
Administration	\$ 4,475,767	\$ 4,484,744	\$ 5,312,157	\$ 6,714,436
Instruction	299,825,844	294,088,630	329,756,170	352,847,539
Attendance	2,102,323	2,089,244	2,420,088	2,577,818
Transportation	18,646,945	18,728,354	21,358,960	23,254,989
Operation of Plant	39,926,543	39,380,258	42,158,016	44,208,723
Maintenance of Plant	11,120,410	11,037,718	12,384,694	13,687,573
Fixed Charges	9,861,597	9,740,377	12,500,606	12,397,571
Community Services	978,224	910,531	1,001,182	1,067,441
Capital Outlay	<u>966,016</u>	<u>965,404</u>	<u>1,349,493</u>	<u>1,474,856</u>
Operational Budget Subtotal	\$387,903,669	\$381,425,260	\$428,241,366	\$458,230,946
Categorical Non-Operating Fund	3,369,054	2,814,223	3,369,054	3,369,054
Commitment to Excellence Fund	<u>16,353,741</u>	<u>16,206,631</u>	<u>16,000,000</u>	<u>16,000,000</u>
Total General Operational Fund	\$407,626,464	\$400,446,114	\$447,610,420	\$477,600,000
State and Federal Grants Fund	35,800,000	30,744,295	35,800,000	40,800,000
Food Service Fund	<u>23,796,725</u>	<u>22,182,962</u>	<u>24,202,569</u>	<u>25,592,310</u>
Total All Schools Funds	<u>\$467,223,189</u>	<u>\$453,373,371</u>	<u>\$507,612,989</u>	<u>\$543,992,310</u>

34100 Public, Education, Government Fund-At a Glance

Mission	Allocation of bandwidth and financial resources among the Public, Educational and Governmental Access partners.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	PEG Fund	\$0	\$609,746	\$397,764
	Total Expenditures	\$0	\$609,746	\$397,764
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	36,000	20,000
	Total Program Revenue	\$0	\$36,000	\$20,000
	Non-program Revenue	0	367,000	377,764
	Transfers	0	0	0
	Total Revenues	\$0	\$403,000	\$397,764
Positions	Total Budgeted Positions	0	0	0
Contacts	Director: Dave Goetz Financial Manager: Mark Lynam Howard Office Building 37210		email: dave.goetz@tennbiz.org email: mark.lynam@nashville.gov Phone: 862-6300 FAX: 862-6288	

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

Organizational Structure



34100 Public, Education, Government Fund-At a Glance

Overview

PUBLIC, EDUCATIONAL, and GOVERNMENTAL ACCESS (PEG)

The Public, Education, Government Fund holds regular meetings to act upon business matters presented by the PEG partners (Community Access Corporation, Ed Access Corporation, and Government Access Television).

COMMUNITY ACCESS CORPORATION

The purpose of the Community Access Corporation (CAC) is to insure that the public access and other community channels are governed so that they are free of censorship except as necessary to comply with any FCC regulations.

GOVERNMENT ACCESS

Nashville's Government Access Channel is operated by the Metropolitan Government of Nashville and Davidson County and is a division of the Information Systems Department.

EDUCATIONAL ACCESS CORPORATION

Nashville's public television station (WNPT) currently operates cable channels 9 and 10 under agreement with the PEG committee.

PERFORMANCE MEASURES ARE IN THE DEVELOPMENT STAGE

34100 Public, Education, Government Fund-Financial

Metro Information Systems Public & Gov't Access TV

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	81,232	50,000	125,000
Purchased Services	0	2,854	0	1,690
Travel	0	0	0	0
Communications	0	67	100	100
Printing	0	422	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	5,530	16,000	16,000
Internal Service Fees	0	5,340	6,960	6,960
TOTAL OTHER SERVICES	0	95,445	73,060	149,750
OTHER EXPENSE:				
Supplies and Materials	0	58,963	5,200	7,600
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	1,000	1,000
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	58,963	6,200	8,600
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	170,255	365,142	174,070
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	324,663	444,402	332,420
TRANSFERS TO OTHER FUNDS & UNITS:	0	65,344	165,344	65,344
TOTAL EXPENSE AND TRANSFERS	0	390,007	609,746	397,764

34100 Public, Education, Government Fund-Financial

**Metro Information Systems
Public & Gov't Access TV**

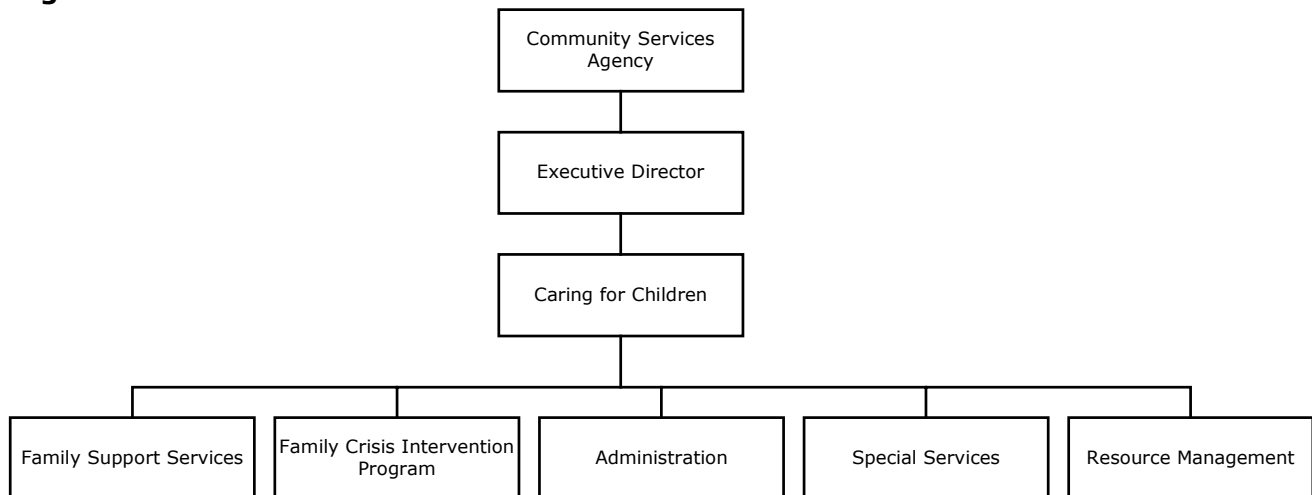
	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	36,908	36,000	20,000
Subtotal Other Program Revenue	0	36,908	36,000	20,000
TOTAL PROGRAM REVENUE	0	36,908	36,000	20,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	634,667	367,000	377,764
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	634,667	367,000	377,764
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	671,575	403,000	397,764

THIS FUND DOES NOT HAVE POSITIONS

46 Caring for Children-At a Glance

Vision	Caring for Children will lead the community in the elimination of state custody for our children.			
Mission	Caring for Children's mission is to protect children, families, and communities in Davidson County by preserving the family; by preventing children from entering state custody; by providing services, resources, and information to strengthen families.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$0	\$0	\$822,000
	Community Services Agency Fund	<u>3,310,800</u>	<u>5,344,352</u>	<u>5,341,701</u>
	Total Expenditures	<u>\$3,310,800</u>	<u>\$5,344,352</u>	<u>\$6,163,701</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	3,310,800	5,308,352	5,308,351
	Other Program Revenue	<u>0</u>	<u>36,000</u>	<u>36,000</u>
	Total Program Revenue	<u>\$3,310,800</u>	<u>\$5,344,352</u>	<u>\$5,344,351</u>
	Non-program Revenue	0	0	0
	Transfers	<u>0</u>	<u>0</u>	<u>0</u>
	Total Revenues	<u>\$3,310,800</u>	<u>\$5,344,352</u>	<u>\$5,344,351</u>
Positions	Total Budgeted Positions	45	102	115
Contacts	Executive Director: Audrey Corder		email: audry.corder@nashville.gov	
	700 2 nd Avenue South, Suite 200, 37210		Phone: 862-7950 FAX: 862-7975	

Organizational Structure



46 Caring for Children-At a Glance

Budget Highlights FY 2003

- Extension of the Caring for Children program to increase family support services in the community
Total

\$822,000
<u>\$822,000</u>
- * Beginning FY 03, Caring for Children will operate as a separate department from Social Services.
- * The grant funding for the Community Services Agency is reported separately in this document. See financial pages.

Overview

The Caring for Children (CFC) grant was increased by almost \$2 million dollars in FY 2002 with the addition of Family Support Services (FSS). FSS provides case management and services to all children at risk of entering State custody.

CARING FOR CHILDREN

Caring For Children Program is designed to provide services to all non-custodial children in Davidson County who are at risk of entering State custody. The program accepts referrals from the Tennessee Department of Children's Services and the Davidson County Juvenile Court. The program also manages flexible funding for families. Staff members investigate over 3000 child protective services referrals from the state. When a family is assigned to a case manager, an action plan is developed that serves as a guideline to measure the progress of the family toward reducing the risks identified when the case was established.

The program is funded wholly by a grant from the Community Services Agency (CSA). The grant includes both federal and state funds which are granted to the CSA by the Tennessee Department of Children's Services.

The YWCA Youth @ Work Grant funds a position to offer additional employment training, educational opportunities and supportive services for youth in the Juvenile or Foster Care system or are referred as non-custodial cases through the Caring for Children program.

The America's Promise is a program funded by the State of Tennessee through the Davidson County

Community Services Agency (CSA) for the purpose of training the fellow in the area of community outreach and youth development.

FAMILY SUPPORT SERVICES

Family Support Services provides quality services to children and families at risk of coming into State custody. The services are family focused and child-centered. The components are targeted case management that is a process that engages the family in a positive helping relationship, purchased services and flexible funding.

FAMILY CRISIS INTERVENTION PROGRAM

Family Crisis Intervention Program (FCIP) is a legally mandated program designated to work specifically with unruly children (status offences i.e. running away, curfew violations, truancy, or not following reasonable commands of their parent or legal guardians and may be at risk of coming into State custody). FCIP will provide immediate response to the child and family with focus on the problem at hand in an effort to help the family through the crisis period. Staff works to stabilize the family and assist them in gathering resources to address needs and prevent further crisis.

ADMINISTRATION

The Administration Unit is the management team that oversees the quality assurance and training responsibility of the agency as well as the day-to-day management of CFC. This team implements strategic planning goals and creates and implements all policy and procedural changes.

SPECIAL SERVICES

The Special Services Unit handles non-custodial assessments, pre-dispositional reports and private party home studies referred by Juvenile Court. Assessments and reports supplied to the court are based on specific information that the court requests.

RESOURCE MANAGEMENT

The Resource Management gatekeeps the fiscal responsibilities for the Department of Children's Services (DCS) specialized contracts and the flex funds accounts. This unit also monitors the provider contracts administered by CFC.

46 Caring for Children-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CARING FOR CHILDREN					
1. Monitor the care of all Davidson County children referred to the program that is at risk of entering State custody.	Number of children served	7,000	7,000	5,000	5,000
FAMILY SUPPORT SERVICES					
1. Provide quality, accountable family focused services to reduce the risks to children while keeping them safe in their community, empowering families to remain together.	a. Number of children entering state custody	1,125	1,125	972	827
	b. Total number of children served	1,027	1,027	900	1,200
FAMILY CRISIS INTERVENTION PROGRAM					
1. Provide immediate response and intervention to the child and family, focusing on defusing the presenting problem while navigating the family through the crisis state.	a. Number of children entering custody	1,125	1,125	972	827
	b. Total number of children served	600	600	950	1,200
ADMINISTRATION					
1. Establish and implement a system that ensures quality performance by employees so that they are equipped with the knowledge and skill level needed to perform effectively.	a. Employees having identified training as part of evaluation	120	120	180	180
	b. Quality management audit case file review	25	25	100	100
	c. Management action strategic plan	1	1	1	1
SPECIAL SERVICES					
1. Identify and coordinate community services ordered by Juvenile Court through non-custodial assessments and home studies.	a. Total number of children served	1,117	1,117	458	700
	b. Number of children entering state custody	1,125	1,125	972	827
RESOURCE MANAGEMENT					
1. Manage fiscal resources for DCS and CFC. Gate keeps specialized contracts that allow services to be provided that may not directly need CFC staff. Provide centralized Intake for Juvenile Court and DCS.	Total number of children served	345	345	900	900
Child Protective Services					
1. Investigate allegations of abuse and neglect and provide services to alleviate risks to children.	a. Total number of children served	3,477	3,477	1,700	na
	b. Number of children entering state custody	1,125	1,125	na	na

46 Caring for Children-Financial

Caring for Children GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	464,998
Fringe Benefits	0	0	0	100,147
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	565,145
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	225,000
Travel	0	0	0	12,000
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	2,000
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	14,400
TOTAL OTHER SERVICES	0	0	0	253,400
OTHER EXPENSE:				
Supplies and Materials	0	0	0	3,455
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	3,455
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	822,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	0	0	822,000

46 Caring for Children-Financial

Caring for Children

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

46 Caring for Children-Financial

Community Services Agency

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,896,634	1,931,342	2,516,057	2,516,055
Fringe Benefits	524,080	519,663	623,119	623,120
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,420,714	2,451,005	3,139,176	3,139,175
OTHER SERVICES:				
Utilities	0	3,209	0	0
Professional Services	44,921	107,008	39,000	39,000
Purchased Services	4,000	34,368	2,130,813	1,905,061
Travel	37,381	43,578	41,900	41,900
Communications	757	1,459	800	800
Printing	262	174	300	300
Advertising & Promotion	75,500	70,484	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	26,316	10,218	15,500	15,500
Repairs & Maintenance Services	1,000	1,232	1,000	1,000
Internal Service Fees	51,009	51,410	45,364	42,714
TOTAL OTHER SERVICES	241,146	323,140	2,274,677	2,046,275
OTHER EXPENSE:				
Supplies and Materials	5,869	17,474	38,905	38,905
Misc. Other Expenses & Payments	0	5	0	0
Fixed Charges	89,771	11,042	25,641	40,946
Licenses, Permits, & Fees	0	3,046	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	553,300	359,670	-173,352	52,400
TOTAL OTHER EXPENSE	648,940	391,237	-108,806	132,251
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,310,800	3,165,382	5,305,047	5,317,701
TRANSFERS TO OTHER FUNDS & UNITS:	0	95,017	39,305	24,000
TOTAL EXPENSE AND TRANSFERS	3,310,800	3,260,399	5,344,352	5,341,701

46 Caring for Children-Financial

Community Services Agency

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	3,310,800	3,309,237	5,308,352	5,308,351
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	3,310,800	3,309,237	5,308,352	5,308,351
Other Program Revenue				
Contributions and Gifts	0	219,184	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	6,754	36,000	36,000
Subtotal Other Program Revenue	0	225,938	36,000	36,000
TOTAL PROGRAM REVENUE	3,310,800	3,535,175	5,344,352	5,344,351
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	3,310,800	3,535,175	5,344,352	5,344,351

46 Caring for Children-Financial

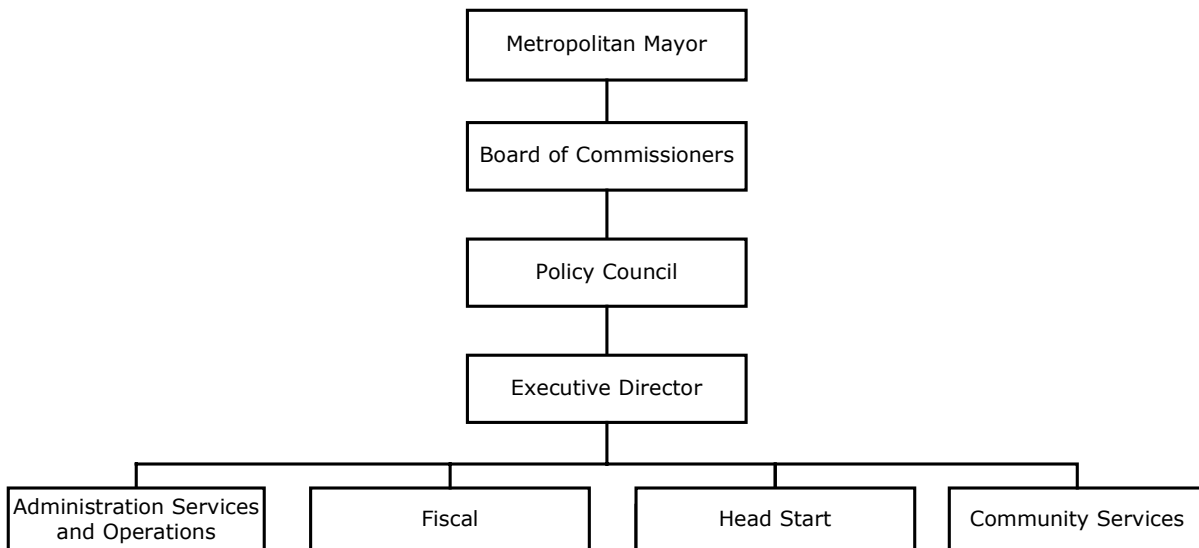
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud Pos</u>	<u>Bud. FTE</u>
46 Community Services Agency								
Fund 30205								
Administrative Assistant 1	7241	SR09	0	0.0	0	0.0	1	1.0
Customer Service Manager	0746	SR14	0	0.0	1	1.0	1	1.0
Database Analyst	7285	SR13	0	0.0	1	1.0	1	1.0
Info Systems Analyst 1	7779	SR10	0	0.0	1	1.0	1	1.0
Office Support Rep 1	10120	SR04	0	0.0	2	0.0	2	1.5
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	6	7.0	7	8.0
Office Support Specialist 1	10123	SR07	0	0.0	2	2.0	2	2.0
Program Manager 1	7376	SR11	0	0.0	6	6.0	8	8.0
Program Specialist 1	7378	SR06	10	10.0	0	0.0	0	0.0
Program Specialist 2	7379	SR08	0	0.0	15	15.0	15	15.0
Program Specialist 3	7380	SR10	0	0.0	33	33.0	41	41.0
Total Positions & FTE			10	10.0	67	66.0	80	80.5
Seasonal	9020		35	1.9	35	1.9	35	1.9
Total Positions & FTE			35	1.9	35	1.9	35	1.9

75 Metro Action Commission-At a Glance

Vision	To persevere in our work and act upon the material and emotional realities of our clients and their families. The staff at the Metropolitan Action Commission will persist in its efforts to help people achieve the just and decent conditions we know to be their right.			
Mission	To administer Head Start, Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), USDA Summer Food and other social service programs for Metropolitan Government.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	Admin. & Leasehold	\$804,877	\$1,556,915	\$1,556,975
	Head Start	8,719,021	10,383,544	10,383,544
	Special purpose funds	<u>4,645,978</u>	<u>3,802,097</u>	<u>3,840,633</u>
	Total Expenditures	<u>\$14,169,876</u>	<u>\$15,742,556</u>	<u>\$15,781,152</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$98,379	\$98,379	\$98,379
	Other Governments	12,647,031	13,943,082	13,791,245
	Other Program Revenue	<u>0</u>	<u>15,000</u>	<u>22,000</u>
	Total Program Revenue	<u>\$12,745,410</u>	<u>\$14,056,461</u>	<u>\$13,911,624</u>
	Non-program Revenue	0	0	0
	Transfers	<u>1,424,466</u>	<u>1,686,094</u>	<u>1,686,094</u>
	Total Revenues	<u>\$14,169,876</u>	<u>\$15,742,555</u>	<u>\$15,597,718</u>
Positions	Total Budgeted Positions	246	326	342
Contacts	Executive Director: Cynthia Croom Financial Manager: Cecilia Sanchez		email: cynthia.croom@nashville.gov email: cecilia.sanchez@nashville.gov	
	1624 5 th Avenue North 37208		Phone: 862-8860 FAX: 862-8881	

Organizational Structure



75 Metro Action Commission-At a Glance

Budget Highlights FY 2003

• Fleet Management Consolidation net adjustment	\$25,000
• Information Systems billings	103,000
Total	<u>\$128,000</u>

Overview

ADMINISTRATION SERVICES & OPERATIONS

Administration Services & Operations accounts for general costs of administration and operations including human resources and facilities.

FISCAL

The Fiscal Division provides financial management and oversight of the agency.

HEAD START

The Head Start Program provides for disadvantaged pre-school children with the basic educational and social skills important for good scholastic performance and transition into the school system.

The Head Start Child Care Adult Food Program (CACFP) is funded by the United States Department of Agriculture (USDA) through the Tennessee Department of Human Services to provide free meals, breakfast, lunch, supper, and snacks to children enrolled in the Head Start Program.

The Head Start Child Care Program, sometimes referred to as the Wrap-Around program, provides childcare before and after work and after school hours for pre-school age children of low-income families in Davidson County enrolled in the Head Start Program. Funding is through State Child Care certificates from the Department of Human Services and fees assessed to parents on a sliding scale based on income.

The Head Start Early Childhood Education Program operates the Tennessee State Classroom, an early childhood education classroom for disadvantaged pre-school children funded by a reimbursement grant from the Tennessee State Department of Education. This fund accounts for one 20-child classroom that models Head Start for three and four-year old children. It provides basic educational and social skills important for good scholastic performance. Priority is given to the children of Families First participants.

COMMUNITY SERVICES

Community Services manages 4 payment assistance programs:

The Community Service Block Grant (CSBG) Program assists with the payment of mortgages, rent, water bills, taxes, medication for low-income persons, phone bills for the homebound, provides classes and assistance in obtaining a General Education Degree, provides adult basic education and job training to help clients achieve self-sufficiency, and provides limited assistance to the homeless.

The Low-Income Home Energy Assistance Program (LIHEAP) assists with the payment of energy bills for low-income families.

The Summer Food Program operates the USDA Summer Lunch Program and, provides breakfast and lunches to low-income children during the summer.

The Watt Ad Program uses discretionary funds from Nashville Electric Service to assist clients who do not meet LIHEAP guidelines yet are experiencing financial crisis through no fault of their own.

75 Metro Action Commission-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
ADMINISTRATION SERVICES and OPERATIONS					
1. To ensure sound management of agency operations, program services, and finances.	a. Develop strategic plan to make sure programs address the needs of the constituents they are to serve	na	na	12/30/01	12/30/02
	b. Establish results oriented management accountability system criteria for each program to evaluate performance	na	na	ongoing	ongoing
	c. Ensure programs are operating in compliance with grantor requirements	na	na	12/30/01	12/30/02
	d. Continuing implementation operations plan that includes preventive maintenance, facilities management and supplies, and more efficient management of transportation services	na	na	10/30/01	10/30/02
	e. Expand community knowledge of programs and services	na	na	12/30/01	12/30/02
FISCAL					
1. To ensure agency financial stability and accountability.	a. Meet individual grantor financial compliance standards	na	na	11/01/01	ongoing
	b. Operate program without a year-end deficit	na	na	06/30/02	06/30/03
	c. Meet requirements for a positive audit review	na	na	06/30/02	06/30/03
HEAD START					
Head Start Program					
1. Enroll 1,445 eligible pre-school children.	a. Children served during the year	1,647	1,490	1,750	1,750
	b. Children enrolled	1,125	1,490	1,445	1,485
2. Provide comprehensive educational, health, and family services to all enrolled Head Start children.	a. Participants w/diagnosed disability	160	149	144	148
	b. Children receiving screenings	1,450	1431	1,500	1,500
	c. Children receiving diagnostics	160	140	100	148
	d. Children receiving therapy	120	90	100	100
3. Involve Head Start parents in the decision making process and total program operation.	a. Parental volunteer hours	58,000	63,000	80,000	95,000
	b. Persons providing volunteer hours	2,068	327	3,000	5,000
4. Implement recommendations of the Head Start study performed by MGT of America, Inc.	Implementation of MGT recommendations	na	na	1 st phase 12/30/01 2 nd phase 06/30/01	Pending results of MGT study

75 Metro Action Commission-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
Head Start CACFP					
1. To enroll 1,216 children in the Head Start (CACFP) Program.	a. Children served during the year	1,174	1,431	1,216	1,485
	b. Children enrolled	1,138	1,431	1,216	1,485
2. To provide comprehensive educational, health, and family services to all enrolled in Head Start Program.	a. Number of meals provided to children and program volunteers	6,900	25,000	19,040	20,944
	b. Persons providing volunteer hours	60	75	70	77
3. To involve parents in the decision-making process and total program operation.	As stipulated by U.S. Department of Agriculture guidelines for CACFP enrolled children	yes	yes	yes	yes
4. To provide nutritional meals and snacks to children.	As stipulated by eligibility and educational guidelines set forth by DHHS for the operation for children in a Head Start Program	yes	yes	yes	Yes
5. To provide nutritional care to low-income families while providing educational and social development.	Provides nutritional assessments	yes	yes	yes	yes
Head Start Child Care Program					
Same as Head Start	Same as Head Start				
Early Childhood Education Program (State Classroom)					
1. Enroll 20 children in Tennessee State Classroom.	a. Children served during year	20	20	20	20
	b. Children enrolled	20	20	20	20
2. Provides comprehensive educational, health, and family services to all enrolled State classroom children.	a. Participants with diagnosed disabilities	0	2	2	2
	b. Children receiving screenings	20	20	20	20
	c. Children receiving diagnostics	20	2	20	2
	d. Children receiving therapy	20	2	20	2
3. To involve parents in the decision-making process and total program operation.	a. Parental Volunteer hours	288	288	288	288
	b. Other persons providing volunteer hours	2	2	2	2
4. Provides nutritional meals and snacks to children.	As stipulated by USDA guidelines for CACFP enrolled children	yes	yes	yes	yes
5. Provides quality childcare to low-income families while providing educational and social development.	As stipulated by eligibility and educational guidelines set forth by DHHS for the operation of a Head Start classroom for enrolled children	yes	yes	yes	yes

75 Metro Action Commission-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
COMMUNITY SERVICES					
CSBG Program					
1. To provide assistance and relief to low-income citizens of Davidson County.	CSBG clients served	1,900	2,400	1,946	2,192
2. To assess client's situation and provide assistance and guidance for the client to achieve self-sufficiency.	Counselors required to process applications	7	8	8	8
3. To operate the CSBG program in the most effective and cost efficient manner.	Counselor referrals to other agencies	1,750	99	1,600	1,200
LIHEAP					
1. Provide emergency relief of low-income individuals in Davidson County.	LIHEAP clients served	4,036	7,557	4,097	4,400
2. To operate the LIHEAP program in the most effective and cost efficient manner.	a. Counselors required to process applications	7	8	8	8
	b. Referrals to other agencies	1,200	153	1,200	1,200
Summer Food Program					
1. Provides nutritious breakfast and lunches to low-income children in Davidson County during the summer months and operates the Summer Lunch Program in the most effective and cost efficient manner.	a. Summer lunches served	232,815	232,345	232,112	162,011
	b. Breakfast meals served	31,730	26,978	26,915	26,915
Watt Ad Program					
Same as LIHEAP	Same as LIHEP				

75 Metro Action Commission-Financial

Metro Action Commission MAC Admin & Leasehold

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	360,362	390,352	618,624	669,125
Fringe Benefits	124,898	100,469	138,379	205,191
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	485,260	490,821	757,003	874,316
OTHER SERVICES:				
Utilities	60,000	77,674	128,705	99,705
Professional Services	8,000	36,800	40,000	40,000
Purchased Services	120,257	4,764	95,404	86,247
Travel	4,100	2,898	40,000	20,000
Communications	300	3,302	63,000	45,000
Printing	2,300	110	23,000	20,000
Advertising & Promotion	0	607	7,000	7,000
Subscriptions	3,500	80	3,000	3,000
Tuition, Reg., & Membership Dues	4,500	3,030	25,000	15,000
Repairs & Maintenance Services	25,000	7,453	21,000	21,000
Internal Service Fees	51,650	37,679	95,000	90,060
TOTAL OTHER SERVICES	279,607	174,397	541,109	447,012
OTHER EXPENSE:				
Supplies and Materials	27,850	29,740	234,556	211,400
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	12,160	32,008	24,247	24,247
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	40,010	61,748	258,803	235,647
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	804,877	726,966	1,556,915	1,556,975
TRANSFERS TO OTHER FUNDS & UNITS:	0	11,824	0	0
TOTAL EXPENSE AND TRANSFERS	804,877	738,790	1,556,915	1,556,975

75 Metro Action Commission-Financial

Metro Action Commission MAC Admin & Leasehold

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	157	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	157	0	0
TOTAL PROGRAM REVENUE	0	157	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	804,877	1,173,288	1,556,914	1,556,914
TOTAL REVENUE AND TRANSFERS	804,877	1,173,445	1,556,914	1,556,914

75 Metro Action Commission-Financial

Metro Action Commission Head Start

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	4,585,149	4,241,765	5,875,105	5,875,105
Fringe Benefits	1,402,717	1,334,376	1,840,318	1,840,318
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	5,987,866	5,576,141	7,715,423	7,715,423
OTHER SERVICES:				
Utilities	148,000	165,294	157,000	157,000
Professional Services	576,910	167,865	554,669	555,269
Purchased Services	133,558	64,284	177,133	192,133
Travel	13,635	6,191	24,721	24,721
Communications	0	373	1,500	500
Printing	0	0	0	0
Advertising & Promotion	0	1,729	0	0
Subscriptions	0	125	2,000	2,000
Tuition, Reg., & Membership Dues	67,122	9,619	38,580	33,580
Repairs & Maintenance Services	54,290	53,302	71,368	71,368
Internal Service Fees	92,051	99,389	109,577	114,577
TOTAL OTHER SERVICES	1,085,566	568,171	1,136,548	1,151,148
OTHER EXPENSE:				
Supplies and Materials	491,941	282,802	445,900	436,300
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	103,115	111,781	79,896	79,896
Licenses, Permits, & Fees	2,925	9,487	7,700	2,700
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	597,981	404,070	533,496	518,896
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	346,993	12,776	688,763	688,763
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	8,018,406	6,561,158	10,074,230	10,074,230
TRANSFERS TO OTHER FUNDS & UNITS:	700,615	550,226	309,314	309,314
TOTAL EXPENSE AND TRANSFERS	8,719,021	7,111,384	10,383,544	10,383,544

75 Metro Action Commission-Financial

Metro Action Commission Head Start

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	100,000	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	100,000	0	0
Other Governments & Agencies				
Federal Direct	6,117,112	6,387,044	10,383,544	9,584,924
Federal Through State	2,111,500	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	8,228,612	6,387,044	10,383,544	9,584,924
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	8,228,612	6,487,044	10,383,544	9,584,924
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	2,945	0	0
TOTAL NON-PROGRAM REVENUE	0	2,945	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	490,409	734,315	0	0
TOTAL REVENUE AND TRANSFERS	8,719,021	7,224,304	10,383,544	9,584,924

75 Metro Action Commission-Financial

**Metro Action Commission
All Other Funds
Special Purpose Funds**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	728,892	736,729	569,197	569,197
Fringe Benefits	199,149	202,688	163,087	163,087
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	928,041	939,417	732,284	732,284
OTHER SERVICES:				
Utilities	0	4,104	0	0
Professional Services	0	0	0	0
Purchased Services	2,553,349	2,319,097	1,600,427	1,643,499
Travel	7,700	6,779	11,648	11,648
Communications	4,000	42	2,088	2,088
Printing	0	2,043	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	10,175	595	5,000	5,000
Repairs & Maintenance Services	0	341	4,000	4,000
Internal Service Fees	34,500	14,320	10,200	10,200
TOTAL OTHER SERVICES	2,609,724	2,347,321	1,633,363	1,676,435
OTHER EXPENSE:				
Supplies and Materials	326,376	337,026	520,364	520,364
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	6,670	34,914	11,536	7,000
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	333,046	371,940	531,900	527,364
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,870,811	3,658,678	2,897,547	2,936,083
TRANSFERS TO OTHER FUNDS & UNITS:	775,167	733,692	904,550	904,550
TOTAL EXPENSE AND TRANSFERS	4,645,978	4,392,370	3,802,097	3,840,633

75 Metro Action Commission-Financial

Metro Action Commission
All Other Funds
Special Purpose Funds

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	98,379	18,976	98,379	98,379
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	98,379	18,976	98,379	98,379
Other Governments & Agencies				
Federal Direct	29,284	0	0	0
Federal Through State	4,286,135	4,319,727	3,461,538	4,108,321
Federal Through Other Pass-Through	0	0	0	0
State Direct	103,000	0	98,000	98,000
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	4,418,419	4,319,727	3,559,538	4,206,321
Other Program Revenue				
Contributions and Gifts	0	22,177	15,000	22,000
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	5,284	0	0
Subtotal Other Program Revenue	0	27,461	15,000	22,000
TOTAL PROGRAM REVENUE	4,516,798	4,366,164	3,672,917	4,326,700
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	129,180	192,479	129,180	129,180
TOTAL REVENUE AND TRANSFERS	4,645,978	4,558,643	3,802,097	4,455,880

75 Metro Action Commission-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
75 MAC - MAC Admin and LS Fund 31500								
Account Clerk 1 - MAC	7037	N/A	1	1.0	0	0.0	0	0.0
Account Clerk 2 - MAC	7887	N/A	1	1.0	0	0.0	0	0.0
Accountant 1	10202	MC05	2	2.0	2	2.0	2	2.0
Accountant 3	10204	MC09	1	1.0	1	1.0	1	1.0
Accounting Associate - MAC	7870	N/A	1	1.0	0	0.0	0	0.0
Accounting Associate 2	10206	MC05	1	1.0	1	1.0	1	1.0
Accounting Office Manager - MAC	7871	N/A	1	1.0	0	0.0	0	0.0
Administrative Officer	10208	MC05	1	1.0	1	1.0	1	1.0
Administrative Svcs & Operations Dir	10207	MC11	0	0.0	0	0.0	1	1.0
Chief Financial Officer	10213	MC11	0	0.0	0	0.0	1	1.0
Custodian - MAC	10216	MC01	2	2.0	2	2.0	2	2.0
Executive Director	10223	MC12	1	1.0	1	1.0	1	1.0
Executive Secretary	10224	MC05	1	1.0	1	1.0	1	1.0
Fiscal Manager - MAC	7888	N/A	1	1.0	1	1.0	0	0.0
Human Resources Director	7899	N/A	1	1.0	0	0.0	0	0.0
Human Resources Director	10218	MC10	0	0.0	0	0.0	1	1.0
Human Resources Specialist	10240	MC09	1	1.0	1	1.0	3	3.0
Information Systems Manager	10241	MC09	1	1.0	1	1.0	1	1.0
Office Assistant	10245	MC03	0	0.0	0	0.0	2	2.0
Operations Manager	N/A	N/A	0	0.0	1	1.0	0	0.0
Purchasing Officer - MAC	6330	N/A	1	1.0	1	1.0	0	0.0
Total Positions & FTE			18	18.0	14	14.0	18	18.0
75 MAC - MAC Head Start 31502								
Administrative Officer - MAC	10209	MC05	1	1.0	2	2.0	2	2.0
Bus Driver - MAC	7873	NA	0	0.0	0	0.0	1	1.0
Bus Driver	10210	MC03	20	20.0	22	22.0	24	24.0
Center Manager 1 - MAC	10211	MC05	5	5.0	5	5.0	5	5.0
Center Manager 2 - MAC	10212	MC09	2	2.0	6	6.0	8	8.0
Computer Data Specialist - MAC	10214	MC04	1	1.0	1	1.0	1	1.0
Custodian - MAC	10216	MC01	9	9.0	13	13.0	13	12.0
Custodian Leader	10217	MC03	0	0.0	0	0.0	1	1.0
Disabilities Coordinator - MAC	10219	MC08	1	1.0	1	1.0	1	1.0
Education Coordinator - MAC	10220	MC09	1	1.0	1	1.0	1	1.0
Facilities Manager	10258	MC10	0	0.0	0	0.0	1	1.0
Family Service Worker	6026	N/A	2	0.0	0	0.0	0	0.0
Family Services Coordinator - MAC	10225	MC08	1	1.0	1	1.0	1	1.0
Family Services Specialist 1 - MAC	10226	MC04	9	9.0	12	12.0	11	11.0
Family Services Specialist 2 - MAC	10227	MC05	13	13.0	23	23.0	26	26.0
Food Services Aide 1 - MAC	7889	N/A	4	4.0	3	3.0	0	0.0
Food Services Aide 2 - MAC	7890	N/A	5	5.0	10	10.0	0	0.0
Food Services Manager - MAC	7891	N/A	1	1.0	1	1.0	0	0.0
Food Services Worker 1	10228	MC01	0	0.0	0	0.0	4	4.0
Food Services Worker 2	10229	MC02	0	0.0	0	0.0	8	8.0
General Maintenance Worker - MAC	10231	MC03	2	2.0	2	2.0	2	2.0
General Services Manager - MAC	10232	MC05	1	1.0	1	1.0	1	1.0
Head Start Director	10233	MC11	1	1.0	0	0.0	2	2.0
Head Start Office Manager - MAC	7909	N/A	1	1.0	1	1.0	0	0.0
Head Start Teacher 1 - MAC	10235	MC04	26	26.0	25	25.0	28	28.0
Head Start Teacher 2 - MAC	10236	MC06	26	26.0	39	39.0	38	38.0
Head Start Teacher 3 - Mast Deg	10237	MC07	0	0.0	0	0.0	3	3.0
Health And Disabilities Assistant	10238	MC04	1	1.0	1	1.0	1	1.0
Health Coordinator - MAC	10239	MC09	1	1.0	1	1.0	1	1.0
Mentor Teacher - EXP	N/A	N/A	0	0.0	2	2.0	0	0.0

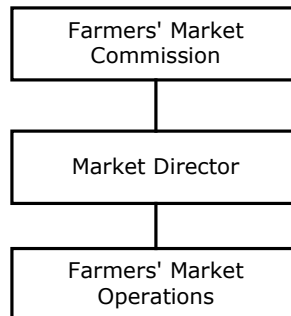
75 Metro Action Commission-Financial

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
75 MAC – MAC Head Start 31502								
Nutrition Coordinator - MAC	10244	MC08	1	1.0	1	1.0	1	1.0
Office Assistant	10245	MC03	0	0.0	0	0.0	2	2.0
Parent Involvement Coordinator - MAC	10246	MC08	1	1.0	1	1.0	1	1.0
Program Coordinator - MAC	7034	N/A	0	0.0	0	0.0	0	0.0
Project Coordinator - MAC	7906	N/A	1	1.0	1	1.0	0	0.0
Quality Assistant - EXP	N/A	N/A	0	0.0	2	2.0	0	0.0
Records Assistant - EXP	N/A	N/A	0	0.0	1	1.0	0	0.0
Security Guard - EXP	N/A	N/A	0	0.0	1	1.0	0	0.0
Teachers Assistant - MAC	10250	MC01	67	59.1	92	84.0	95	85.4
Technical Training Education Coordinator	10252	MC09	1	1.0	1	1.0	1	1.0
Transportation Manager - MAC	10253	MC05	1	1.0	1	1.0	2	2.0
Transportation Support Mgr - EXP	N/A	N/A	0	0.0	1	1.0	0	0.0
Volunteer Coordinator	10254	MC08	0	0.0	0	0.0	1	1.0
Total Positions & FTE			206	196.1	275	267.0	287	276.4
75 MAC - MAC LIEHP Grant 31503								
Cook's Assistant	2140	WG02	9	2.3	0	0.0	0	0.0
CSBG/LIHEAP Special Services Coordinator	10260	MC05	1	1.0	1	1.0	1	1.0
Eligibility Counselor 1 - MAC	10221	MC04	3	3.0	3	3.0	3	3.0
Eligibility Counselor 2 - MAC	10222	MC05	4	4.0	2	2.0	2	2.0
Literacy Instructor 1 - MAC	7901	N/A	1	1.0	0	0.0	0	0.0
Literacy Instructor 2 - MAC	7902	N/A	1	1.0	0	0.0	0	0.0
Office Assistant - MAC	10245	MC03	1	1.0	1	1.0	1	1.0
Program Coordinator 1 - MAC	6325	N/A	1	0.0	0	0.0	0	0.0
Social Work Technician	7405	GS05	0	0.0	0	0.0	0	0.0
Teachers Assistant - CSBG	7910	N/A	1	1.0	0	0.0	0	0.0
Total Positions & FTE			22	14.3	7	7.0	7	7.0
75 MAC - MAC CSBG Grant 31504								
CSBG/LIHEAP Director	10215	MC11	0	0.0	1	1.0	1	1.0
Eligibility Counselor 2	10222	MC05	0	0.0	5	5.0	5	5.0
Head Start Officer Manager	10234	MC04	0	0.0	1	1.0	1	1.0
Literacy Instructor 1	10243	MC04	0	0.0	1	1.0	1	1.0
Literacy Instructor 2	10243	MC05	0	0.0	2	2.0	2	2.0
Self Sufficiency Program Coordinator	10259	MC09	0	0.0	1	1.0	1	1.0
Teacher Assistant -CSBG	10251	MC03	0	0.0	1	1.0	1	1.0
Total Positions & FTE			0	0.0	12	12.0	12	12.0
75 MAC - MAC Summer Food Program Grant 31505								
Administrative Officer - Seasonal	10255	MC05	0	0.0	1	1.0	1	1.0
Food Service Worker II - Seasonal	10257	MC03	0	0.0	10	10.0	10	10.0
Office Assistant - Seasonal	10256	MC04	0	0.0	1	1.0	1	1.0
Total Positions & FTE			0	0.0	12	12.0	12	12.0
75 MAC - MAC Head Start CACFP Fund 31506								
Family Services Specialist 2 - MAC	7886	NA	0	0.0	1	1.0	1	1.0
Food Services Worker 1	10228	MC01	0	0.0	1	1.0	1	1.0
Teachers Assistant - MAC	7908	NA	0	0.0	1	1.0	1	1.0
Total Positions & FTE			0	0.0	3	3.0	3	3.0
75 MAC - MAC State Classroom Fund 31509								
Head Start Teacher 2	10236	MC06	0	0.0	1	1.0	1	1.0
Teachers Assistant	10250	MC01	0	0.0	2	2.0	2	2.0
Total Positions & FTE			0	0.0	3	3.0	3	3.0

60 Farmers' Market Fund-At a Glance

Vision	To be the best Farmers' Market in the southeast, unique in its diversity.			
Mission	Through a collaboration of government and local owner-operators, the Davidson County Farmers' Market provides: a diverse collection of the freshest, highest-quality foods available; service to customers that is second to none; and products that provide a good value for the dollar; in an atmosphere that provides a unique shopping experience with an emphasis on Tennessee.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	Farmer's Market Fund	\$1,026,023	\$1,122,671	\$1,127,284
	Total Expenditures	<u>\$1,026,023</u>	<u>\$1,122,671</u>	<u>\$1,127,284</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$742,435	\$819,997	\$840,872
	Other Governments	0	0	0
	Other Program Revenue	23,000	42,966	0
	Total Program Revenue	<u>\$765,435</u>	<u>\$862,963</u>	<u>\$840,872</u>
	Non-program Revenue	0	0	0
	Transfers	260,588	259,708	258,457
	Total Revenues	<u>\$1,026,023</u>	<u>\$1,122,671</u>	<u>\$1,099,329</u>
Positions	Total Budgeted Positions	7	8	8
Contacts	Farmers' Market Director: Jim Cupit Financial Manager: Gipson Groom		email: jim.cupit@nashville.gov email: gipson.groom@nashville.gov	
	900 8 th Avenue North 37208		Phone: 880-2001 FAX: 880-2000	

Organizational Structure



60 Farmers' Market Fund-At a Glance

Budget Highlights FY 2003

• Information Systems billings	<u>\$4,613</u>
Total	<u><u>\$4,613</u></u>

Overview

FARMERS' MARKET OPERATIONS

Farmers' Market operates a quality market with high standards of cleanliness, security, and product offering and continues as a self-supporting enterprise fund by means of efficient revenue generation and expenditure control.

60 Farmers' Market Fund-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
FARMERS' MARKET OPERATIONS					
1. To operate as an Enterprise Fund at or above a break-even point.	Monthly results presented to our board. Yearly results presented by the external auditors	\$1,026,023	\$1,091,637	\$1,122,671	\$1,098,519
2. To maintain a clean and safe market for our vendors and the public in general.	Cost of daily review of the cleanliness of the market by the operation manager and director. Daily security reports presented to the director*	339,052	308,408	356,699	368,800

* Included in the above.

60 Farmers Market Fund-Financial

Farmer's Market Farmers Market Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	219,052	213,018	231,135	231,135
Fringe Benefits	57,304	58,393	58,623	58,623
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	276,356	271,411	289,758	289,758
OTHER SERVICES:				
Utilities	174,852	188,517	199,500	199,500
Professional Services	772	0	772	772
Purchased Services	168,625	163,063	174,189	174,189
Travel	180	72	180	180
Communications	103	11	103	103
Printing	0	48	0	0
Advertising & Promotion	30,800	84,467	100,000	100,000
Subscriptions	506	325	506	506
Tuition, Reg., & Membership Dues	700	0	700	700
Repairs & Maintenance Services	14,931	23,607	14,931	14,931
Internal Service Fees	4,654	5,723	4,454	9,067
TOTAL OTHER SERVICES	396,123	465,833	495,335	499,948
OTHER EXPENSE:				
Supplies and Materials	21,643	26,482	21,843	21,843
Misc. Other Expenses & Payments	165	1,670	165	165
Fixed Charges	2,293	2,523	2,293	2,293
Licenses, Permits, & Fees	395	547	395	395
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	24,496	31,222	24,696	24,696
PENSION, ANNUITY, DEBT, & OTHER COSTS	260,588	297,079	259,708	259,708
EQUIPMENT, BUILDINGS, & LAND	68,460	0	53,174	53,174
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,026,023	1,065,545	1,122,671	1,127,284
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,026,023	1,065,545	1,122,671	1,127,284

60 Farmers Market Fund-Financial

Farmer's Market Farmers Market Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	742,435	826,316	819,997	840,872
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	742,435	826,316	819,997	840,872
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	194	0	0
Use of Money or Property	23,000	42,721	42,966	0
Subtotal Other Program Revenue	23,000	42,915	42,966	0
TOTAL PROGRAM REVENUE	765,435	869,231	862,963	840,872
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	260,588	260,588	259,708	258,457
TOTAL REVENUE AND TRANSFERS	1,026,023	1,129,819	1,122,671	1,099,329

60 Farmers Market Fund-Financial

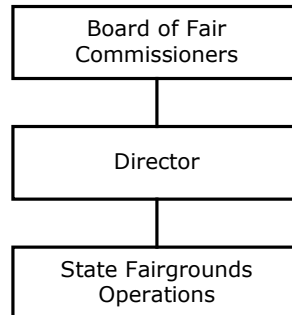
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
60 Farmers Market - Fund 60152								
Director of Farmers Mkt	07112	NS	1	1.0	1	1.0	1	1.0
Finance Mgr - Farmers Mkt	07709	NS	1	1.0	1	1.0	1	1.0
Office Assistant 1	07747	GS03	0	0.0	1	1.0	0	0.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Operations Mgr - Farmers Mkt	07708	NS	1	1.0	1	1.0	1	1.0
Sanitarian	04130	NS	4	3.0	4	5.0	4	3.5
Total Positions & FTE			7	6.0	8	9.0	8	7.5

62 State Fair Fund-At a Glance

Vision	To perform administrative and fiscal duties relative to the Tennessee State Fair and fairgrounds, operating on a year-round basis under the volunteer five-member Metropolitan Board of Fair Commissioners. The Board is authorized to collect and disperse its own revenue.			
Mission	The mission is to be a major venue for agricultural, exhibition, entertainment, cultural, and educational uses for the purposes of enhancing the economic and social benefits to the residents and visitors to the Middle Tennessee region. Of primary importance is the staging of the annual Tennessee State Fair that showcases agriculture, commerce, technology, and industry of the region and provides quality educational and entertainment opportunities for its patrons.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	State Fair Fund	\$9,116,185	\$3,803,964	\$3,816,367
	Total Expenditures	<u>\$9,116,185</u>	<u>\$3,803,964</u>	<u>\$3,816,367</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$3,944,000	\$3,403,214	\$3,768,600
	Other Governments	12,000	0	0
	Other Program Revenue	175,600	400,750	175,300
	Total Program Revenue	<u>\$4,131,600</u>	<u>\$3,803,964</u>	<u>\$3,943,900</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u>\$4,131,600</u>	<u>\$3,803,964</u>	<u>\$3,943,900</u>
Positions	Total Budgeted Positions	19	19	19
Contacts	State Fair Director: Rob Clifton Financial Manager: Howell Townes Box 40208 37204	email: rob.clifton@nashville.gov email: howell_townes@metro.nashville.org Phone: 862-8980	FAX: 862-8992	

Organizational Structure



62 State Fair Fund-At a Glance

Budget Highlights FY 2003

• Information Systems billings	\$17,103
• 800 MHz radio cost reductions	-4,700
Total	<u>\$12,403</u>

Overview

STATE FAIRGROUNDS OPERATIONS

The State Fair has a five-member Board of Fair Commissioners that oversees the operation of the Tennessee State Fairgrounds on a year-around basis. The Tennessee State Fairgrounds consists of approximately

117 acres about 3 miles south of downtown Nashville, just a few blocks away from Interstate 65 and the 440 Parkway. It puts on the profitable Tennessee State Fair Flea Market for one weekend each month during all 12 months of the year. It also produces the annual ten-day Tennessee State Fair every September. The buildings on the Tennessee State Fairgrounds are rented for various events on a year-round basis, with the rental and set up of tables and chairs available. The Sports Arena is rented for professional wrestling matches most Saturday nights. The 5/8 mile race track and accompanying 14,500-person grandstand on the Fairgrounds has the NASCAR Weekly Racing Series most Saturday nights during racing season.

62 State Fair Fund-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
STATE FAIRGROUNDS OPERATIONS					
1. Increase rental income paid to the Tennessee State Fair from racing (includes monster trucks during the annual ten-day Fair).	Rental income received by the Tennessee State Fair for racing (includes monster trucks during the annual ten-day Fair)	\$188,000	\$16,145	\$11,000	\$210,000
2. Increase booth rental income from the monthly Flea Market.	Flea Market booth rental revenue received by the Tennessee State Fair	\$1,500,000	\$1,189,868	\$1,231,214	\$1,350,000
3. Increase attendance at the annual ten-day Tennessee State Fair.	Attendance for the annual ten-day Tennessee State Fair	\$200,000	\$181,000	\$200,000	\$200,000

62 State Fair Fund-Financial

**State Fair Board
State Fair Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	810,550	833,820	805,738	805,738
Fringe Benefits	194,105	166,276	154,551	154,551
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,004,655	1,000,096	960,289	960,289
OTHER SERVICES:				
Utilities	475,900	442,144	498,950	498,950
Professional Services	157,000	407,827	431,000	431,000
Purchased Services	578,200	492,980	487,550	487,550
Travel	4,775	2,279	3,975	3,975
Communications	13,300	10,111	18,500	18,500
Printing	30,500	21,461	25,300	25,300
Advertising & Promotion	305,000	278,118	280,000	280,000
Subscriptions	850	247	600	600
Tuition, Reg., & Membership Dues	5,000	5,502	6,700	6,700
Repairs & Maintenance Services	144,200	152,017	131,500	131,500
Internal Service Fees	72,000	63,744	48,300	60,703
TOTAL OTHER SERVICES	1,786,725	1,876,430	1,932,375	1,944,778
OTHER EXPENSE:				
Supplies and Materials	383,050	202,909	184,500	184,500
Misc. Other Expenses & Payments	1,650	1,513	1,650	1,650
Fixed Charges	159,100	119,059	142,800	142,800
Licenses, Permits, & Fees	3,600	915	2,350	2,350
Taxes	125,000	0	0	0
Grant Contributions & Awards	185,000	180,229	185,000	185,000
TOTAL OTHER EXPENSE	857,400	504,625	516,300	516,300
PENSION, ANNUITY, DEBT, & OTHER COSTS	450,000	303,433	375,000	375,000
EQUIPMENT, BUILDINGS, & LAND	4,997,405	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	9,096,185	3,684,584	3,783,964	3,796,367
TRANSFERS TO OTHER FUNDS & UNITS:	20,000	20,000	20,000	20,000
TOTAL EXPENSE AND TRANSFERS	9,116,185	3,704,584	3,803,964	3,816,367

62 State Fair Fund-Financial

**State Fair Board
State Fair Fund**

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	3,944,000	3,306,163	3,403,214	3,768,600
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	3,944,000	3,306,163	3,403,214	3,768,600
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	12,000	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	12,000	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	1,997	0	0
Use of Money or Property	175,600	488,949	400,750	175,300
Subtotal Other Program Revenue	175,600	490,946	400,750	175,300
TOTAL PROGRAM REVENUE	4,131,600	3,797,109	3,803,964	3,943,900
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	1,755	0	0
TOTAL NON-PROGRAM REVENUE	0	1,755	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	4,131,600	3,798,864	3,803,964	3,943,900

62 State Fair Fund-Financial

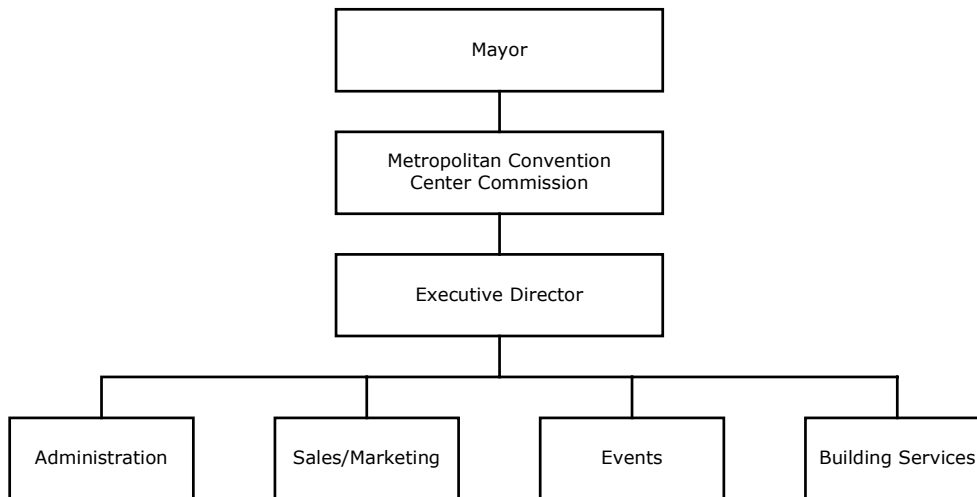
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
62 State Fair - Fund 60156								
Administrative Specialist	07720	SR11	2	2.0	2	2.0	2	2.0
Bldg Maint Supt	00842	TS13	1	1.0	1	1.0	0	0.0
Building Maint Supv	07256	TS11	0	0.0	0	0.0	1	1.0
Facility Coordinator	07040	SR11	1	1.0	1	1.0	1	1.0
Fair Director	01980	NS	1	1.0	1	1.0	1	1.0
Finance Officer 3	10152	SR12	1	1.0	1	1.0	1	1.0
Maint & Repair Supv	07327	TS08	1	1.0	1	1.0	1	1.0
Maint & Repair Worker 1	02799	TG03	4	4.0	4	4.0	4	4.0
Maint & Repair Worker 2	07328	TG04	3	3.0	1	1.0	1	1.0
Maint & Repair Worker 3	07329	TG06	1	1.0	3	3.0	3	3.0
Office Support Rep 1	10120	SR04	1	1.0	1	1.0	1	1.0
Office Support Rep 3	10122	SR06	1	1.0	1	1.0	1	1.0
Office Support Spec 1	10123	SR07	2	2.0	2	2.0	2	2.0
Total Positions & FTE			19	19.0	19	19.0	19	19.0
Seasonal/Part-time/Temporary	09020	NS			450	150	450	150

63 Convention Center Fund-A Glance

Mission	To generate economic impact on the Nashville and Middle Tennessee area through the presentation of well-serviced events in the facility. Economic impact is defined as the direct and indirect financial benefit to the area through delegate and attendee spending in hotels, restaurants, attractions, transportation, etc.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	Convention Center Fund	\$5,206,994	\$5,259,521	\$5,280,474
	Total Expenditures	<u>\$5,206,994</u>	<u>\$5,259,521</u>	<u>\$5,280,474</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$3,932,660	\$4,100,146	\$4,021,031
	Other Governments	0	0	0
	Other Program Revenue	72,000	96,000	96,000
	Total Program Revenue	<u>\$4,004,660</u>	<u>\$4,196,146</u>	<u>\$4,117,031</u>
	Non-program Revenue	0	0	0
	Transfers	1,202,334	1,063,375	1,163,443
	Total Revenues	<u>\$5,206,994</u>	<u>\$5,259,521</u>	<u>\$5,280,474</u>
Positions	Total Budgeted Positions	57	57	57
Contacts	Executive Director: Teresa Horton Financial Manager: Peter Lutz 601 Commerce Street 37203-3724		email: teresa.horton@nashville.org email: peter.lutz@nashville.org Phone: 742-2002 FAX: 742-2014	

Organizational Structure



63 Convention Center Fund-A Glance

Budget Highlights FY 2003

• Information Systems billings	\$20,953
Total	<u>\$20,953</u>

Overview

CONVENTION CENTER

The mission of the Nashville Convention Center is to generate economic impact in Nashville and Middle Tennessee through the presentation of well-serviced events. Since the Center's opening in January of 1987, the Nashville Convention Center has brought in excess of 900 million dollars to the Nashville economy. The Convention Center's primary clients are trade shows, conventions, corporate meetings, consumer shows, and food and beverage functions. The Center generates revenue by renting the facility and charging for ancillary services to our clients. Ancillary services include food and beverage, audiovisual, telecommunications, utility services, staging equipment, security, emergency medical technicians, and refuse disposal. The revenue generated by the facility covers a large majority of the expenses incurred from the operations of the facility. The portion of the facility's annual expenses that are not covered by the Convention Center's revenue are subsidized by the local area Hotel/Motel tax. The Convention Center makes a special effort to minimize the subsidy needed from the Hotel/Motel tax each year by maximizing the revenues received from the events held in the facility, as well as controlling operating expenses each year.

ADMINISTRATION

Under the direction of the Metropolitan Convention Center Commission, the Administration Department is responsible for the overall management, fiscal control, and development of a philosophy of management for the Nashville Convention Center and serves as the liaison with the Metropolitan Convention Center Commission.

SALES/MARKETING

Under the direction of the Director of Sales/Marketing, the Sales/Marketing Department is responsible for solicitation and the scheduling of events within the Nashville Convention Center. Specific goals include achievement of economic impact for Nashville and the Middle Tennessee area, maintenance of high occupancy levels in the exhibit hall and meeting rooms, rental sales for the current and future years, and cash rent for the operating fiscal year. Emphasis is placed on booking events that meet a higher priority defined as events utilizing exhibit halls and major blocks of hotel rooms.

EVENTS

Under the direction of the Director of Events, the Event Services Department is responsible for the logistical coordination and service of all events held within the Nashville Convention Center. Also, included under Event Services is administration of the following contracts: Audio-Visual, Communications/Technology, Event Security, Emergency Medical Services, Linen Services, Refuse Disposal, Temporary Labor, and Uniform Cleaning. The Event Services Department acts as a liaison between show management, exhibitors, service contractors, and all Nashville Convention Center Departments.

BUILDING SERVICES

Under the direction of the Director of Operations, the Building Services Department is responsible for the administration, scheduling, and fiscal control of the Engineering Department. Also, included under the Building Services Department is the administration of the Nashville Convention Center's housekeeping and landscaping contracts.

63 Convention Center Fund-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
SALES/MARKETING					
1. Generate economic impact on the Nashville and Middle Tennessee areas and increase revenue for the Center through increased sales activities by targeting certain types of conventions and trade shows.	a. Total attendance for all events	417,650	392,817	377,391	371,904
	b. Total revenue realized	\$4,004,660	\$4,056,856	\$4,196,146	\$4,117,031
	c. Total economic impact	\$90,000,000	\$80,400,000	\$87,000,000	\$88,600,000
EVENTS					
1. Provide service for each and every event in such a way as to encourage clients and participants to return to the Nashville Convention Center.	a. Total events	355	378	352	345
	b. Total event days	506	729	620	665
	c. Support revenue (telephone, equipment, labor, food and beverage, advertising, utilities)	\$2,136,024	\$2,037,295	\$2,084,944	\$2,115,157
BUILDING SERVICES					
1. Perform guidance in the operations of the Nashville Convention Center to insure adequate performance in all daily functions.	a. Subsidy required from hotel/motel tax	\$1,202,334	\$1,111,044	\$1,063,375	\$1,128,002
	b. Percentage of occupancy rate for Nashville Convention Center	79	79	80	80

63 Convention Center Fund-Financial

Convention Center Convention Center Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,789,490	1,621,293	1,855,392	1,855,392
Fringe Benefits	458,564	397,149	396,555	396,555
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,248,054	2,018,442	2,251,947	2,251,947
OTHER SERVICES:				
Utilities	909,935	968,921	933,370	933,370
Professional Services	50,500	117,912	132,252	132,252
Purchased Services	867,047	926,716	867,166	867,166
Travel	61,574	29,791	46,408	46,408
Communications	64,450	10,910	62,978	62,978
Printing	39,750	44,015	36,320	36,320
Advertising & Promotion	236,170	242,644	195,050	195,050
Subscriptions	1,915	1,794	2,100	2,100
Tuition, Reg., & Membership Dues	45,423	47,816	45,733	45,733
Repairs & Maintenance Services	199,593	350,025	200,653	200,653
Internal Service Fees	33,436	126,380	31,736	52,689
TOTAL OTHER SERVICES	2,509,793	2,866,924	2,553,766	2,574,719
OTHER EXPENSE:				
Supplies and Materials	182,065	196,679	212,805	212,805
Misc. Other Expenses & Payments	0	56,471	0	0
Fixed Charges	66,257	69,626	70,678	70,678
Licenses, Permits, & Fees	1,275	1,217	1,375	1,375
Taxes	0	0	0	0
Grant Contributions & Awards	8,950	13,011	8,950	8,950
TOTAL OTHER EXPENSE	258,547	337,004	293,808	293,808
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	1,190,480	0	0
EQUIPMENT, BUILDINGS, & LAND	190,600	0	160,000	160,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,206,994	6,412,850	5,259,521	5,280,474
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	5,206,994	6,412,850	5,259,521	5,280,474

63 Convention Center Fund-Financial

Convention Center Convention Center Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	3,932,660	3,773,742	4,100,146	4,021,031
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	3,932,660	3,773,742	4,100,146	4,021,031
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	4,174	0	0
Use of Money or Property	72,000	106,990	96,000	96,000
Subtotal Other Program Revenue	72,000	111,164	96,000	96,000
TOTAL PROGRAM REVENUE	4,004,660	3,884,906	4,196,146	4,117,031
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	(315)	0	0
TOTAL NON-PROGRAM REVENUE	0	(315)	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	1,202,334	1,202,334	1,063,375	1,163,443
TOTAL REVENUE AND TRANSFERS	5,206,994	5,086,925	5,259,521	5,280,474

63 Convention Center Fund-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
63 Convention Center - Fund 60162								
Accountant 4	7239	GS11	1	1.0	0	0.0	0	0.0
Admin Services Officer 3	7244	GS09	1	1.0	0	0.0	0	0.0
Admin Services Officer 4	7245	GS11	1	1.0	0	0.0	0	0.0
Bldg Maint Supv	7256	TS11	0	0.0	1	1.0	1	1.0
CC Accounts Payable Clerk	7269	GS05	1	1.0	0	0.0	0	0.0
CC Acct Receivable Clerk	7770	GS05	1	1.0	0	0.0	0	0.0
CC Bldg Maint Supt	6723	GS11	1	1.0	0	0.0	0	0.0
CC Business Manager	6752	GS12	1	1.0	0	0.0	0	0.0
CC Event Coordinator	7270	GS10	3	3.0	0	0.0	0	0.0
CC Event Coordinator Senior	7271	GS11	1	1.0	0	0.0	0	0.0
CC Event Services Mgr	7007	GS12	1	1.0	0	0.0	0	0.0
CC Facility Worker	7000	WG02	1	1.0	0	0.0	0	0.0
CC Lead Maint Mech	6730	WL08	3	3.0	0	0.0	0	0.0
CC Lead Maint Mechanic Senior	7272	WL09	1	1.0	0	0.0	0	0.0
CC Marketing Coord	6758	GS07	1	1.0	0	0.0	0	0.0
CC Operations Manager	6705	GS12	1	1.0	0	0.0	0	0.0
CC Receptionist	6755	GS03	2	2.0	0	0.0	0	0.0
CC Sales Director	6706	GS12	1	1.0	0	0.0	0	0.0
CC Sales Manager	6763	GS10	3	3.0	0	0.0	0	0.0
CC Sales Manager Senior	7273	GS11	1	1.0	0	0.0	0	0.0
CC Secretary 1	7275	GS05	2	2.0	0	0.0	0	0.0
CC Secretary 2	6759	GS06	1	1.0	0	0.0	0	0.0
CC Security Coordinator	6716	GS09	1	1.0	0	0.0	0	0.0
CC Security Guard	6984	GS03	6	3.6	0	0.0	0	0.0
CC Security Officer	7005	GS04	4	4.0	0	0.0	0	0.0
CC Security Officer Senior	7276	GS05	1	1.0	0	0.0	0	0.0
CC Set Up Leader	6733	WL06	5	5.0	0	0.0	0	0.0
CC Set Up Leader Senior	7277	WL07	1	1.0	0	0.0	0	0.0
CC Tech Service Coord	6719	GS09	2	2.0	0	0.0	0	0.0
CC Telephone Operator	6986	GS01	6	3.0	0	0.0	0	0.0
Cvn Ctr Accountant	6762	SR12	0	0.0	1	1.0	1	1.0
Cvn Ctr Accounts Payable Clerk	7269	SR06	0	0.0	1	1.0	1	1.0
Cvn Ctr Accts Recv Clerk	7770	SR06	0	0.0	1	1.0	1	1.0
Cvn Ctr Ambassador 1	6986	SR03	0	0.0	6	5.5	6	5.5
Cvn Ctr Ambassador 2	6755	SR04	0	0.0	2	2.0	2	2.0
Cvn Ctr Assoc Dir Sales/Mkt	7273	SR13	0	0.0	1	1.0	1	1.0
Cvn Ctr Dir	6694	DP02	0	0.0	1	1.0	1	1.0
Cvn Ctr Dir	6694	GS14	1	1.0	0	0.0	0	0.0
Cvn Ctr Dir of Administration	6752	SR14	0	0.0	1	1.0	1	1.0
Cvn Ctr Dir of Events	7007	SR14	0	0.0	1	1.0	1	1.0
Cvn Ctr Dir of Sales/Marketing	6706	SR14	0	0.0	1	1.0	1	1.0
Cvn Ctr Director of Operations	6705	SR13	0	0.0	1	1.0	1	1.0
Cvn Ctr Event Mgr	7270	SR10	0	0.0	3	3.0	3	3.0
Cvn Ctr Event Mgr Sr	7271	SR11	0	0.0	1	1.0	1	1.0
Cvn Ctr Exec Asst	10157	SR10	0	0.0	1	1.0	1	1.0
Cvn Ctr HR Coordinator	10170	SR12	0	0.0	1	1.0	1	1.0
Cvn Ctr Lead Maint Mechanic	6730	TL09	0	0.0	3	3.0	3	3.0
Cvn Ctr Lead Maint Mechanic Sr	7272	TL10	0	0.0	1	1.0	1	1.0
Cvn Ctr Lead Safety Officer	7276	SR06	0	0.0	1	1.0	1	1.0
Cvn Ctr Lead Svc Rep	10158	SR09	0	0.0	1	1.0	1	1.0
Cvn Ctr Mkting Coord	6758	SR08	0	0.0	1	1.0	1	1.0
Cvn Ctr Office Support Spec	6759	SR07	0	0.0	2	2.0	2	2.0
Cvn Ctr Office Support Spec	6759	SR07	0	0.0	1	1.0	1	1.0
Cvn Ctr Safety Administrator	6716	SR10	0	0.0	1	1.0	1	1.0

63 Convention Center Fund-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
63 Convention Center - Fund 60162								
Cvn Ctr Safety Officer 1	6984	SR04	0	0.0	7	3.5	7	3.5
Cvn Ctr Safety Officer 2	7005	SR05	0	0.0	4	4.0	4	4.0
Cvn Ctr Sales Mgr	6763	SR11	0	0.0	3	3.0	3	3.0
Cvn Ctr Set Up Leader	6733	TL07	0	0.0	5	5.0	5	5.0
Cvn Ctr Set Up Leader Sr	7277	TL08	0	0.0	1	1.0	1	1.0
Cvn Ctr Svc Rep	6722	SR08	0	0.0	1	1.0	1	1.0
Cvn Ctr Systems Admin	6988	SR12	0	0.0	1	1.0	1	1.0
Info Systems Specialist	7783	GS11	1	1.0	0	0.0	0	0.0
Total Positions & FTE			57	51.6	57	53.0	57	53.0

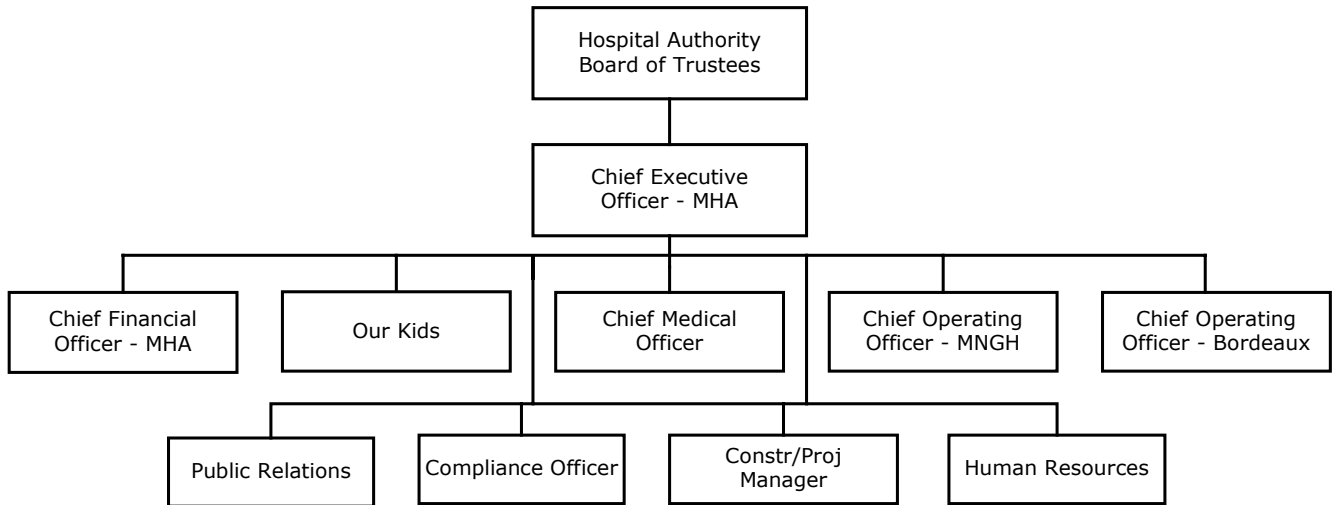
66/67 Hospital Authority-At a Glance

Vision	Each staff, faculty member, patient and student would be proud and comfortable to have their loved one cared for at our hospital.			
Mission	<p>Metropolitan Nashville General Hospital is a publicly supported, academically affiliated community-based hospital. We are committed to providing excellent healthcare regardless of age, race, creed, gender, sexual preference or ability to pay. With the alliance of Meharry Medical College and Vanderbilt University, the Medical Staff and our employees will provide an educational and research environment based on the provision of comprehensive, compassionate, acute care services to those in need. Our employees, physicians, and vendors will be given the same respect, concern and caring attitude that they are expected to share with our customers.</p> <p>In order to meet our vision, mission and values, we will work together to be financially viable while continuously improving our skills and resources through excellence in education and research. Our goal is the achievement of 100% access to healthcare and zero disparity.</p> <p>Nashville Metropolitan Bordeaux Hospital, as the long-term care division of the Hospital Authority in alliance with Metropolitan Nashville General Hospital, is a publicly supported facility committed to individualized resident care. As a regional leader in the provision of long-term acute and chronic care, we are committed to involving our internal and external communities in providing comprehensive services and activities to our residents without regard to gender, ethnic or racial background, sexual preference or socioeconomic status. Working together with our Meharry Medical College partner, the community and Metropolitan Nashville General Hospital allows for an educational environment for residents and staff to promote creativity, innovation, and clinical excellence. We also strive to improve the skills and ability of our management staff to achieve the highest optimum functioning for our residents.</p> <p>In order to make a positive difference for our residents, employees, physicians and community, exceeding expectations of all will be a way of life at Nashville Metropolitan Bordeaux Hospital.</p>			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	Labor	\$59,998,551	\$59,904,371	\$60,711,623
	Other	35,645,031	35,177,641	37,152,149
	Total Expenditures	<u>\$95,643,582</u>	<u>\$95,082,012</u>	<u>\$97,863,772</u>
	Revenues and Transfers:			
	Patient Revenues	\$56,480,005	\$61,014,619	\$65,281,919
	Essential Access (State)	3,089,917	2,121,090	0
	Metro Gov't Supplement	35,246,407	32,746,407	33,451,560
	Total Revenues	<u>\$94,816,329</u>	<u>\$95,882,116</u>	<u>\$98,733,479</u>
Positions	Total Budgeted Positions - General	663	877	877
	Total Budgeted Positions - Bordeaux	582	660	660
Contacts	<p>Board Chairman: Dick Ragsdale email: DadRags@aol.com Chief Executive Officer: Roxane Spitzer, Ph.D email: Roxane.Spitzer@gh.nashville.org Chief Financial Officer: Phil Jones email: Phil.Jones@gh.nashville.org</p> <p>1818 Albion Street 37208 Phone: 341-4000 FAX: 341-4493</p>			

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

66/67 Hospital Authority-At a Glance

Organizational Structure



66/67 Hospital Authority-At a Glance

Budget Highlights FY 2003

FY 2003 subsidy is unchanged from FY 2002

Overview

CHIEF FINANCIAL OFFICER - MHA

The Chief Financial Officer at MHA is responsible for accounting, patient accounting, materials management and information systems.

OUR KIDS

This program provides medical and psychological services for children who are suspected victims of sexual abuse. It is jointly supported by General Hospital, Vanderbilt Medical Center and the Junior League of Nashville.

CHIEF MEDICAL OFFICER

The Chief Medical Officer is responsible for managing house and medical staff.

CHIEF OPERATING OFFICER – MNGH

The Chief Operating Officer at Metro General Hospital is responsible for nursing, ambulatory care, medical imaging, pharmacy, laboratory, facilities management, health

information management, dietary/nutrition and occupational medicine.

CHIEF OPERATING OFFICER – BORDEAUX

The Chief Operating Officer at Bordeaux is responsible for nursing, general services, health information management, facilities, quality management advocacy, human resources and finance.

PUBLIC RELATIONS

The Public Relations Division is responsible for public relations and chaplain services.

COMPLIANCE OFFICER

The Compliance Officer is responsible for risk management, quality/case management and infection control.

CONSTRUCTION/PROJECT MANAGER

The construction oversees all aspects of the physical plant.

HUMAN RESOURCES

The Human Resources Division is responsible for recruitment/retention and education.

66/67 Hospital Authority-Performance

Objectives	Performance Measures	FY 2000 Actual	FY 2001 Actual	FY 2002 Proj Actual	FY 2003 Budget/Goal
Metropolitan Nashville General Hospital					
1. Create a break-even margin before capital expenditures in FY 03 and 2% of net patient revenue thereafter through achievement of growth and expense control strategies.	a. Admissions	4,889	5,679	5,847	6,049
	b. Equivalent average daily census	110.5	129.6	131.6	141.6
	c. Net revenue equivalent patient days	\$750	\$751	\$812	\$856
	d. Expenses equivalent patient days	\$1,440	\$1,347	\$1,376	\$1,356
	e. FTE's equivalent patient days	6.40	5.60	5.67	5.43
	f. Medicare admissions	891	768	906	982
	g. Commercial admissions	226	576	747	790
	h. Surgery cases	2,384	2,936	3,026	3,157
	i. Deliveries	1,012	1,278	1,364	1,446
	j. Emergency room visits	27,494	29,272	30,953	32,174
	k. Clinic visits	31,513	29,567	40,700	58,610
2. Create and promote a customer-centered philosophy and processes.	Patient satisfaction				
	a. Services met or exceeded expectations	na	93%	89%	95%
	b. Will return to MNGH for future healthcare needs	na	89%	88%	95%
3. Develop a learning/growth environment to achieve vision, mission and strategic goals.	a. JCAHO Survey rating (3 Yr)	93%	na	na	93%
	b. Employee turnover rate	18.4%	15.3%	15.3%	13.0%
Bordeaux Hospital					
1. Improve financial performance through strategically modifying the mix of service, optimizing revenue and controlling expenses.	a. Licensed beds (capacity)	696	588	549	480
	b. Average daily census	461.4	449.0	424.4	400.8
	c. Net revenue per patient day	\$137	\$122	\$131	\$134
	d. Expenses per patient day	\$204	\$195	\$186	\$190
	e. Total man-hours per patient day	7.64	7.67	7.22	7.22
	f. Nursing man-hours per patient day – Direct Care	3.78	3.80	3.52	3.55
2. Develop a learning organization to achieve the mission, vision, goals and objectives.	Employee turnover rate	na	30.6%	43.7%	35.0%
3. Working collaboratively with resident council, families, ombudsmen, volunteers, state surveyors, medical staff, governmental and political leaders to enhance quality of life for residents and improve resident and family satisfaction.	Patient satisfaction	Resident satisfaction survey using Lickert scale implemented during 4 th quarter of FY 2002. Baseline data will be compiled at end of FY 2002.			

66/67 Hospital Authority-Financial

	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Project Actual</u>	<u>FY 2003 Budget</u>
Revenues:				
Patient Revenues	\$54,635,981	\$56,480,005	\$61,014,619	\$65,281,919
Essential Access Payments (State)	\$5,700,000	\$3,089,917	\$2,121,090	\$0
Metro Government Supplement	\$36,550,997	\$35,246,407	\$32,746,407	\$33,451,560
Total Revenues	<u>\$96,886,978</u>	<u>\$94,816,329</u>	<u>\$95,882,116</u>	<u>\$98,733,479</u>
Expenditures:				
Labor	\$59,378,962	\$59,998,551	\$59,904,371	\$60,711,623
Other	\$33,265,706	\$35,645,031	\$35,177,641	\$37,152,149
Total Expenses	<u>\$92,644,668</u>	<u>\$95,643,582</u>	<u>\$95,082,012</u>	<u>\$97,863,772</u>
Surplus (Deficit) Before Capital Items	<u>\$4,242,310</u>	<u>(\$827,253)</u>	<u>\$800,104</u>	<u>\$869,707</u>
Capital Expenditures	<u>\$2,245,780</u>	<u>\$2,195,404</u>	<u>\$1,227,177</u>	<u>\$1,202,745</u>
Surplus (Deficit) After Capital Items	<u>\$1,996,530</u>	<u>(\$3,022,657)</u>	<u>(\$427,073)</u>	<u>(\$333,038)</u>
Selected Ratios				
Patient Revenue % of Total Expenditures	57.6%	57.7%	63.4%	65.9%
Metro Supplement % of Total Expenditures	38.5%	36.0%	34.0%	33.8%
Capital Expenditures % of Total Expenditures (4% Metro Wide)	2.4%	2.2%	1.3%	1.2%

66/67 Hospital Authority-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
67 General Hospital - Fund 62269								
Student Trainee	5085	N/A	3	1.0	27	19.10	27	19.10
Admin Svcs Dir	7436	HS23	1	1.0	0	0.00	0	0.00
Admin Supv-Nursing	7437	HS21	9	9.0	0	0.00	0	0.00
Lab Section Supervisor	7445	HS18	5	5.0	0	0.00	0	0.00
Cardiographic Supv	7449	HS18	1	1.0	0	0.00	0	0.00
Carpenter Senior	7450	WL09	1	1.0	0	0.00	0	0.00
Central Services Director	7451	HS18	1	1.0	0	0.00	0	0.00
Central Services Supervisor	7453	HS10	1	1.0	0	0.00	0	0.00
Central Services Tech	7454	HS03	14	14.0	0	0.00	0	0.00
Clinical Instructor	7460	HS18	2	2.0	0	0.00	0	0.00
Clinical Lab Asst Dir	7461	HS20	2	2.0	1	1.00	1	1.00
Clinical Lab Dir	7462	HS22	1	1.0	0	0.00	0	0.00
Comptroller	7467	HS23	1	1.0	0	0.00	0	0.00
Data Control Supervisor	7473	HS09	1	1.0	0	0.00	0	0.00
Dietary Line Supervisor	7475	HS07	5	5.0	0	0.00	0	0.00
Dietary Technician	7478	HS03	0	0.0	1	1.00	1	1.00
Environmental Svc Supv	7487	HS07	4	4.0	0	0.00	0	0.00
Envir Svcs Tech	7489	HS03	0	0.0	1	0.40	1	0.40
Facility Mgmt Dir	7493	HS23	1	1.0	0	0.00	0	0.00
Health Info Clerk	7496	HS02	2	2.0	0	0.00	0	0.00
Health Inf Svc Asst.Dir	7497	HS15	1	1.0	0	0.00	0	0.00
Health Inf Services Dir	7498	HS21	1	1.0	0	0.00	0	0.00
Histology Tech	7500	HS10	0	0.0	1	1.00	1	1.00
Hospital Courier	7505	HS03	1	1.0	0	0.00	0	0.00
Hosp Exec Secretary	7507	HS09	3	3.0	0	0.00	0	0.00
Hosp Human Resources Assoc	7509	HS07	2	2.0	0	0.00	0	0.00
Hospital Secretary	7510	HS07	7	7.0	1	0.40	1	0.40
Human Resources Asst Dir	7512	HS18	1	1.0	0	0.00	0	0.00
Human Resources Director	7513	HS27	1	1.0	0	0.00	0	0.00
ICU Clinical Instructor	7514	HS18	1	1.0	0	0.00	0	0.00
Infectious Disease Coord	7521	HS09	1	1.0	0	0.00	0	0.00
Laundry And Linen Supv	7525	HS06	1	1.0	0	0.00	0	0.00
Maternal Infant Care Director	7531	HS28	1	1.0	0	0.00	0	0.00
Med Imaging Asst.Dir	7534	HS20	2	2.0	0	0.00	0	0.00
Medical Imaging Director	7536	HS22	1	1.0	0	0.00	0	0.00
Medical Laboratory Tech	7537	HS09	0	0.0	1	1.00	1	1.00
Medical Librarian	7538	HS15	0	0.0	1	0.40	1	0.40
Med Rec Inf Specialist	7539	HS06	5	5.0	0	0.00	0	0.00
Med Records Inf Tech	7540	HS03	10	10.0	0	0.00	0	0.00
Medical Secretary	7541	HS09	21	21.0	0	0.00	0	0.00
Med Soc Services Dir	7542	HS19	1	1.0	0	0.00	0	0.00
Medical Social Worker	7543	HS15	0	0.0	2	1.40	2	1.40
Med Staff Svc Coord	7545	HS13	1	1.0	0	0.00	0	0.00
Medical Technologist	7546	HS16	0	0.0	5	5.00	5	5.00
Med Transcriptionist	7547	HS09	3	3.0	1	1.00	1	1.00
MIC Clerk - Specialist	7549	N/A	1	1.0	0	0.00	0	0.00
Midwife - CNM	7551	HS27	0	0.0	5	2.60	5	2.60
Nurse Practitioner	7553	HS24	0	0.0	9	8.40	9	8.40
Nursing Asst.- Cert	7554	HS04	7	7.0	0	0.00	0	0.00
Nursing Svc Asst.Dir	7556	HS22	2	2.0	0	0.00	0	0.00
Nursing Service Director	7557	HS22	0	0.0	3	1.34	3	1.34
Nutrition Svc Director	7560	HS18	1	1.0	0	0.00	0	0.00
Op Rm Support Coord	7562	HS09	1	1.0	0	0.00	0	0.00
Patient Accounts Rep	7569	HS07	0	0.0	1	0.50	1	0.50

66/67 Hospital Authority-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>		
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	
67 General Hospital - Fund 62269									
Patient Affairs Asst. Dir	7574	HS15	1	1.0	0	0.00	0	0.00	
Payroll Coordinator	7578	HS10	1	1.0	0	0.00	0	0.00	
PC Coordinator	7580	HS13	1	1.0	0	0.00	0	0.00	
Pharmacist	7582	HS23	0	0.0	3	2.40	3	2.40	
Pharmacy Director	7583	HS28	1	1.0	1	1.00	1	1.00	
Pharmacy Tech	7584	HS07	0	0.0	2	2.00	2	2.00	
Phlebotomist Tech	7585	HS05	0	0.0	13	7.80	13	7.80	
Physical Therapy Director	7588	HS24	1	1.0	0	0.00	0	0.00	
Prof Services Dir	7598	HS26	1	1.0	0	0.00	0	0.00	
Public Relations Dir	7599	HS19	1	1.0	0	0.00	0	0.00	
Rad Specials Technologist	7603	HS16	4	4.0	2	1.40	2	1.40	
Radiologic Technologist	7605	HS15	13	13.0	1	0.40	1	0.40	
Registered Nurse	7606	HS17	0	0.0	3	3.00	3	3.00	
Resp Care Svc Asst.Dir	7608	HS18	1	1.0	0	0.00	0	0.00	
Resp Care Svc Dir	7609	HS21	1	1.0	0	0.00	0	0.00	
Unit Secretary	7619	HS06	50	50.0	1	0.40	1	0.40	
Adm-Env Svc Dir	7624	HS25	1	1.0	0	0.00	0	0.00	
Oncology Nurse	7632	HS19	1	1.0	0	0.00	0	0.00	
Administrative/Environmental Svc.	7917	HS18	1	1.0	0	0.00	0	0.00	
Environmental Services Assistant	7918	HS15	1	1.0	0	0.00	0	0.00	
Community Development									
Coordinator	7920	HS15	1	1.0	0	0.00	0	0.00	
Safety Coordinator - General Hospi	7921	HS18	1	1.0	0	0.00	0	0.00	
Statistician - Hospitals	7922	HS15	1	1.0	0	0.00	0	0.00	
Director Of Patient Svcs - Gen.									
Hosp.	7925	N/A	1	1.0	0	0.00	0	0.00	
Director Of Hospital Dev. & Planning	7926	N/A	1	1.0	0	0.00	0	0.00	
Security Director - General Hospital	7936	N/A	1	1.0	0	0.00	0	0.00	
Medical Director	8003	N/A	0	0.0	1	1.00	1	1.00	
Dir, Administrative Services	8004	N/A	0	0.0	2	2.00	2	2.00	
Director Of Materials									
Mgmt/Purchasing	8005	N/A	1	1.0	1	1.00	1	1.00	
Dir, Community Dev and PR	8006	N/A	0	0.0	1	1.00	1	1.00	
Coord, Community Development	8007	N/A	0	0.0	1	1.00	1	1.00	
Executive Assistant	8008	HS15	5	5.0	3	3.00	3	3.00	
Metro I.O.D. Liaison	8009	HS18	1	1.0	2	2.00	2	2.00	
Compliance Officer	8010	N/A	0	0.0	1	1.00	1	1.00	
Coord, House Staff	8011	N/A	0	0.0	1	1.00	1	1.00	
Hospital Authority Construction	8012	N/A	0	0.0	1	1.00	1	1.00	
Exec Asst to CEO	8013	HS17	0	0.0	1	1.00	1	1.00	
Dir of Comm Outreach	8015	HS22	0	0.0	2	2.00	2	2.00	
Comm Dev Assistant	8016	HS13	0	0.0	2	1.40	2	1.40	
Dir, Finance	8020	N/A	0	0.0	1	1.00	1	1.00	
Accountant	8021	HS15	2	2.0	2	2.00	2	2.00	
Coord, Payroll	8022	N/A	0	0.0	1	1.00	1	1.00	
Acct Rec/Payable Clerk	8023	HS07	3	3.0	6	6.00	6	6.00	
Dir, Human Resources	8030	N/A	0	0.0	1	1.00	1	1.00	
Asst Dir, Human Resources	8031	N/A	0	0.0	1	1.00	1	1.00	
Human Resources Associate	8032	N/A	0	0.0	2	2.00	2	2.00	
Human Resources Specialist	8033	N/A	0	0.0	1	1.00	1	1.00	
Health Services Recruiter	8034	N/A	0	0.0	1	1.00	1	1.00	
Dir Human Resources	8035	HS25	0	0.0	1	1.00	1	1.00	
Dir, Patient Services/CNO	8100	N/A	0	0.0	1	1.00	1	1.00	
Dir, Maternal Infant Care	8101	N/A	0	0.0	1	1.00	1	1.00	
Dir, Nursing	8102	N/A	0	0.0	2	2.00	2	2.00	
Dir, Access	8103	N/A	0	0.0	1	1.00	1	1.00	
Manager, Education	8104	HS23	0	0.0	1	1.00	1	1.00	
Dir, Ambulatory Svc Ctr	8105	HS28	0	0.0	1	1.00	1	1.00	

66/67 Hospital Authority-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
67 General Hospital - Fund 62269								
Supv, Nursing Administration	8110	N/A	0	0.0	5	5.00	5	5.00
Clinical Coordinator	8111	HS18	10	10.0	11	11.00	11	11.00
Dir, Admissions	8112	N/A	0	0.0	1	1.00	1	1.00
Assoc Dir of Nursing	8114	HS23	0	0.0	1	1.00	1	1.00
Registered Nurse	8120	HS17	158	158.0	74	73.00	74	73.00
Registered Nurse-CC	8121	N/A	0	0.0	95	90.00	95	90.00
Nurse Practitioner	8125	HS22	10	10.0	13	12.00	13	12.00
Clinical Nurse Specialist	8126	N/A	0	0.0	8	7.20	8	7.20
Infection Control Practitioner	8127	HS19	1	1.0	1	1.00	1	1.00
Midwife - CNM	8128	HS27	5	5.0	8	8.00	8	8.00
Case Manager - Hospitals	8129	N/A	3	3.0	5	5.00	5	5.00
Pre-Admission Testing Nurse	8130	N/A	0	0.0	4	4.00	4	4.00
Water And Sewer RN	8131	HS20	1	1.0	0	0.00	0	0.00
Licensed Practical Nurse	8140	HS10	82	82.0	54	54.00	54	54.00
LPN - CC	8141	N/A	0	0.0	23	23.00	23	23.00
Dir, Nutrition Services	8146	N/A	0	0.0	1	1.00	1	1.00
Nutritionist	8147	HS16	3	3.0	3	3.00	3	3.00
Dir, Physical Therapy	8150	N/A	0	0.0	2	2.00	2	2.00
Physical Therapist	8151	HS22	2	2.0	2	2.00	2	2.00
Physical Therapy Tech	8152	HS04	1	1.0	1	1.00	1	1.00
Dir, Respiratory Care Services	8160	N/A	0	0.0	1	1.00	1	1.00
Asst Dir, Resp Care Services	8161	N/A	0	0.0	2	2.00	2	2.00
Resp Therapist-Certified	8162	HS14	12	12.0	12	12.00	12	12.00
Dir, Medical Social Services	8165	N/A	0	0.0	1	1.00	1	1.00
Medical Social Worker	8166	HS15	7	7.0	7	6.50	7	6.50
Physician Assistant	8170	N/A	0	0.0	4	3.40	4	3.40
Medical Librarian	8200	HS15	1	1.0	1	1.00	1	1.00
Coord, Infectious Disease	8201	N/A	0	0.0	1	1.00	1	1.00
Coord, Interpreter Services	8203	N/A	0	0.0	1	1.00	1	1.00
Nursing Assistant I	8210	N/A	0	0.0	7	7.00	7	7.00
Nursing Assistant II	8211	N/A	0	0.0	15	15.00	15	15.00
Labor/Delivery Technician	8212	HS04	4	4.0	7	7.00	7	7.00
Monitoring Technician	8213	HS04	6	6.0	6	6.00	6	6.00
Child Health Educator	8214	HS05	2	2.0	3	3.00	3	3.00
Anesthesia Support Clerk	8215	HS06	1	1.0	1	1.00	1	1.00
MIC Medical Assistant	8216	HS04	1	1.0	1	1.00	1	1.00
Coord, Operating Room Support	8230	N/A	0	0.0	1	1.00	1	1.00
Surgical Technician	8231	HS08	1	1.0	5	6.00	5	6.00
Orthopedic Technician	8232	HS08	1	1.0	5	4.00	5	4.00
Orthopedic Tech 2	8233	HS14	0	0.0	2	2.00	2	2.00
Operating Room Support Assistant	8234	N/A	0	0.0	2	2.00	2	2.00
ScrubNurse/Tech 2	8235	HS14	0	0.0	3	3.00	3	3.00
Schedule Coordinator (OR)	8236	HS20	0	0.0	2	2.00	2	2.00
Dir, Medical Imaging	8300	N/A	0	0.0	1	1.00	1	1.00
Asst Dir, Medical Imaging	8301	N/A	0	0.0	3	3.00	3	3.00
Radiologic Technical Advisor	8302	HS18	2	2.0	5	5.00	5	5.00
Radiologic Multimodality Tech	8303	N/A	0	0.0	1	1.00	1	1.00
Radiologic Specials Tech	8304	N/A	0	0.0	4	4.00	4	4.00
Radiologic Tech	8305	N/A	0	0.0	13	13.00	13	13.00
MRI Technician	8306	HS17	2	2.0	1	1.00	1	1.00
Nuclear Med Technologist	8307	HS17	2	2.0	2	2.00	2	2.00
Ultrasonographer	8308	HS17	2	2.0	3	3.00	3	3.00
Medical Imaging Clerk	8309	HS03	3	3.0	3	3.00	3	3.00
Darkroom Technician	8310	HS03	1	1.0	1	1.00	1	1.00
Supv, Cardiographics	8320	N/A	0	0.0	1	1.00	1	1.00
Echocardiogram Tech	8321	HS17	1	1.0	1	1.00	1	1.00
EEG Technician	8322	HS08	1	1.0	1	1.00	1	1.00
Electrocardiogram Tech	8323	HS08	3	3.0	3	3.00	3	3.00

66/67 Hospital Authority-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
67 General Hospital - Fund 62269								
Dir, Clinical Laboratory	8325	N/A	0	0.0	1	1.00	1	1.00
Asst Dir, Clinical Laboratory	8326	N/A	0	0.0	2	2.00	2	2.00
Supv, Laboratory Section	8327	N/A	0	0.0	6	6.00	6	6.00
Medical Technologist	8328	HS16	8	8.0	11	11.00	11	11.00
Medical Laboratory Tech	8329	HS09	9	9.0	7	7.00	7	7.00
Histology Technician	8330	HS10	1	1.0	2	2.00	2	2.00
Phlebotomist Technician	8331	HS05	9	9.0	15	14.40	15	14.40
Dir Phar Svc, Acute & LT Care	8340	HS30	0	0.0	2	2.00	2	2.00
Pharmacist	8341	HS24	5	5.0	6	6.00	6	6.00
Pharmacy Technician 1	8342	HS07	5	5.0	9	9.00	9	9.00
Pharmaceutical Control Asst	8344	HS09	1	1.0	1	1.00	1	1.00
Director Of Patient Accounts	8400	HS22	1	1.0	0	0.00	0	0.00
Mgr, Patient Accounts	8401	N/A	0	0.0	1	1.00	1	1.00
Patient Accounts Specialist	8402	N/A	0	0.0	3	3.00	3	3.00
Patient Accounts Rep	8403	HS07	14	14.0	11	11.00	11	11.00
Central Scheduler	8404	N/A	0	0.0	7	7.00	7	7.00
Admitting Clerk	8405	HS07	18	18.0	21	19.50	21	19.50
Dir Pat Acct/Dir Managed Care	8406	HS26	0	0.0	1	1.00	1	1.00
Patient Financial Counselor	8407	HS08	0	0.0	2	2.00	2	2.00
Sr Patient Financial Counselor	8408	HS10	0	0.0	2	2.00	2	2.00
Dir, Information Services	8410	N/A	0	0.0	1	1.00	1	1.00
Decision Support Specialist	8411	N/A	0	0.0	1	1.00	1	1.00
Mgr, Network	8412	N/A	0	0.0	1	1.00	1	1.00
Mgr, IS Applications	8413	N/A	0	0.0	1	1.00	1	1.00
Unix System Admin	8414	N/A	0	0.0	1	1.00	1	1.00
IS Applications Support Tech	8415	N/A	0	0.0	5	5.00	5	5.00
Coord, Data Operations	8416	N/A	0	0.0	1	1.00	1	1.00
IS Support Tech	8417	N/A	0	0.0	1	1.00	1	1.00
Computer Operator	8418	HS07	6	6.0	2	2.00	2	2.00
Manager of Telecommunications	8419	N/A	0	0.0	1	1.00	1	1.00
Mgr, Computer Operations	8420	HS22	0	0.0	1	1.00	1	1.00
Telecommunications Tech	8421	HS12	0	0.0	1	0.40	1	0.40
Dir, Hlth Information Services	8425	N/A	0	0.0	1	1.00	1	1.00
Coding/Abstracting Specialist	8427	HS12	3	3.0	5	5.00	5	5.00
Health Information Specialist	8428	N/A	0	0.0	5	5.00	5	5.00
Health Information Tech	8429	N/A	0	0.0	10	10.00	10	10.00
Health Information Clerk	8430	N/A	0	0.0	2	2.00	2	2.00
Medical Data Analyst	8431	HS08	1	1.0	1	1.00	1	1.00
Certification Worker	8432	N/A	3	3.0	3	3.00	3	3.00
Data Mgr	8433	N/A	0	0.0	2	2.00	2	2.00
Coord, Medical Staff Services	8434	N/A	0	0.0	1	1.00	1	1.00
Tumor Registrar	8435	HS13	1	1.0	1	1.00	1	1.00
Director Of Quality And Utilization	8440	HS23	1	1.0	1	1.00	1	1.00
Quality Mgt Analyst	8441	N/A	0	0.0	1	1.00	1	1.00
Coord, Utilization Mgt	8442	N/A	0	0.0	4	4.00	4	4.00
Secretary-Exe	8500	N/A	0	0.0	12	12.00	12	12.00
Secretary-Medical	8501	N/A	0	0.0	21	21.00	21	21.00
Secretary-Dept	8502	N/A	0	0.0	8	7.60	8	7.60
Secretary-Unit	8503	N/A	0	0.0	68	68.00	68	68.00
Nursing Support Clerk	8504	HS06	1	1.0	2	2.00	2	2.00
Medical Transcriptionist	8505	N/A	0	0.0	6	6.00	6	6.00
Information Desk Operator	8506	HS03	10	10.0	9	9.00	9	9.00
MIC Interpreter Clerk	8507	N/A	0	0.0	3	3.00	3	3.00
Supv, Dietary Line	8600	N/A	0	0.0	3	3.00	3	3.00
Dietary Specialist	8601	HS05	7	7.0	7	7.00	7	7.00
Dietary Technician	8602	HS02	21	21.0	28	28.00	28	28.00
Supv, Food Service	8603	HS10	0	0.0	1	1.00	1	1.00
Asst Dir, Admin/Envir Services	8610	N/A	0	0.0	1	1.00	1	1.00

66/67 Hospital Authority-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
67 General Hospital - Fund 62269								
Asst Dir, Environ Services	8611	N/A	0	0.0	1	1.00	1	1.00
Supv, Environmental Services	8612	HS08	0	0.0	4	4.00	4	4.00
Environmental Services Floor Tech	8613	N/A	0	0.0	5	5.00	5	5.00
Environmental Services Tech	8614	HS02	47	47.0	42	42.00	42	42.00
Laundry Technician	8615	HS02	5	5.0	1	1.00	1	1.00
Dir, Facility Mgt	8620	N/A	0	0.0	1	1.00	1	1.00
Supv Maint	8622	N/A	0	0.0	1	1.00	1	1.00
Carpenter	8623	WG09	1	1.0	1	1.00	1	1.00
Painter 1	8624	WG07	1	1.0	1	1.00	1	1.00
Plumber	8625	WG09	1	1.0	1	1.00	1	1.00
Building Operations Mechanic	8626	WG07	12	12.0	10	10.00	10	10.00
Dir, Security	8630	N/A	0	0.0	1	1.00	1	1.00
Security Officer	8631	HS06	14	14.0	11	11.00	11	11.00
Dir, Central Services	8640	N/A	0	0.0	3	3.00	3	3.00
Supv, Central Services	8641	N/A	0	0.0	4	4.00	4	4.00
Ctrl Svcs Dist	8642	N/A	0	0.0	9	9.00	9	9.00
Central Service Inventory Clerk	8643	HS03	1	1.0	1	1.00	1	1.00
Ctrl Svcs Instr	8644	N/A	0	0.0	9	9.00	9	9.00
Inventory Control Spec	8650	HS06	2	2.0	1	1.00	1	1.00
Storeroom Clerk	8651	HS03	2	2.0	2	2.00	2	2.00
Storeroom Clerk - Senior	8652	HS04	1	1.0	1	1.00	1	1.00
Courier-Hospital	8653	N/A	0	0.0	1	1.00	1	1.00
Coord, Copy Center/Mail Room	8654	WG04	1	1.0	1	1.00	1	1.00
Purchasing Coordinator	8655	HS11	0	0.0	1	1.00	1	1.00
Materials Manager	8656	HS15	0	0.0	1	1.00	1	1.00
X-RAY STUDENT (Student Trainee)	9028	N/A	0	0.0	30	17.65	30	17.65
Critical Care Nurse (Crit Care RN)	9500	N/A	0	0.0	2	2.00	2	2.00
Registered Nurse - Pool	9510	N/A	0	0.0	15	6.00	15	6.00
Registered Nurse - CC - Pool	9520	N/A	0	0.0	20	9.00	20	9.00
LPN - Pool	9530	N/A	0	0.0	11	4.40	11	4.40
Total Positions & FTE			663	661.0	877	841.34	877	841.34

66 Bordeaux Hospital-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
66 Bordeaux Hospital - Fund 62270								
Accounting Assistant	7432	HS08	1	1.0	1	1.00	1	1.00
Acct Rec/Payable Clerk	7433	HS07	3	3.0	3	3.00	3	3.00
Admin Services Director	7436	HS23	1	1.0	0	0.00	0	0.00
Admin Support Staff Services Dir	7435	HS22	1	1.0	0	0.00	0	0.00
Assistant Administrator	7441	HS25	1	1.0	1	1.00	1	1.00
Asst Pharmacy Dir	10173	HS24	0	0.0	1	1.00	1	1.00
Beautician	7443	HS05	3	3.0	3	3.00	3	3.00
Beauty Salon Supervisor	7444	HS07	1	1.0	1	1.00	1	1.00
Bldg/Maint Lead Mechanic	7448	WL09	2	2.0	2	2.00	2	2.00
Building Operations Mechanic	7592	WG07	9	9.0	9	7.50	9	7.50
Carpenter	0960	WG09	1	1.0	1	1.00	1	1.00
Carpenter Senior	7450	WL09	1	1.0	1	1.00	1	1.00
Central Services Coordinator	7455	HS13	1	1.0	1	1.00	1	1.00
Central Services Technician	7454	HS03	3	3.0	3	3.00	3	3.00
Cert Occup Therapist Asst.	7842	HS17	1	1.0	1	1.00	1	1.00
Clinical Coordinator	7459	HS18	12	12.0	3	3.00	3	3.00
Clinical Instructor	7460	HS18	1	1.0	0	0.00	0	0.00
Clinical Supervisor-Nursing	7464	HS21	9	9.0	6	5.01	6	5.01
Coding/Abstracting Spec	7465	HS12	2	2.0	1	1.00	1	1.00
Communications Supervisor	7466	HS10	1	1.0	1	1.00	1	1.00
Community Svc/Pat Advocate Dir	7621	HS21	1	1.0	0	0.00	0	0.00
Comptroller	7467	HS23	1	1.0	1	1.00	1	1.00
Comptroller Assistant	7468	HS15	0	0.0	0	0.00	0	0.00
Dietary Clerk	7474	HS03	2	2.0	2	2.00	2	2.00
Dietary Line Supervisor	7475	HS07	6	6.0	6	6.00	6	6.00
Dietary Specialist	7476	HS05	9	9.0	9	9.00	9	9.00
Dietary Technician	7478	HS02	29	29.0	39	29.13	39	29.13
Dietitian - Hospital	7479	HS16	2	2.0	2	2.00	2	2.00
Dir of Ed & Comm Develop	10319	HS23	0	0.0	1	1.00	1	1.00
Env/Sup Services Dir	7490	HS22	1	1.0	0	0.00	0	0.00
Environmental Services Supervisor	7487	HS07	4	4.0	4	4.00	4	4.00
Environmental Services Director	7488	HS15	1	1.0	1	1.00	1	1.00
Environmental Services Technician	7489	HS02	36	36.0	38	36.02	38	36.02
Exec Asst	7985	HS14	0	0.0	1	1.00	1	1.00
Facilities Mgmt Clerk	7492	HS03	0	0.0	0	0.00	0	0.00
Facility Management Director	7493	HS23	1	1.0	1	1.00	1	1.00
Finance Director - Hospitals	7494	HS28	0	0.0	0	0.00	0	0.00
Food Service Supervisor	7495	HS08	1	1.0	1	1.00	1	1.00
Health Info Services Asst Director	7497	HS15	1	1.0	1	1.00	1	1.00
Health Info Services Director	7498	HS21	1	1.0	1	1.00	1	1.00
Health Info Services Supervisor	7844	HS13	1	1.0	1	1.00	1	1.00
Health Information Specialist	7539	HS06	3	3.0	4	3.01	4	3.01
Hosp Auth Const Proj Mgr	8012	HS26	0	0.0	1	0.30	1	0.30
Hospital Administrator	7501	HS29	1	1.0	1	1.00	1	1.00
Hospital Amb Svc Supervisor	7503	HS12	1	1.0	1	1.00	1	1.00
Hospital Ambulance Driver	7502	HS10	3	3.0	3	3.02	3	3.02
Hospital Courier	7505	HS03	1	1.0	1	1.00	1	1.00
Hospital Data Systems Director	7506	HS22	1	1.0	1	1.00	1	1.00
Hospital Executive Secretary	7507	HS09	9	9.0	5	5.00	5	5.00
Hospital Grounds Supervisor	7508	HS10	1	1.0	1	1.00	1	1.00
Hospital Human Resources Assoc	7509	HS07	1	1.0	1	1.00	1	1.00
Hospital Secretary	7510	HS07	6	6.0	6	5.50	6	5.50
Hospitals Director	7511	HS40	1	1.0	0	0.00	0	0.00
HR Generalist	10320	HS17	0	0.0	1	1.00	1	1.00

66 Bordeaux Hospital-Financial

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
66 Bordeaux Hospital - Fund 62270								
Human Resources Asst Director	7512	HS18	1	1.0	1	1.00	1	1.00
Infection Control Practitioner	7516	HS19	1	1.0	1	1.00	1	1.00
Information Desk Operator	7517	HS03	6	6.0	6	6.00	6	6.00
In-Service & Education Coordinator	7520	HS19	1	1.0	2	2.00	2	2.00
Inventory Control Specialist	7519	HS06	3	3.0	1	1.00	1	1.00
IS Support Tech	10328	HS11	0	0.0	1	0.50	1	0.50
Laboratory Services Supervisor	7522	HS18	1	1.0	1	1.00	1	1.00
Laundry Technician	7526	HS02	6	6.0	6	6.03	6	6.03
Licensed Practical Nurse	7527	HS10	110	110.0	120	102.15	120	102.15
Manager, Risk Mgmt	10325	HS23	0	0.0	1	1.00	1	1.00
Materials Manager	7530	HS15	1	1.0	0	0.00	0	0.00
Materials Mgmt Asst Dir HS	10178	HS24	0	0.0	0	0.00	0	0.00
Med Records Info Tech	7540	HS03	0	0.0	1	0.01	1	0.01
Medical Data Analyst	7532	HS08	1	1.0	2	2.00	2	2.00
Medical Director	7533	HS41	1	1.0	0	0.00	0	0.00
Medical Secretary	7541	HS09	1	1.0	1	1.00	1	1.00
Medical Social Services Director	7542	HS19	1	1.0	1	1.00	1	1.00
Medical Social Worker	7543	HS15	4	4.0	4	4.00	4	4.00
Medical Technologist	7546	HS16	1	1.0	1	1.00	1	1.00
Medical Transcriptionist	7547	HS09	2	2.0	2	2.00	2	2.00
NMBH Materials Mgr	10321	HS14	0	0.0	1	1.00	1	1.00
NMBH Purchasing Coord	10322	HS10	0	0.0	1	1.00	1	1.00
Nurse Practitioner	7553	HS22	1	1.0	3	2.40	3	2.40
Nursing Asst - Certified	7554	HS04	208	208.0	192	148.80	192	148.80
Nursing Asst - Certified 2	10175	HS06	0	0.0	21	21.00	21	21.00
Nursing Inform Support Assoc	10176	HS09	0	0.0	1	1.00	1	1.00
Nursing Service Director	7557	HS22	1	1.0	1	1.00	1	1.00
Nursing Services Asst Director	7556	HS22	2	2.0	2	2.00	2	2.00
Nursing Support Clerk	7558	HS06	2	2.0	2	2.00	2	2.00
Nursing Support Specialist	7559	HS07	4	4.0	3	3.00	3	3.00
Nutrition Services Director	7560	HS18	1	1.0	1	1.00	1	1.00
Occupational Therapist	7843	HS22	1	1.0	1	1.00	1	1.00
Painter 1	7341	WG07	2	2.0	2	2.00	2	2.00
Painter 2	7342	N/A	1	1.0	1	1.00	1	1.00
Patient Accounts Manager	7568	HS15	1	1.0	0	0.00	0	0.00
Patient Accounts Specialist	7570	HS06	8	8.0	9	8.50	9	8.50
Patient Activities Coordinator	7571	HS05	3	3.0	3	3.01	3	3.01
Patient Advocate	7572	HS15	0	0.0	0	0.00	0	0.00
Patient Advocate Director	7573	HS16	1	1.0	0	0.00	0	0.00
Patient Affairs Director	7576	HS22	0	0.0	1	1.00	1	1.00
Patient Care Mgr	10324	HS18	0	0.0	9	9.00	9	9.00
Patient Clothing Coordinator	7577	HS03	1	1.0	1	1.00	1	1.00
Payroll Coordinator	7578	HS10	1	1.0	1	1.00	1	1.00
Payroll Specialist	7579	HS07	2	2.0	2	2.00	2	2.00
Pharmacist	7582	HS24	3	3.0	2	1.00	2	1.00
Pharmacy Director	7583	HS28	1	1.0	0	0.00	0	0.00
Pharmacy Technician 1	7584	HS07	3	3.0	4	3.00	4	3.00
Phlebotomist Technician	7585	HS05	1	1.0	2	1.01	2	1.01
Physical Therapist	7586	HS22	1	1.0	1	1.00	1	1.00
Physical Therapy Assistant	7587	HS17	2	2.0	4	3.00	4	3.00
Physical Therapy Director	7588	HS24	1	1.0	1	1.00	1	1.00
Physical Therapy Technician	7589	HS04	5	5.0	0	0.00	0	0.00
Physician	7590	HS40	4	4.0	0	0.00	0	0.00
Plant Operations Supervisor	7593	WS10	1	1.0	1	1.00	1	1.00
Quality Assessment Coordinator	7600	HS18	1	1.0	2	1.60	2	1.60
Radiologic Technologist	7605	HS15	1	1.0	1	1.00	1	1.00
Registered Nurse	7606	HS17	19	19.0	19	7.12	19	7.12
Resident Assessment Coord	7607	HS19	1	1.0	1	1.00	1	1.00

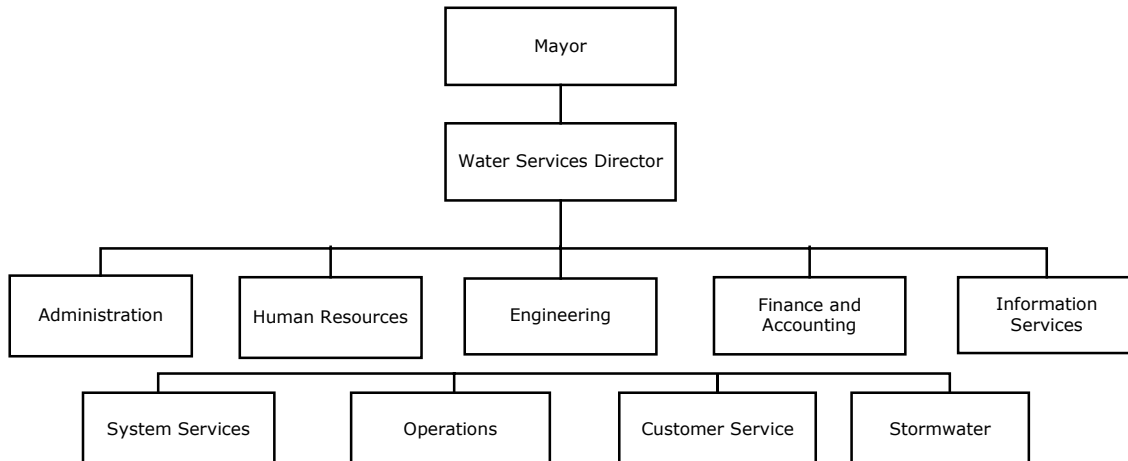
66 Bordeaux Hospital-Financial

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
66 Bordeaux Hospital - Fund 62270								
Respiratory Care Services Dir	7609	HS21	1	1.0	1	1.00	1	1.00
Respiratory Therapist Certified	7610	HS14	4	4.0	5	4.02	5	4.02
Safety Coordinator	7611	HS07	1	1.0	0	0.00	0	0.00
Seasonal/Part-Time/Temporary	9020	N/A	0	0.0	1	0.25	1	0.25
Security Director	7613	HS08	1	1.0	1	1.00	1	1.00
Security Officer	7614	HS06	6	6.0	7	7.00	7	7.00
Student Trainee	5085	N/A	0	0.0	12	0.12	12	0.12
Unit Secretary	7619	HS06	10	10.0	10	10.00	10	10.00
Volunteer/Patient Activities Dir	7622	HS16	1	1.0	1	1.00	1	1.00
Total Positions & FTE			582	582.0	660	550.01	660	550.01

65 Water and Sewer Services Fund-At a Glance

Vision	To be our community's trusted choice for water and wastewater services.			
Mission	To proudly serve our community by providing vital, safe and dependable water and wastewater services in an innovative and competitive manner.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	W&S Revenue	\$0	\$0	\$170,724,402
	W&S Operating	66,500,000	67,500,000	71,280,000
	W&S Operating Reserve	-140,000	40,000	151,202
	Stormwater	0	701,064	13,572,000
	Special purpose funds	100,190,000	99,044,500	99,293,200
	Total Expenditures	<u>\$166,550,000</u>	<u>\$167,285,564</u>	<u>\$355,020,804</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$157,121,400
	Other Governments	0	0	0
	Other Program Revenue	0	0	9,830,000
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$166,951,400</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	188,518,200
	Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$355,469,600</u>
Positions	Total Budgeted Positions	741	781	765
Contacts	Dir. of Water & Sewer Services: Scott Potter Financial Manager: Cooper Chilton 1600 2 nd Avenue North 37208		email: scott.potter@nashville.gov email: cooper.chilton@nashville.gov Phone: 862-4500 FAX: 862-4929	

Organizational Structure



65 Water and Sewer Services Fund-At a Glance

Budget Highlights FY 2003

Administration:	
• Transfer to new Stormwater Fund*	\$4,540,060
• Reduction in salaries and fringes	-346,884
• All other cost reductions (net)	-111,080
Subtotal	<u>4,082,096</u>
Finance and Accounting:	
• Increase in salaries and fringes	165,081
• Increase in insurance for liability and property damage	100,000
• Increase for management consultant services	70,000
• All other cost reductions (net)	-7,935
Subtotal	<u>327,146</u>
Information Services:	
• Increase in salaries and fringes	100,901
• Increase for software consultant fees	301,300
• Increased information systems charges	110,948
• Reductions in office equipment maintenance charges	-323,500
• All other cost reductions (net)	-164,775
Subtotal	<u>24,874</u>
Customer Services:	
• Decrease in salaries and fringes	-73,162
• Increases for new water meters and repair parts	358,000
• Increased postage and deliver service charges	125,000
• Decreased costs of utility performance consultants	-295,000
• All other cost increases (net)	18,372
Subtotal	<u>133,210</u>
Engineering:	
• Increase in salaries and fringes	2,344,576
• Offsetting credit for recovered expense capital	-2,275,000
• All other cost decreases (net)	-89,850
Subtotal	<u>-20,274</u>
Systems Services:	
• Increase in salaries and fringes	420,664
• Increased cost of road and street repairs	120,000
• Increased telecommunication charges	58,000
• Increased cost of auto repair parts	50,000
• Offsetting credit for recovered expense capital	-1,000,000
• All other cost reductions (net)	-345,626
Subtotal	<u>-696,962</u>
Operations:	
• Decrease in salaries and fringes	-187,729
• All other cost increases (net)	117,687
Subtotal	<u>-70,042</u>
Total	<u>\$3,780,048</u>

*All Stormwater activities in Metro have been consolidated within the Water and Sewer Department. The FY 03 funding for these activities is as follows:

Expenses	\$ 7,377,000
Capital	<u>\$ 6,195,000</u>
Total	\$13,572,000

Overview

ADMINISTRATION

The Administration Division is responsible for setting goals and objectives for the department and insuring that they are met. Duties include recommending and overseeing policy initiatives, settings goals and objectives and monitoring organizational performance.

HUMAN RESOURCES

The Human Resources (HR) Division is responsible for maintaining a safe, healthy, and satisfied workforce. Occupational health nurses are provided by the division to treat work-related injuries. Safety coordinators inspect the workplace for violations and provide employee training. Human Resources also maintains personnel files and coordinates employee training.

ENGINEERING

The Engineering Division is responsible for providing technical support to the department. The division maintains files showing the location and specifications for all water and sewer lines in the county, provides expert assistance for the installation of new sewer and water lines, monitors sewer and water infrastructure, and reviews and approves construction plans for compliance with regulations.

FINANCE AND ACCOUNTING

The Finance and Accounting Division is responsible for the preparation and management of the budget. Duties include purchasing, payroll, accounts payable, accounts receivable, and fixed asset accounting.

INFORMATION SERVICES

The Information Services Division is responsible for the enhancement and support for business applications running on both mainframe and client-server platforms.

SYSTEM SERVICES

The Systems Services Division is responsible for construction and repair of all water and sewer lines. They are also responsible for responding to consumer water and sewer complaints on a 24-hour, seven-day-a-week basis.

OPERATIONS

The Operations Division is responsible for the operation of two water treatment plants and three wastewater treatment plants. The water treatment plants can treat a combined 180 million gallons a day, over 300 gallons per day for every resident. The wastewater treatment plants have a treatment capacity of 381 million gallons a day.

65 Water and Sewer Services Fund-At a Glance

CUSTOMER SERVICE

The Customer Service Division is responsible for establishing and maintaining customer accounts, reading meters and processing bills. The division is responsible for managing over 150,000 accounts a month. The Division also responds to customer service calls.

STORMWATER

Stormwater is rainwater plus anything the rain carries along with it. In urban areas, rain that falls on the roof of

a house, or collects on paved areas like driveways, roads and footpaths is carried away through a system of pipes that is separate from the sewerage system.

The Stormwater Division reviews all grading, drainage, and erosion control plans for compliance with mandated stormwater management guidelines. It works closely with the Codes Administration on the issuance of permits. It also maintains official flood insurance rate maps and provides flood information to the public.

65 Water and Sewer Services Fund-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
HUMAN RESOURCES					
1. Employee/supervisor ratio.	Maintain appropriate employee/supervisor ratio	671/120	671/120	652/98	continual downward trend
2. Work force composition.	Percentage of male, female, ethnicity in work force compared to ratio in community	MWS/Census M=83/48 F=17/52 W=74/65 Min=26/35	MWS/Census M=83/48 F=17/52 W=74.65 Min=26/35	MWS/Census M=84/48 F=16/52 W=72/65 Min=28/65	na
3. Compliance with OSHA violations.	Number of OSHA violations	0	0	0	0
ENGINEERING					
1. Compliance with Capacity Management Plan.	Number of noncompliance	0	0	0	0
2. City low water pressure system capacity.	Capacity	2.5:1	2.5:1	2.4:1	2.3:1
FINANCE AND ACCOUNTING					
1. Financial management trends: Maintain bond rating, maintain bond covenant.	Revenue must equal 110% of operating expenses plus debt service	yes	yes	yes	yes
2. Actual vs. budgeted expenditures.	Meeting operating budget	yes	yes	yes	yes
3. Financial reporting.	Delivering expenditures vs. budget reports within 3 days of cut-off date (prepare financial by the 15 th of month)	yes	yes	yes	yes
Stores Management Section					
1. Reduce inventory level.	Continual decrease in level of inventory	yes	yes	Yes	yes
INFORMATION SERVICES					
1. Service requested resolution time.	Percentage requests by type of responded to within standard timeframes	not tracked	not tracked	97%	98%
2. Server and Network availability time.	Percentage of time available, normal/non-normal business hours Server Network	99%	99%	99%	99%
SYSTEMS SERVICES					
1. Sewer lines services.	Percentage of sewer lines services in the system (footage by total footage)	22%	22%	24% (prorated)	26% (projected)

65 Water and Sewer Services Fund-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
2. Water valves serviced.	Percentage of water valves serviced in the system (number by total number)	13%	13%	14% (prorated)	16% (projected)
3. Fire hydrants serviced.	Percentage of fire hydrants serviced in the system (number by total number)	46%	46%	53% (prorated)	58% (projected)
Fleet Maintenance					
1. Work orders completed.	Initiated vs. completed	99%	99%	85%	99%
2. Fleet availability.	Percentage of fleet that is available for daily use	95%	95%	96%	98%
OPERATIONS					
Water					
1. Compliance with primary SDWA standards.	Number of violations of SDWA primary standards	1	1	0	0
2. Compliance with secondary SDWA standards.	Number of violations of SDWA secondary standards	1	1	0	0
3. Cost of per million gallons treated water.	Cost of treatment/1000 gallons: People, chemical, energy (KWH/1000 gallons)	na	na	\$281	na
4. No violations of state laws.	Number of violations received	0	0	0	0
Wastewater					
1. Compliance with discharge effluent quality.	Number of violations with Clean Water Act	0	8	0	0
2. Compliance with Commissioner's Order overflow abatement.	Number of overflow in violation of Commissioner's Order	0	0	0	0
3. Cost of per million gallons treated wastewater.	Cost of treatment/1000 gallons: People, chemical, energy (KWH/1000 gallons)	na	na	\$437	na
4. No violations of state laws.	Number of violations received	0	0	0	0
CUSTOMER SERVICE					
1. Meters Read.	a. Percentage of meters read	80%	80%	90%	100%
	b. Percentage of accurate reads	99.8%	99.8%	99.8%	99.8%

65 Water and Sewer Services Fund-Performance

<u>Objectives</u>	<u>Performance Measures</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
2. Phone calls handled.	a. Percentage of calls handled within three minutes	not tracked	not tracked	95%	100%
	b. Number of calls waiting in que	na	na	<1% *new syst. In place	0
3. Payment of bill.	a. Percentage of customer bills paid fully within 45 days	not tracked	not tracked	not tracked	not tracked
	b. Number of cut-offs due to delinquent bills	12,000/avg	14,000/avg	14,000/avg	na
	c. Percentage of Bad Debt	not budgeted	.44%	not budgeted	not budgeted

STORMWATER

1. No violations of state laws.	Number of violations received	na	na	0	0
---------------------------------	-------------------------------	----	----	---	---

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Revenue

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	680,789	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	680,789	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	680,789	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	0	(8,677,146)	0	170,724,402
TOTAL EXPENSE AND TRANSFERS	0	(7,996,357)	0	170,724,402

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Revenue

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	153,450,137	0	157,121,402
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	153,450,137	0	157,121,402
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	13,885,594	0	9,380,000
Subtotal Other Program Revenue	0	13,885,594	0	9,380,000
TOTAL PROGRAM REVENUE	0	167,335,731	0	166,501,400
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	(176,817,322)	0	4,223,000
TOTAL REVENUE AND TRANSFERS	0	(9,481,591)	0	170,724,402

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Operating

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	25,389,065	27,289,606	23,428,856	27,025,952
Fringe Benefits	7,904,861	7,287,312	8,373,097	7,199,400
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	33,293,926	34,576,918	31,801,953	34,225,352
OTHER SERVICES:				
Utilities	10,417,695	10,600,397	11,134,428	10,041,800
Professional Services	918,100	904,867	1,083,900	1,189,400
Purchased Services	5,525,111	5,770,948	6,389,600	6,789,400
Travel	19,550	50,987	121,550	111,400
Communications	931,600	535,229	549,550	771,900
Printing	250,650	228,447	201,050	203,700
Advertising & Promotion	100	1,489	1,000	1,000
Subscriptions	17,850	103,960	113,850	86,300
Tuition, Reg., & Membership Dues	248,850	106,412	136,275	98,600
Repairs & Maintenance Services	3,806,878	3,542,477	3,820,150	3,595,000
Internal Service Fees	721,473	1,232,020	958,050	1,234,948
TOTAL OTHER SERVICES	22,857,857	23,077,233	24,509,403	24,123,448
OTHER EXPENSE:				
Supplies and Materials	4,859,000	5,474,650	5,591,820	6,363,040
Misc. Other Expenses & Payments	500	204	0	300
Fixed Charges	1,274,698	1,159,992	1,203,875	1,291,700
Licenses, Permits, & Fees	164,019	96,876	91,850	85,000
Taxes	4,000,000	4,000,000	3,999,999	4,000,000
Grant Contributions & Awards	50,000	14,345	50,000	70,000
TOTAL OTHER EXPENSE	10,348,217	10,746,067	10,937,544	11,810,040
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	(1,716,764)	0	(3,616,000)
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	66,500,000	66,683,454	67,248,900	66,542,840
TRANSFERS TO OTHER FUNDS & UNITS:	0	379,850	251,100	4,737,160
TOTAL EXPENSE AND TRANSFERS	66,500,000	67,063,304	67,500,000	71,280,000

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Operating

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	31,805	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	31,805	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	31,805	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	49,237,813	0	71,280,000
TOTAL REVENUE AND TRANSFERS	0	49,269,618	0	71,280,000

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Operating Reserve

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	(140,000)	0	40,000	151,202
TOTAL EXPENSE AND TRANSFERS	(140,000)	0	40,000	151,202

65 Water & Sewer Services Fund-Financial

Water and Sewer W&S Operating Reserve

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	151,202
TOTAL REVENUE AND TRANSFERS	0	0	0	151,202

65 Water & Sewer Services Fund-Financial

**Water and Sewer
Debt and E&R Funds
Special Purpose Fund**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,889,554	0	1,889,554	1,889,594
Purchased Services	2,339	0	2,339	2,339
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	1,546	0	1,546	1,546
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	73,568	0	73,568	73,568
Internal Service Fees	34,847	0	34,847	3,277
TOTAL OTHER SERVICES	2,001,854	0	2,001,854	1,970,324
OTHER EXPENSE:				
Supplies and Materials	13,118	0	13,118	13,118
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	2,956	0	2,956	2,956
Taxes	27,957	0	27,957	27,957
Grant Contributions & Awards	13,923	0	13,923	0
TOTAL OTHER EXPENSE	57,954	0	57,954	44,031
PENSION, ANNUITY, DEBT, & OTHER COSTS	47,596,020	76,944,669	47,534,920	52,495,500
EQUIPMENT, BUILDINGS, & LAND	49,633,872	0	48,549,472	43,983,345
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	99,289,700	76,944,669	98,144,200	98,493,200
TRANSFERS TO OTHER FUNDS & UNITS:	900,300	986,016	900,300	800,000
TOTAL EXPENSE AND TRANSFERS	100,190,000	77,930,685	99,044,500	99,293,200

65 Water & Sewer Services Fund-Financial

**Water and Sewer
Debt and E&R Funds
Special Purpose Fund**

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	26,726	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	26,726	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	19,727,747	0	0
Subtotal Other Program Revenue	0	19,727,747	0	0
TOTAL PROGRAM REVENUE	0	19,754,473	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	(73,637)	0	0
TOTAL NON-PROGRAM REVENUE	0	(73,637)	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	127,711,227	0	99,293,200
TOTAL REVENUE AND TRANSFERS	0	147,392,063	0	99,293,200

65 Water & Sewer Services Fund-Financial

Water and Sewer Stormwater

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	305,974	2,350,353
Fringe Benefits	0	0	131,558	660,513
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	437,532	3,010,866
OTHER SERVICES:				
Utilities	0	0	1,037	6,000
Professional Services	0	0	207,321	0
Purchased Services	0	0	2,569	111,519
Travel	0	0	1,375	5,700
Communications	0	0	62	12,860
Printing	0	0	750	5,000
Advertising & Promotion	0	0	750	30,000
Subscriptions	0	0	1,000	4,000
Tuition, Reg., & Membership Dues	0	0	250	7,700
Repairs & Maintenance Services	0	0	5,750	3,256,000
Internal Service Fees	0	0	11,043	89,000
TOTAL OTHER SERVICES	0	0	231,907	3,527,779
OTHER EXPENSE:				
Supplies and Materials	0	0	8,351	828,355
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	15,774	10,000
Licenses, Permits, & Fees	0	0	2,250	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	26,375	838,355
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	5,250	6,195,000
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	701,064	13,572,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	0	701,064	13,572,000

65 Water & Sewer Services Fund-Financial

Water and Sewer Stormwater

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	13,572,000
TOTAL REVENUE AND TRANSFERS	0	0	0	13,572,000

65 Water & Sewer Services Fund-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

Class	Grade	FY 2001		FY 2002		FY 2003		
		Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
65 Water and Sewer - Operations Fund 67331								
Automotive Mechanic	00680	TG10	1	1.0	2	2.0	3	3.0
Automotive Mechanic Leader	00690	TL11	1	1.0	2	2.0	1	1.0
Automotive Shop Supervisor	00700	TS11	0	0.0	1	1.0	1	1.0
Customer Service Manager	00746	GS13	0	0.0	1	1.0	0	0.0
Carpenter 2	00970	TL10	1	1.0	1	1.0	1	1.0
Water Services Director	01670	DP03	1	1.0	1	1.0	1	1.0
Equipment Mechanic	01880	TG11	4	4.0	3	3.0	3	3.0
Bldg Maintenance Mech	02220	WG07	1	1.0	0	0.0	0	0.0
Custodian 2	02630	TG05	5	5.0	6	6.0	5	5.0
Admin Svcs Officer 1	02660	SR06	0	0.0	0	0.0	1	1.0
Maint & Repair Worker 1	02799	TG03	0	0.0	4	4.0	7	7.0
Masonry Worker	03020	TG09	2	2.0	2	2.0	1	1.0
Equip & Supply Clerk 3	03027	SR07	6	6.0	6	6.0	6	6.0
Equip & Supply Clerk 2	03440	SR06	4	4.0	4	4.0	3	3.0
Human Resources Analyst 2	03455	SR10	0	0.0	1	1.0	1	1.0
Environmental Tech	03580	SR06	2	2.0	2	2.0	1	1.0
Plumber	03610	TG11	3	3.0	3	3.0	3	3.0
Account Clerk 3	03730	GS05	2	2.0	2	2.0	0	0.0
Environmental Lab Manager	03750	SR13	1	1.0	1	1.0	1	1.0
Account Clerk 2	04370	GS04	0	0.0	1	1.0	0	0.0
Chemist 2	04470	SR10	6	6.0	6	6.0	6	6.0
Meter Repairer 1	05780	TG06	2	2.0	2	2.0	2	2.0
Welder	05830	TG09	1	1.0	1	1.0	1	1.0
Printing Equipment Operator 2	05919	TL07	1	1.0	1	1.0	1	1.0
Office Manager 1	05956	GS06	4	4.0	3	3.0	0	0.0
Automotive Mechanic-Certified	06081	TG11	4	4.0	4	4.0	3	3.0
Accounting Associate	06105	GS06	5	5.0	5	5.0	0	0.0
Safety Coordinator	06133	SR12	1	1.0	1	1.0	1	1.0
Secretary 2	06146	GS06	6	6.0	6	6.0	0	0.0
Industrial Electronics Technician 1	06176	TG13	3	3.0	3	3.0	5	5.0
Industrial Mechanic 2	06178	TL11	34	34.0	40	40.0	33	33.0
Stores Manager	06180	SR10	1	1.0	1	1.0	1	1.0
Industrial Mechanic 1	06184	TG11	16	16.0	10	10.0	9	9.0
Treatment Plant Tech 2	06186	TG11	25	25.0	27	27.0	19	19.0
Treatment Plant Operator	06187	TL09	11	11.0	22	22.0	24	24.0
Treatment Plant Shift Operator	06188	TS09	8	8.0	8	8.0	7	7.0
Industrial Electronics Technician 2	06195	TL13	9	9.0	8	8.0	2	2.0
Training Coordinator	06210	SR13	1	1.0	1	1.0	1	1.0
Industrial Electrician 1	06224	TG12	9	9.0	10	10.0	9	9.0
Industrial Electrician 2	06225	TL12	7	7.0	7	7.0	6	6.0
Treatment Plant Technician 1	06229	TG08	33	33.0	31	31.0	21	21.0
Customer Service Asst Mgr	06233	GS11	1	1.0	2	2.0	0	0.0
Water Services Associate Director	06236	GS14	1	1.0	1	1.0	0	0.0
Public Prop Negotiator 3	06391	GS11	1	1.0	1	1.0	0	0.0
Biologist 2	06419	SR10	3	3.0	3	3.0	2	2.0
Meter Repairer 2	06422	TG09	5	5.0	2	2.0	2	2.0
Human Resources Manager	06531	SR14	1	1.0	1	1.0	1	1.0
Treatment Plant Supt	06537	SR14	3	3.0	3	3.0	3	3.0
Stores Supervisor	06539	SR08	1	1.0	1	1.0	1	1.0
Utility System Helper 1	06540	WG02	19	19.0	14	14.0	0	0.0
Customer Service Supv.	06598	SR10	4	4.0	5	5.0	5	5.0
Paint And Body Repairer	06601	TG11	2	2.0	1	1.0	2	2.0
Engineer 3	06606	SR14	4	4.0	4	4.0	5	5.0
Tire Servicer	06609	WG05	1	1.0	0	0.0	0	0.0

65 Water & Sewer Services Fund-Financial

	Class	Grade	FY 2001		FY 2002		FY 2003		
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
65 Water and Sewer - Operations Fund 67331									
Equipment Mech Leader	06825	WL11	1	1.0	1	1.0	0	0.0	
Equipment Operator 1	06826	TG05	2	2.0	3	3.0	2	2.0	
Equipment Operator 2	06827	TG07	6	6.0	9	9.0	13	13.0	
Customer Service Rep 2	06855	GS04	1	1.0	2	2.0	0	0.0	
Human Resources Analyst 3	06874	SR12	1	1.0	1	1.0	1	1.0	
Service Representative 1	06891	SR06	13	13.0	12	12.0	9	9.0	
System Services Manager	06897	GS13	1	1.0	0	0.0	0	0.0	
Utility Maintenance Supervisor	06904	TS09	8	8.0	9	9.0	10	10.0	
Human Resources Assistant 2	06931	SR07	2	2.0	2	2.0	2	2.0	
Accountant 2	07237	GS07	1	1.0	1	1.0	0	0.0	
Accountant 4	07239	GS11	2	2.0	2	2.0	0	0.0	
Administrative Assistant 1	07240	GS06	3	3.0	5	5.0	1	1.0	
Administrative Assistant	07241	SR09	12	12.0	12	12.0	12	12.0	
Admin Services Mgr	07242	SR13	2	2.0	3	3.0	2	2.0	
Admin Services Officer 2	07243	SR08	1	1.0	1	1.0	1	1.0	
Admin Services Officer 3	07244	SR10	6	6.0	6	6.0	5	5.0	
Admin Services Officer 4	07245	SR12	8	8.0	8	8.0	11	11.0	
Biologist 3	07253	SR12	1	1.0	1	1.0	1	1.0	
Bldg Maintenance Leader	07255	TG06	6	6.0	6	6.0	5	5.0	
Chemist 3	07262	SR12	2	2.0	2	2.0	2	2.0	
Craft Helper	07278	WG04	1	1.0	3	3.0	0	0.0	
Customer Service Asst. Supv.	07281	GS07	8	8.0	7	7.0	0	0.0	
Customer Service Rep 1	07283	GS03	6	6.0	10	10.0	0	0.0	
Customer Service Rep 3	07284	GS05	33	33.0	32	32.0	0	0.0	
Engineer 1	07294	SR12	1	1.0	1	1.0	1	1.0	
Engineer 2	07295	SR13	4	4.0	4	4.0	4	4.0	
Engineering Technician 1	07298	SR06	3	3.0	2	2.0	2	2.0	
Engineering Technician 2	07299	SR08	18	18.0	22	22.0	20	20.0	
Engineering Technician 3	07300	SR10	26	26.0	30	30.0	33	33.0	
Equipment Operator 3	07303	TG08	14	14.0	16	16.0	11	11.0	
Equipment Servicer	07304	TG05	1	1.0	2	2.0	2	2.0	
Fleet Mgr-Heavy Equipment	07311	SR13	1	1.0	1	1.0	1	1.0	
Industrial Maint Supervisor 1	07317	TS12	11	11.0	12	12.0	12	12.0	
Info Systems Division Manager	07318	SR14	1	1.0	1	1.0	1	1.0	
Maint & Repair Leader 1	07325	TL07	23	23.0	25	25.0	22	22.0	
Maint & Repair Leader 2	07326	TL09	37	37.0	41	41.0	36	36.0	
Maint & Repair Worker 2	07328	TG04	3	3.0	3	3.0	3	3.0	
Maint & Repair Worker 3	07329	TG06	28	28.0	31	31.0	26	26.0	
Occupational Health Manager	07338	SR13	0	0.0	0	0.0	1	1.0	
Office Manager 2	07339	GS07	3	3.0	3	3.0	0	0.0	
Painter 1	07341	TG08	3	3.0	3	3.0	3	3.0	
Painter 2	07342	TL08	6	6.0	6	6.0	6	6.0	
Program Specialist 3	07380	SR10	1	1.0	1	1.0	1	1.0	
Public Info Rep 1	07382	GS05	1	1.0	1	1.0	0	0.0	
Secretary 3	07398	GS07	2	2.0	2	2.0	0	0.0	
Skilled Craft Worker 1	07404	TG07	2	2.0	1	1.0	1	1.0	
System Services Asst Mgr	07406	SR12	5	5.0	5	5.0	7	7.0	
Tech Services Coordinator	07413	SR11	10	10.0	11	11.0	11	11.0	
Treatment Plant Asst Mgr	07415	SR12	13	13.0	13	13.0	12	12.0	
Utility System Helper	07418	TG05	12	12.0	9	9.0	12	12.0	
Water Services Assistant Director	07420	SR15	5	5.0	5	5.0	5	5.0	
Administrative Specialist	07720	SR11	1	1.0	0	0.0	1	1.0	
CAD/GIS Analyst 1	07729	SR09	5	5.0	4	4.0	5	5.0	
CAD/GIS Analyst 2	07730	SR10	1	1.0	3	3.0	3	3.0	
Compliance Inspector 1	07731	GS06	2	2.0	0	0.0	0	0.0	
Compliance Inspector 3	07733	SR10	1	1.0	1	1.0	1	1.0	
Customer Service Field Rep 1	07736	SR05	10	7.0	15	15.0	18	18.0	
Customer Service Field Rep 2	07737	SR06	6	6.0	1	1.0	2	2.0	

65 Water & Sewer Services Fund-Financial

Class	Grade	FY 2001		FY 2002		FY 2003		
		Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	
65 Water and Sewer - Operations Fund 67331								
Customer Service Field Rep 3	07738	SR07	35	35.0	34	34.0	28	28.0
Env Compliance Officer 2	07742	SR10	4	4.0	5	5.0	5	4.5
Env Compliance Officer 3	07743	SR12	2	2.0	2	2.0	2	2.0
Office Assistant 1	07747	GS03	1	1.0	0	0.0	0	0.0
Office Assistant 2	07748	GS04	1	1.0	1	1.0	0	0.0
Office Assistant 3	07749	GS05	4	4.0	5	5.0	0	0.0
Technical Specialist 1	07756	SR11	0	0.0	0	0.0	1	1.0
Technical Specialist 2	07757	SR12	1	1.0	1	1.0	1	1.0
Special Projects Mgr	07762	SR15	0	0.0	0	0.0	2	2.0
Info Systems Analyst 1	07779	SR10	4	4.0	3	3.0	2	2.0
Info Systems Analyst 2	07780	SR11	0	0.0	3	3.0	3	3.0
Info Systems Associate	07781	SR06	1	1.0	1	1.0	1	1.0
Info Systems Manager	07782	SR13	3	3.0	3	3.0	3	3.0
Info Systems Specialist	07783	SR12	4	4.0	3	3.0	3	3.0
Info Systems Technician 1	07784	SR08	1	1.0	1	1.0	1	1.0
Info Systems Technician 2	07785	SR09	1	1.0	2	2.0	2	2.0
Industrial Tech Master	07787	TL14	13	13.0	13	13.0	21	21.0
Skilled Craft Worker 2	07799	TG10	0	0.0	0	0.0	1	1.0
Treatment Plant Tech 3	07802	TL11	12	12.0	13	13.0	15	15.0
Part Time Worker 1	09100	RP	0	0.0	0	0.0	0	0.0
Application Tech 3	10103	SR09	0	0.0	0	0.0	11	11.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	7	2.5
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	4	4.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	29	29.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	13	13.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	14	14.0
Pub Info Coord	10132	SR12	0	0.0	0	0.0	0	0.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	0	0.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	2	2.0
Service Rep 2	10163	SR07	0	0.0	0	0.0	1	1.0
Total Positions & FTE			741	738.0	781	781.0	723	718.0
65 Water and Sewer - Operations Fund 37100								
Admin Svcs Mgr	07242	SR13	0	0.0	0	0.0	1	1.0
Engineer 1	07294	SR12	0	0.0	0	0.0	2	2.0
Engineer 2	07295	SR13	0	0.0	0	0.0	1	1.0
Engineer 3	06606	SR14	0	0.0	0	0.0	1	1.0
Engineer In Training	07296	SR10	0	0.0	0	0.0	1	1.0
Engineering Tech 2	07299	SR08	0	0.0	0	0.0	1	1.0
Engineering Tech 3	07300	SR10	0	0.0	0	0.0	10	10.0
Envir Compliance Officer 2	07742	SR10	0	0.0	0	0.0	1	1.0
Envir Compliance Officer 3	07743	SR12	0	0.0	0	0.0	1	1.0
Equipment Operator 1	06826	TG05	0	0.0	0	0.0	3	3.0
Equipment Operator 2	06827	TG07	0	0.0	0	0.0	3	3.0
Equipment Operator 3	07303	TG08	0	0.0	0	0.0	2	2.0
Maint & Repair Leader 1	07325	TL07	0	0.0	0	0.0	2	2.0
Maint & Repair Leader 2	07326	TL09	0	0.0	0	0.0	2	2.0
Maint & Repair Worker 1	02799	TG03	0	0.0	0	0.0	7	7.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	1	1.0
Technical Svcs Coord	07413	SR11	0	0.0	0	0.0	2	2.0
			0	0.0	0	0.0	42	42.0

This schedule does not reflect the anticipated transfer of positions and personnel from Public Works, Parks, Fire, Water Services, and Motor Pool to the Fleet Management Fund.

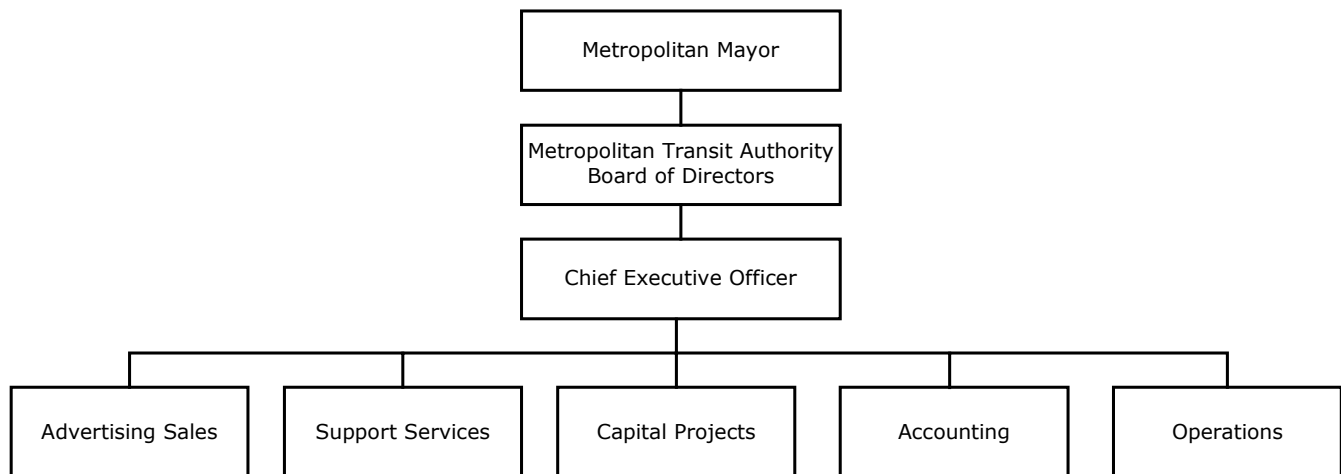
78 Metropolitan Transit Authority-At a Glance



Vision	The goal of MTA is to balance customer needs with taxpayer resources in a manner fair to all. While improving the public transportation product for our customers, we will aid in designing (A) future <u>services</u> , which slow the rate of congestion in the travel corridor; (B) future <u>services</u> in neighborhoods in which car travel is becoming less practical; and (C) future neighborhoods in which travel without the car is more practical.			
Mission	To provide safe, reliable, efficient, customer friendly public transportation and alternatives to driving alone.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	GSD General Fund	\$8,084,700	\$8,677,066	\$9,727,100
	Special purpose funds	0	0	0
	Total Expenditures	<u>\$8,084,700</u>	<u>\$8,677,066</u>	<u>\$9,727,100</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	0	0	0
	Transfers	0	0	0
	Total Revenues	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
Positions	Total Budgeted Positions	1	1	1
Contacts	Executive Director: Paul Ballard		email: paul.ballard@nashvillemta.org	
	Financial Manager: Shelly MacDonald		email: shellybeth@nashvillemta.org	
	130 Nestor Street 37210		Phone: 862-6262 FAX: 862-6208	

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

Organizational Structure



78 Metropolitan Transit Authority-At a Glance



Budget Highlights FY 2003

• Increase in subsidy for operational expenses	\$1,300,000
• Non-recurring adjustment for Information Systems study in FY 02	-250,000
Total	<u>\$1,050,000</u>

Overview

METROPOLITAN TRANSIT AUTHORITY

The Metropolitan Transit Authority was officially chartered in 1973. A five member Board of Directors oversees its operation. Recently, the position of Chief Executive Officer was created to provide the strategic leadership necessary to carry the MTA into the 21st century. The current CEO, Mr. Paul J. Ballard, reports directly to the MTA Board of Directors and is responsible for managerial oversight of the entire system.

ADVERTISING SALES

The Advertising Sales Department is responsible for the sale, placement and maintenance of paid advertising on and in the MTA bus fleet, on 650 benches throughout the Nashville area, and on illuminated passenger waiting shelters. Revenue generated last fiscal year was \$762,500. This department also negotiates trade agreements for radio, television and print advertisements for use in marketing MTA services.

SUPPORT SERVICES

The Support Services division of the Metropolitan Transit Authority is responsible for developing, implementing and coordinating policies and programs for all aspects of employment including hiring, incentive and recognition programs, disciplinary actions, and salary administration and employee benefits. In addition, this department maintains the Risk Management program, both by purchasing and administering all insurance policies for the company, as well as providing oversight to the MTA Safety Department.

As a function of Support Services, this department oversees the activities and responsibilities of the MTA's Customer Service Center. This entails direct customer interaction through telephone inquiries and in-person contact by selling transit passes, providing schedules and other written material to the public and promoting MTA services through the school system, employers and agencies.

The administration of all of MTA's internal Information Systems is also handled through the Support Services division. Currently there are over 60 workstations being supported.

CAPITAL PROJECTS

The management of Capital Projects includes the administration and management of all federal and state grants as well as monitoring and reporting compliance issues regarding Title VI, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE) Program, and the Americans with Disabilities Act (ADA) Compliance Program.

ACCOUNTING

Accounting administers the financial aspects of the Metropolitan Transit Authority. This includes accounting for and the record keeping of all the internally-generated cash receipts and disbursements, payroll administration, as well as maintaining and overseeing all grant-related receipts and disbursements.

OPERATIONS

Operations include all facets of the operation and maintenance of the MTA fleet. MTA serves an area of over 484 square miles. MTA operates 108 buses on 40 different scheduled routes as well as providing a demand response, Paratransit service has 36 vehicles, and promotes ridesharing through a vanpool program that currently facilitates 30 active vanpools. Public transportation is provided 365 days a year and in FY2001, the MTA traveled over 5,812,000 miles to serve almost 6,605,000 riders.

78 Metro Transit Authority-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADVERTISING SALES					
1. Increase sales over the Board-Approved Re-estimated benchmark for FY 02.	Measure activity against budgeted projections and monitor for variances	\$628,000	\$762,646	\$598,000	\$609,960
SUPPORT SERVICES					
1. Reduce medical costs by negotiating cost containment measures in the upcoming Union contract negotiations.	Strategically and innovatively negotiating changes to the medical plan	na	na	na	5% decrease
2. Reduce on-hold time for telephone customers.	Monitor peak phone times and report and adjust staffing needs on a monthly basis	na	na	na	10% decrease
3. Reduce absenteeism by reorganizing and enforcing a policy that encourages good attendance.	Monitor and report attendance in conjunction with two-week pay cycle	na	na	na	5% decrease
CAPITAL PROJECTS					
1. Increase the level and quality of transit services in minority neighborhoods in compliance with Title VI requirements.	Monitor rider ship by route on a monthly basis	10% increase	8% increase	15% increase	20% increase
2. Increase the overall DBE participation.	Monitor statistics on a quarterly basis, update DBE Vendor List annually and apply race-neutral and conscious goals	20% of all contractual agreements	18% of all contractual agreements	20% of all contractual agreements	20% of all contractual agreements
ACCOUNTING					
1. Improve Cash Management and Cash Flow issues.	Consistently monitor daily cash balances and report findings regularly to appropriate staff	na	na	complete FY w/\$5,000 cash balance	complete FY w/\$75,000 cash balance
2. Improve internal auditing procedures for better management and reporting of financial activity.	Establish and implement specific procedures for internal auditing tasks	na	na	complete by 12/31/02	complete by 12/31/02
OPERATIONS					
1. Increase rider ship of the MTA Fixed Route Bus Service.	Actual passenger counts calculated through the automated farebox system	550,373 per month	550,373 per month	532,130 per month	*532,130 per month
2. Operate the Fixed Route Bus Service according to the scheduled (published) arrival times.	"On-Time Arrival" is considered to be no more than five minutes behind the scheduled (published) time	95%	96.45%	96%	97%

78 Metro Transit Authority-Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
3. Decrease the number of Preventable Accidents for all modes of Revenue Service.	A "Preventable Accident" is one in which the operator of the MTA vehicle failed to do "everything possible" to prevent the accident from occurring	8 per month	8 per month	8 per month	8 per month
4. Increase the Average Number of Miles traveled between Mechanical Failures.	A "Mechanical Failure" is defined as any event not designated as an accident that prevents a particular vehicle from proceeding on the normal course of business	4,000 per month	4,338 per month	4,500 per month	4,750 per month
* If service enhancements are approved this will increase.					

78 Metro Transit Authority-Financial



**MTA Subsidy
GSD General**

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	8,084,700	8,084,700	8,677,066	9,727,100
TOTAL EXPENSE AND TRANSFERS	8,084,700	8,084,700	8,677,066	9,727,100

78 Metro Transit Authority-Financial



MTA Subsidy
GSD General

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

78 Metro Transit Authority-Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	<u>Class</u>	<u>Grade</u>	<u>FY 2001</u>		<u>FY 2002</u>		<u>FY 2003</u>	
			<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
78 MTA								
Executive Director-MTA	10323	NS	0	0.0	0	0.0	1	1.0
Total Positions & FTE			0	0.0	0	0.0	1	1.0

30005 Central Business Improvement Dist-At a Glance

Vision	The successful revitalization of downtown Nashville thereby furthering the health, safety, morals and general economic welfare of Metropolitan Nashville and Davidson County.			
Mission	To undertake and provide an enhanced level of programs and services not provided by the metropolitan government which will help maintain downtown Nashville as a clean, safe and vibrant place to work, live, shop and play.			
Budget Summary		<u>2001</u>	<u>2002</u>	<u>2003</u>
	Expenditures and Transfers:			
	GSD General Fund	\$ 0	\$ 0	\$ 0
	Special purpose funds	583,000	653,548	686,225
	Total Expenditures	<u>\$ 583,000</u>	<u>\$ 653,548</u>	<u>\$ 686,225</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$ 0	\$ 0	\$ 0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
	Non-program Revenue	583,000	653,548	686,225
	Transfers	0	0	0
	Total Revenues	<u>\$ 583,000</u>	<u>\$ 653,548</u>	<u>\$ 686,225</u>
Positions	Total Budgeted Positions	0	0	0
Contacts	Interim Executive Director: Steve Gibson email: mainstgrp@aol.com			
	Nashville Downtown Partnership 211 Commerce St., Ste 100 37201 Phone: 743-3092 FAX: 256-0393			

This component unit's budget is presented here for information only, and is not subject to line-item modification by the Council.

Overview

The Central Business Improvement District (CBID) was established by Metro ordinance under the authority of State law to protect and restore the central business district to promote the public health, safety, and welfare of Nashville. (See Ordinance O98-1037, Metro Code 2.174.010 *et seq.* and TCA §7-84-101 *et seq.*)

The CBID is a district management corporation chartered pursuant to the provisions of the Nonprofit Corporation Act of Tennessee for the purpose of administering the special assessment revenues and the activities within and for the district, the making of improvements within and for the district, and the provision of services and projects within and for the district.

The CBID has the power to acquire, construct or to maintain parking facilities, public improvements, and child care facilities; and to provide services for the improvement and operation of the district, including

promotion, advertising, health & sanitation, public safety, elimination of problems related to traffic and parking, security services, recreation, cultural enhancements, aesthetic improvements, furnishing music in public places, design assistance, and activities in support of business or residential recruitment, retention, and management development.

These services are provided to and in support of the metropolitan government, paid from revenues from the special assessment. These levels of service are in addition to, and not instead of, the level of services provided by Metro within the Urban Services District (USD) generally.

The CBID Board of Directors is elected by and from district property and business owners who pay the assessment. The Board contracts with the Nashville

30005 Central Business Improvement Dist-At a Glance

Downtown Partnership to administer the CBID's operations.

The boundaries of the CBID are set by law. The district includes all properties shown within the shaded area in the map. Those properties are assessed a levy based on real property values, initially set at \$0.15 per \$100 of assessed value. Those funds are used to provide additional services within the CBID.

The original legislation ended the CBID on January 1, 2003. Ordinance BL2002-1064, if approved, will extend the term to December 31, 2007.

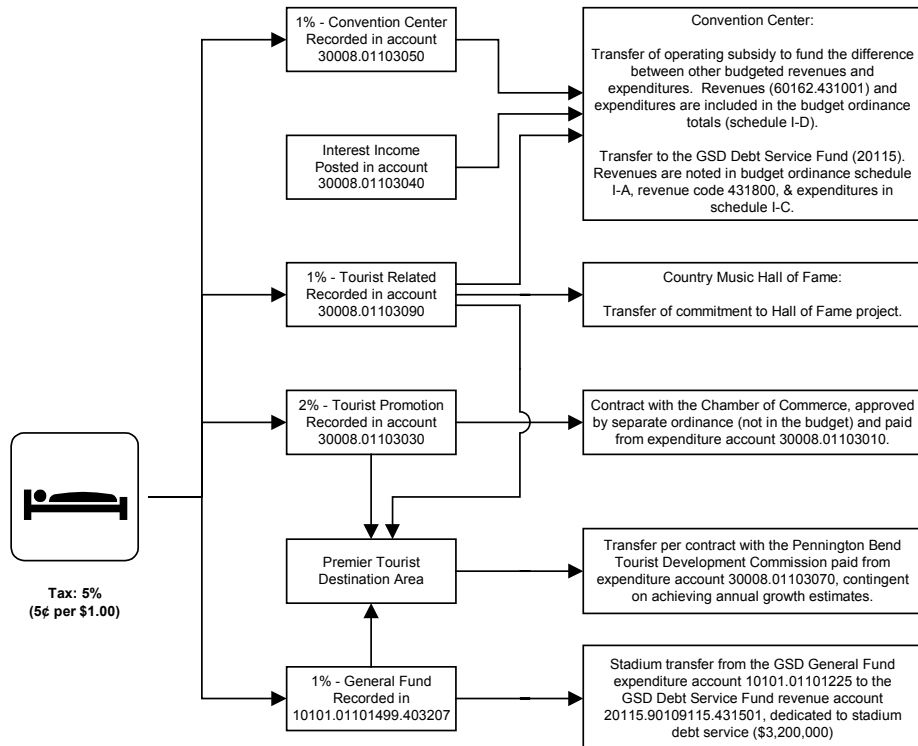
The CBID budget is approved annually in a separate process. Ordinance 098-1270 provided that annual budgets submitted by the CBID may be approved by Resolution by 21 affirmative votes of the Council. The most recent budget was approved by RS2001-880 on December 19, 2001.



30008 Hotel Occupancy Tax Fund-At a Glance

Mission	Fund 30008 accounts for the receipt and distribution of 4/5 of the 5% Hotel Occupancy Privilege Tax (HOPT) used for tourist promotion, tourist-related activities, and the Convention Center debt service and operating subsidy. This fund does not account for the remaining 1/5 of the tax that is deposited directly into the GSD General Fund in revenue code 10101.01101499.403207.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	Hotel Occupancy Tax Fund	\$7,927,941	\$8,236,133	\$8,340,400
	Total Expenditures	<u>\$7,927,941</u>	<u>\$8,236,133</u>	<u>\$8,340,400</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Non-program Revenue	7,927,941	8,236,133	8,340,400
	Transfers	0	0	0
	Total Revenues	<u>\$7,927,941</u>	<u>\$8,236,133</u>	<u>\$8,340,400</u>
Positions	Total Budgeted Positions	0	0	0
Contacts	Director of Finance: David Manning email: david.manning@nashville.gov Financial Manager: Bob Lackey email: bob.lackey@nashville.gov			

Organization Chart (Flow of Funds)



30003 General Fund Four Percent Reserve-At a Glance

Mission	To provide for the purchase of equipment and/or building repairs for departments that receive their operating funds from the general fund budget.			
Budget Summary		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
	Expenditures and Transfers:			
	General Fund (4%) Reserve Fund	\$14,820,846	\$17,499,013	\$18,043,680
	Total Expenditures	<u>\$14,820,846</u>	<u>\$17,499,013</u>	<u>\$18,043,680</u>
	Revenues and Transfers:			
	Charges, Commissions, & Fees	\$0	\$0	\$0
	Other Governments	0	0	0
	Other Program Revenue	0	0	0
	Total Program Revenue	\$0	\$0	\$0
	Non-program Revenue	0	0	0
	Transfers	14,820,846	17,499,013	18,043,680
	Total Revenues	<u>\$14,820,846</u>	<u>\$17,499,013</u>	<u>\$18,043,680</u>
Positions	Total Budgeted Positions	0	0	0
Contacts	OMB Finance Manager: Talia Lomax-O'dneal Capital Investments Coordinator: Greg McClarin 222 Third Avenue North, Suite 550 38201		e-mail: talia.lomaxodneal@nashville.gov e-mail: greg.mcclarin@nashville.gov Phone: 862-6120 FAX: 880-2800	

Overview

The fund is used to finance small-to-medium size capital expenditures for GSD General Fund departments. Four percent (4%) of all original monies collected by the GSD General Fund (Fund 10101) during any year is placed in this reserve fund and is kept separate and apart from other funds of the government. This separate fund can be used only for the purchase of equipment for any department of Metro and for repairs to any building owned by any department of the Metropolitan Government. Larger capital expenditures are financed using notes or bonds in the manner discussed in the "Debt Service Funds" section.

The 4% Fund expenditure plan for FY 2003 will be included in the FY 2003 Capital Plan to be developed early in the fiscal year.

Revenues: Four percent (4%) of all original monies collected by the GSD General Fund (fund 10101) are transferred to this fund. Administratively, 4% is deducted from all GSD General Fund gross receipts except for revenues from other governments and certain other internal sources and transfer accounts.

The transfer of monies from the General Fund to the 4% Reserve Fund is in the budget as an expenditure account in the administrative section of the GSD General Fund.

Expenditures: This separate fund can be used only for GSD General Fund departments' expenditures for the purchase of equipment and for repairs to buildings.

Minimum Balance: Administrative policy is to maintain a \$500,000 balance in the fund at all times. The Council approved a policy of maintaining an additional \$500,000 balance in the fund, for a total balance of at least \$1 million.

USD Charter Provision: The Charter also allows the Council to establish by ordinance the same type of fund for the Urban Services District. This has not occurred.

Historical Information: The Charter originally required a five percent (5%) deduction from revenues. This was amended at an election held August 4, 1983 to four percent (4%).

Publication note: Although this is not a debt service fund, it is included in this section of the book because it is used for the purchase of capital equipment.

25104, 20115, 28315 Debt Service Funds-At a Glance

Mission	<p>To accumulate funds to repay principal (money borrowed) and interest due on general obligation bonds and notes issued by the government to finance capital projects (land, buildings. Equipment, etc.) with lives greater than one year. Three funds are used to account for this debt:</p> <p style="margin-left: 40px;">25104 Schools Debt Service Fund 20115 GSD Debt Service Fund 28315 USD Debt Service Fund</p>																																																				
Budget Summary	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;"><u>2000-01</u></th> <th style="width: 20%; text-align: center;"><u>2001-02</u></th> <th style="width: 20%; text-align: center;"><u>2002-03</u></th> </tr> </thead> <tbody> <tr> <td>Expenditures and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GSD General Fund</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Debt Service Funds</td> <td style="text-align: right;">\$139,748,472</td> <td style="text-align: right;">\$152,622,454</td> <td style="text-align: right;">\$162,707,219</td> </tr> <tr> <td>Total Expenditures</td> <td style="text-align: right;"><u>\$139,748,472</u></td> <td style="text-align: right;"><u>\$152,622,454</u></td> <td style="text-align: right;"><u>\$162,707,219</u></td> </tr> <tr> <td>Revenues and Transfers:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Charges, Commissions, & Fees</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Other Governments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other Program Revenue</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Program Revenue</td> <td style="text-align: right;"><u>\$0</u></td> <td style="text-align: right;"><u>\$0</u></td> <td style="text-align: right;"><u>\$0</u></td> </tr> <tr> <td>Non-program Revenue</td> <td style="text-align: right;">127,652,140</td> <td style="text-align: right;">124,882,808</td> <td style="text-align: right;">136,209,271</td> </tr> <tr> <td>Transfers</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Revenues</td> <td style="text-align: right;"><u>\$127,652,140</u></td> <td style="text-align: right;"><u>\$124,882,808</u></td> <td style="text-align: right;"><u>\$136,209,271</u></td> </tr> </tbody> </table>		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$0	\$0	\$0	Debt Service Funds	\$139,748,472	\$152,622,454	\$162,707,219	Total Expenditures	<u>\$139,748,472</u>	<u>\$152,622,454</u>	<u>\$162,707,219</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$0	\$0	\$0	Other Governments	0	0	0	Other Program Revenue	0	0	0	Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Non-program Revenue	127,652,140	124,882,808	136,209,271	Transfers	0	0	0	Total Revenues	<u>\$127,652,140</u>	<u>\$124,882,808</u>	<u>\$136,209,271</u>
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																		
Expenditures and Transfers:																																																					
GSD General Fund	\$0	\$0	\$0																																																		
Debt Service Funds	\$139,748,472	\$152,622,454	\$162,707,219																																																		
Total Expenditures	<u>\$139,748,472</u>	<u>\$152,622,454</u>	<u>\$162,707,219</u>																																																		
Revenues and Transfers:																																																					
Charges, Commissions, & Fees	\$0	\$0	\$0																																																		
Other Governments	0	0	0																																																		
Other Program Revenue	0	0	0																																																		
Total Program Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>																																																		
Non-program Revenue	127,652,140	124,882,808	136,209,271																																																		
Transfers	0	0	0																																																		
Total Revenues	<u>\$127,652,140</u>	<u>\$124,882,808</u>	<u>\$136,209,271</u>																																																		
Positions	Total Budgeted Positions																																																				
Contacts	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Director of Finance: David Manning</td> <td style="width: 20%;">Phone: 862-6151</td> <td style="width: 20%;">FAX: 862-6156</td> </tr> <tr> <td>Financial Manager: Bob Lackey</td> <td>Phone: 862-6100</td> <td>FAX: 862-6109</td> </tr> <tr> <td>Capital Budget: Richard Bernhardt, Planning Commission Exec. Dir.</td> <td>Phone: 862-7173</td> <td>FAX: 862-7209</td> </tr> </table>			Director of Finance: David Manning	Phone: 862-6151	FAX: 862-6156	Financial Manager: Bob Lackey	Phone: 862-6100	FAX: 862-6109	Capital Budget: Richard Bernhardt, Planning Commission Exec. Dir.	Phone: 862-7173	FAX: 862-7209																																									
Director of Finance: David Manning	Phone: 862-6151	FAX: 862-6156																																																			
Financial Manager: Bob Lackey	Phone: 862-6100	FAX: 862-6109																																																			
Capital Budget: Richard Bernhardt, Planning Commission Exec. Dir.	Phone: 862-7173	FAX: 862-7209																																																			

These funds are administered by the Department of Finance, and have no separate organization chart.

25104, 20115, 28315 Debt Service Funds-At a Glance

Budget Highlights FY 2003

The recommended budget contains no enhancements or revenues for debt service above those supported by the current tax rate. Debt service capacity is maintained as old debt issues are retired.

Overview

Debt Financing: Periodically, Metro borrows money to undertake selected capital improvements that are included in the Capital Improvements Budget and Program. This borrowing is done by issuing (or selling) bonds and notes – written promises to repay the debt at certain times and with certain interest. The specific improvements to be financed are listed in the legislation that authorizes the debt. The proceeds from the sale of the debt are used to pay for those improvements. Metro then repays the principal and interest over time to those who own the debt. The repayment process is called debt service.

Metro does not issue long-term notes and bonds to finance operating expenditures or deficits.

Types of debt: Debt generally falls into two categories, with a third becoming more common.

- General obligation debt is payable from taxes, and is backed by the full faith, credit, and taxing power of the government. There is no legal limit to Metro's use of general obligation debt, although issuance requires passage of a Council ordinance. Only general obligation debt is repaid from the three debt service funds (25104, 20115, and 28315).
- Revenue debt is often used to finance projects that will generate revenue. Part of the revenue generated by a project is used to service the debt on the project. It is accounted for through the enterprise or internal service fund that develops the capital project and receives its revenues.
- Limited obligation revenue debt is a newer hybrid form that normally operates as revenue debt, but is backed by certain non-property-tax revenues (defined in the bond covenants) in the event that there are not sufficient revenues to service the debt.

Interest earned by our bondholders is generally held to be exempt from federal and Tennessee taxation as income.

Structure: Metro has a variety of debt outstanding, typically in one of two forms:

- Bonds - long-term debt that usually matures over a period of 20-30 years; and
- Notes - shorter-term debt that is issued for three years, and renewable for an additional two terms of three years each. The usual total maturity is 3 to 5 years, although often these provide temporary financing and are retired by issuing bonds.

A small portion of the principal is repaid each year between issuance and maturity. This has two advantages: it approximately matches the maturity dates of bonds over the lives of the projects they fund, and it keeps Metro from having to make a big payment at one time.

Many bonds have "call" provisions that allow Metro to redeem the debt before its scheduled maturity. This is most often done when the debt being called is refunded by issuing new debt for the same period of time but at lower interest rates. The lower interest costs save Metro money over the remaining life of the bond issue.

Legal Limitations: There is no legal debt margin limitation on GSD debt. Section 7.08 of the Charter limits the USD total net bonded indebtedness payable from USD ad valorem taxes, after deduction of sinking funds for the payment of principal, to 15% of the USD assessed valuation of taxable property. Metro has used only 2.7% of that legal limit, as of June 30, 2000.

Bond Ratings: Metro's bonds have excellent investment-grade ratings from all three independent rating agencies (Moody's Aa2, Standard & Poor's AA, and Fitch AA+), reflecting the financial strength of the city. These ratings are based on both the city's financial health and available reserves for paying off debt. Each agency has its own rating system, and ratings of the three agencies cannot necessarily be compared to each other. For explanations of the ratings, visit each agency's web site.

Debt Policies: The following guidelines are used in managing debt service funds:

- USD general obligation debt is subject to the legal limitation noted above.
- Debt is not issued above the capacity provided by current revenue sources (including property taxes at the current rate) plus anticipated normal growth; debt is not issued in anticipation of a not-yet-approved property tax increase.
- When planning future debt capacity, normal revenue growth is projected conservatively.
- The financing of an improvement will not exceed its useful life. In a multi-purpose bond package, the package maturities will reflect the mix of project lives funded by the package; the average life of the bonds cannot exceed the average life of the projects.
- General obligation issues are sold by bid in public offering; the sale is awarded to the bidder with the lowest true interest cost.
- Bond issues may be considered for refunding when lower interest rates on the new bonds will result in a 5% present value savings over the old bonds. The term of the refunding bonds will not exceed the terms of the bonds being refunded.

Revenue Sources: Revenues for all three funds are detailed in the budget ordinance. The GSD and USD Debt Service Funds (funds 20115 & 28315) are funded primarily by a dedicated portion of the property tax levies. The GSD Debt Service Fund also receives \$3.2 million from the GSD General Fund (fund 10101) for stadium debt, and the Schools Debt Service Fund (fund 25104) receives substantial schools-related sales taxes.

Capital Expenditures and the Budget: The discussion of "Expenditures - Capital Improvements" in the Overview section of this book describes how these funds relate to the operating budget.

25104, 20115, 28315 Debt Service Funds-Financial

Debt Service Budgetary Funds

REVENUE, EXPENSE, & TRANSFERS:	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
General Obligation Debt:				
General Services District (GSD):				
20115 GSD Debt Service	83,962,317	119,676,075	85,767,929	86,156,978
25104 MNPS (Schools) Debt Service	45,567,026	59,278,099	55,642,102	56,415,991
Total GSD General Obligation	129,529,343	178,954,174	141,410,031	142,572,969
Urban Services District (USD):				
28315 USD Debt Service	10,219,129	7,309,219	11,212,423	20,134,250
Total USD General Obligation	10,219,129	7,309,219	11,212,423	20,134,250
Total General Obligation Debt Service	139,748,472	186,263,393	152,622,454	162,707,219
Revenue Debt Service: *				
20237 Deberry Debt Service	2,306,178	2,306,178	2,302,375	2,098,781

* Revenue debt related to general fund departments only; does not include debt for enterprise funds or component units.

These funds have no budgeted positions

01-10101 & 01-18301 Administrative—At A Glance

Budget Highlights FY 2003

For budget changes, see the financial schedule.

Overview

Accounts are grouped into functional area, as presented in the budget ordinance. Each account's title, 8-digit business unit number, legal basis, and description follows.

INTERNAL SUPPORT:

- **Jury Commission** (01101111, TCA § 22-2-201) maintains the jury book and box, keeps a list of qualified jurors for periods of two years and assists with ensuring that jurors are selected for service in accordance with the law. The pay for jury commissioners is set by state law at \$50.00 per day of service.
- **Bonding Firm Investigation** (01101116, TCA § 40-11-305) pays for attorneys hired by the Criminal Court to investigate bonding company records filed with the Criminal Court Clerk against the bonding companies' records to ensure that collateral is correct and adequate to cover the amount of bonds written.
- **Insurance & Reserve** (01101301 & 01191301, Resolution R82-1327) protects Metro property against damage, loss and claims. This account pays insurance premiums for Metro vehicles, buildings and equipment, boiler and elevator inspections, and for protection against liability claims.
- **Surety Bonds** (01101302, TCA § 8-19-101) pays bond premiums to various insurance companies for local officials and persons who routinely handle public funds, to protect public funds against misuse, theft, and fraud.
- **Corporate Dues and Contributions to Governmental Associations** (01101303, Metro Charter § 18.11(c)) pays dues for Metro memberships in such organizations as the National League of Cities, the National Association of County Officials, the Tennessee Municipal League, the Government Finance Officers Association, the US Conference of Mayors, the National Institute of Municipal Law Officers, the Greater Nashville Regional Council, the Sister Cities Program, and the Southern Building Code Congress.
- **Judgments and Losses** (01101308 & 01191308, Metro Code § 2.40.100) pays on Metro's behalf for judgments and losses that arise in the course of litigation and pays related costs and expenses such as for court reporters, court costs, tax costs, etc. The appropriations from the GSD and USD are transferred to Fund 50267 Self Insured Judgment & Losses Claim Fund.
- **Pay Plan Improvements** (01101315 & 01191315) In the FY 2002 budget, this account included funds for the conversion of weekly payrolls to a semi-monthly schedule. Pay plan improvements from the Mercer study for active employees in the two general funds' departments are included in departments'

budgets. The FY 2003 calculation for those departments is based on employees on board in march, budgeted exception pay (such as overtime), seasonal / pool / temporary employees' payments, and related fringe benefits.

- **Subsidy for the Metro Postal Service** (01101407) provided salaries for the postal workers in order to keep departmental charges lower. Beginning in FY 2003, those costs are built into the rate structure that the Service charges other departments. The Service picks-up and delivers internal and U.S. mail to Metro departments.
- **Post Audits** (01101412, Metro Charter §6.15) provides funds to conduct an annual independent financial audit conducted by one or more certified public accounting firms, and for performance audits. Audits are conducted in accordance with federal and state law.
- **Transfer to Advance Planning & Research Fund** (01101416, Metro Charter § 6.14) provides the mandated \$50,000 transfer to the APR fund.
- **Subsidy for Metropolitan Information Systems** (01101421 & 01191421) provided for data processing services in the GSD and USD general funds respectively. These funds were transferred to individual General Fund departments during FY 2002, and are included in their budgets for FY 2003.
- **Charter Revision Commission** (01101125) provides administrative expenses for the ongoing Charter Revision Commission. In recent years, these expenses were covered by the Department of Law.
- **Transfer for 4% Fund** (01101499, Metro Charter) transfers 4% of locally-generated revenues in the General Services District to the separate General Fund Reserve Fund. Those funds are appropriated by resolution for the purchase of equipment or building repairs for any department funded by the GSD General Fund.

EMPLOYEE BENEFITS:

- **Police and Fire Pension Match** (01191102, Metro Charter § 13.09) provides Metro's contributions from the USD General Fund to closed police and fire pension plans.
- **Civil Service Retirement Match** (01191103, Metro Charter § 13.09) provides Metro's contribution from the USD General Fund to the closed City of Nashville Employees' Retirement plan.
- **Davidson County Retirement Match** (01101104, Metro Charter § 13.09) provides Metro's contribution from the GSD to the old Davidson County civil service pension plan.
- **Teacher Pensions Match** (01191106, Metro Charter § 9.06) provides Metro's contribution from the USD General Fund to the old city teacher's pension plan.
- **Davidson County Teacher's Retirement Match** (01101107, Metro Charter §9.06) provides Metro's contribution to the closed county teacher's pension plan.

01-10101 & 01-18301 Administrative–At A Glance

- **Group Health Insurance Match** (01101109 & 01191109, Metro Code §3.16.020, 3.16.040, & 3.24.010) provides Metro's share of pensioners' medical and dental insurance premiums. These costs for active employees are budgeted in departments' budgets.
- **Death Benefit Payments** (01101110, Metro Code § 3.28.080) transfers money to a special fund that provides payments for supplementary benefits for deaths in the line of duty.
- **Direct Pension Payments** (01191111, Private Acts of 1959 chapter 117 & Metro Charter Sec. 20.01) provides direct pension payments from the USD General Fund to members and qualified surviving spouses of the old Nashville City Council.
- **Pensioners In-Line-Of-Duty Medical Expense** (01101113 & 01191112, Metro Charter § 13.12) provides medical payments for those pensioners who were disabled by in-line-of-duty injuries. The total cost is budgeted through the GSD General Fund; the share for USD employees is borne by a transfer from the USD to the GSD.
- **Unemployment Compensation** (01101114, TCA § 50-7-401) reimburses the state for unemployment payments to eligible former Metro employees.
- **Group Life Insurance Match** (01101115 & 01191115, Metro Code § 3.16.040) provides payment of life insurance premiums for pensioners. Life insurance for active employees is budgeted in departments' budgets; those benefits are double the employee's salary, to a maximum benefit \$50,000. Metro pays 100% of premiums.
- **Employees In-Line-Of-Duty Medical Expense** (01101120 & 01191113, Metro Charter § 13.12) provides medical payments for employees injured on-the-job for services that cannot be provided by General Hospital. The total cost is budgeted through the GSD General Fund; the share for USD employees is borne by a transfer from the USD to the GSD.
- **Benefit Adjustments** (01101140 & 01191140) provides funds for adjustments to the departmental fringe benefit accounts based on projected changes in medical, life, dental, and/or pension rates.

CONTINGENCY:

- **Contingency for Subrogation** (01101224 & 01191299) permits deposit of recoveries and repayment to affected GSD and USD departments for unbudgeted casualty repairs and replacements. The expenditure account is offset by a matching revenue account.
- **Contingency for Local Matching Funds – Federal Programs** (01101298) provides funds for required dollar matches as the government receives mid-year grants. Those funds are transferred from this account to the accounts of departments receiving those new grants.
- **Contingency for Federal, State, and Other Reimbursable Program Funds** (01101299 & 01191299) handles the non-local funding component of new grants offset by revenue estimated. As departments receive previously-unbudgeted grants

or reimbursements in the general fund during the fiscal year, their budget may be increased either:

- By a resolution, approved by Council, that appropriates the previously-unestimated revenues or fund balance, or
- By use of the contingency accounts (the local match portion coming from the department's existing budget or from local match funds, and the grantor share coming from this account).

Previously-unbudgeted grants may be added to grants special revenue funds upon proper approval without using this account.

- **Contingency Account** (01101309 & 01191309, Metro Charter § 6.11) provides a reserve of funds for unexpected costs incurred by departments funded through the GSD or USD General Funds.
- **Contingency Mental Health Payments to State from Juvenile Court** (01101234) provides funds to reimburse the State of Tennessee for overpayments to the Juvenile Court.
- **Contingency Managing for Results** (01101235) provides funds for implementing the new "Results Matters" performance management initiative.
- **Contingency North Nashville Precinct** (01101236) sets aside money for the start-up costs for opening the North Nashville police precinct, scheduled for completion in calendar year 2003.
- **Contingency COPS in Schools** (01101220) will provide funds for 10 school resource officers in Metro schools in the event that a grant application for this purpose is not accepted by the federal Department of Justice.
- **Contingency for New Courts** (01101310) is a GSD general fund contingency account from which to appropriate funds to departments that will be impacted in FY02 by the establishment by the state legislature of a 5th Criminal and/or 4th Chancery Court.
- **Contingency for Emergency Management** (01101311) provided local funding for new emergency management (E-911) operations, to be set up as a new department or distributed to existing departments during the fiscal year.

REGULATION, INSPECTION, & ECONOMIC DEVELOPMENT:

- **Subsidy to the Regional Transit Authority** (01101117) provides local matching funds for transportation services for the Job Access and Reverse Commute project, and to match with other cities to continue the Murfreesboro to Nashville "Relax and Ride" shuttle.
- **Economic Job Development Incentive** (01101118) provides funds to make economic and community development incentive grants to the Industrial Development Board. These grants are to encourage the location of Fortune 500 companies and creation of new jobs within the boundaries of Davidson County.

01-10101 & 01-18301 Administrative—At A Glance

- **High Speed Rail Corridor** (01101237) provides initial exploratory funds for a high-speed rail corridor between Nashville, Chattanooga, and Kentucky, contingent on state and local matching funds from other governments.
 - **Nashville Career Advancement Center (NCAC)** (01101213) provides local funds to offset projected administrative cost deficit and to also support the continuation of a Summer Youth at Work Program. See also NCAC on page B-13.
 - **Supplement to Gaylord Entertainment Center** (01101221) provides supplemental funds to Powers Management for the operation of the Nashville Arena. Powers Management has subcontracted with Leisure Management International (LMI) for the operation of the Arena.
 - **Adelphia Coliseum Capital Maintenance Fund Transfer** (01101222) provides contractually-mandated funds for maintenance of the Adelphia Coliseum football stadium.
 - **Transfer to GSD Debt Service** (01101225, Stadium Funding Package) transfers \$3.2 million of Hotel Motel Tax from the GSD General Fund to the GSD Debt Service Fund for the Adelphia Coliseum stadium.
 - **Farmers' Market Supplement** (01101233) covers the annual lease payment and a small portion of expenditures for the Farmers' Market.
 - **Supplement to Metropolitan Transit Authority (MTA)** (01101304, Metro Charter § 11.401) provides local supplementary funds to the Metropolitan Transit Authority, the Nashville Trolley Co., special transportation vans, carpooling matching services and a vanpool program. This bus fleet of 116 buses runs 36 routes including eight express bus routes. See also MTA on page H-83.
 - **Nashville Sounds – Greer Stadium Maintenance** (01101424) provides funding to assist in maintaining Greer Stadium, contingent on the Nashville Sounds baseball teams payment of rent to Metro.
 - **Property Tax Increment Refund** (01101499 & 01191499, State Law Title 13, Chapter 20) provides tax incentive payments for loans incurred by the Metropolitan Development & Housing Authority (MDHA) for authorized redevelopment activities. MDHA promotes private investment in designated development districts. Similar payments are budgeted in all six budgetary funds (GSD & USD General funds, the General Purpose School Fund, and the three related Debt Service funds).
 - **Public Utility Tax Increment Refund** (01101499 & 01191499, Contractual Agreement) provides for funds to repay the airport for a portion of their property taxes based on a contractual agreement between it and the Metropolitan Government. These funds are used for airport noise mitigation. Similar payments are budgeted in all six budgetary funds (GSD & USD General funds, the General Purpose School Fund, and the three related Debt Service funds).
 - **Contribution to Partnership 2010** (01101506) provides funds to the Nashville Chamber of Commerce for its Partnership 2010 program, which promotes the relocation of companies to Nashville and expansion of existing companies.
 - **National League of Cities** (01101238) provides Metro support of the NLC conference scheduled to be held in Nashville in FY 2004.
 - **Contribution to Sports Council** (01101508) provides funds for the Chamber of Commerce council that explores and promotes professional sports in Nashville.
 - **Contribution to Nashville Minority Business Center** (01101547) provides a contribution to Minority Economic Development Center.
- RECREATIONAL, CULTURAL, & COMMUNITY SUPPORT:**
- **Neighborhood Enhancement Grants** (01101122) are coordinated by the Mayor's Office of Neighborhoods for approved projects proposed by neighborhood organizations.
 - **Metropolitan Action Commission (MAC)** (01101204, Metro Code § 2.108.010) provides GSD General Fund matching funds to MAC for administration and leasehold costs, the Head Start program, and other MAC activities. See also MAC on Page H-19.
 - **Metropolitan Development and Housing Authority (MDHA)** (01101210) provides funds to support the administration of the Nashville Housing Fund's Front Door, Down payment Assistance, and Development Loan programs, and to operate the Homestead program, which converts back-tax lots in productive affordable housing projects.
 - **Bill Wilkerson Hearing & Speech Center Contract** (01101307, Ordinance 084-496) provides for diagnosis, care, and treatment for the certified medically indigent residents of Davidson County who experience communication problems such as total or partial deafness, speech, voice, or language disorders.
 - **Property Tax Relief Program** (01101326 & 01191326, TCA § 67-5-702, § 67-5-703 and § 67-5-704) provides tax relief funds for the elderly low-income, disabled and disabled veteran homeowners. The program in effect pays part or all of the property tax of applicants who are eligible. Metro matches the state expenditures based on the current sales ratio; however the combined Metro and State assistance may only cover the amount of taxes owed.
 - **Contribution to Forest Fire Control** (01101401, TCA § 11-4-407(6)) pays the District Forester of the state Forestry Service a total of \$4,000 annually to help maintain the Cooperative Forest Fire Control program in the rural areas of Davidson County.
 - **Subsidy for General Hospital** (01101413, Metro Charter § 10-201) provides a contract subsidy to the Nashville Hospital Authority to support the operations of Metropolitan Nashville General Hospital, an acute care hospital with 150 licensed beds.

01-10101 & 01-18301 Administrative–At A Glance

- **Subsidy for Bordeaux Hospital** (01101414, Metro Charter §10-201) provides support to the operations of Metropolitan Nashville Bordeaux Hospital, a long-term acute care chronic disease hospital and nursing facility with 453 licensed nursing beds and 60 hospital beds.

CONTRIBUTIONS:

- **Contribution to Nashville Symphony** (01101502, Metro Charter 18.11(a)) provides funds to support the Nashville Symphony.
- **Contribution to Cumberland Museum** (01101503) provides funds to support the activities of the Cumberland Science Museum.
- **Victim Offender Reconciliation Program** (01101504) provides partial funding for a program designed to bring together court-referred offenders and victims of crime to mediate an agreement for restitution to the victims rather than pursuing an adversarial and punitive resolution. The VORP is also known as MediationWorks.
- **Legal Aid Society of Middle Tennessee** (01101505, Resolution R95-1723) Provides funds to support the organization's mission of providing free legal help to low-income and elderly persons with certain kinds of civil legal problems.
- **Contract Guest House** (01101510) provides for a contract with Guest House to house incapacitated substance abusers who are picked up by the police, as an alternative to incarceration.
- **Contribution to Kids Voting Tennessee** (01101514) provided funds to introduce school age children to the voting process by allowing them to "vote" at the polls on the day of the Presidential Preference Primary election.
- **Contribution Renaissance Center** (01101515) provides a local contribution for the Senior Citizen programs at the Cohn Renaissance Center.
- **Contribution to Adult Literacy Program** (01101516) provides a local contribution for the Adult Literacy Program. The Nashville Adult Literacy Program is for adults with low, marginal or no reading skills. Sponsored by the Nashville Adult Literacy Council, the Community Education Alliance, and the Metro Public Schools, it provides those adults with one-to-one, group or computer instruction to meet their individual needs.
- **Community Access Television** (01101519) provides local funds to the Community Access Television channel. CATV is an organization that promotes the citizens' point of view and freedom of speech by providing them with training in television, instruction on the use of TV equipment, and the knowledge to produce their own program.
- **Nashville Humane Association** (01101521, Metro Charter § 18.11(a)) provides funds to assist with shelter, food and medical services for abandoned, unwanted, and injured animals and places as many animals as possible with area residents.
- **International Population Needs Assessment** (01101123) enabled Metro to assess the needs of population groups of diverse nationalities in FY 2002.
- **Interpreter Services Grant** (01101124) was a one-time FY 2002 Metro grant or contract for interpreter services.
- **Community After-Care Project** (01101531) provides a contribution to licensed child care providers for after-school care, including academic enrichment and nutrition, for K-8 children in high risk, low-income residential areas. This is done through a grant to the Project for Neighborhood Aftercare
- **Contribute Nashville Public Television** (NPT) (01101532) enables Metro to make a contribution to the Not-For-Profit Nashville Public Television (NPT) for the current fiscal year.
- **Contribution Sister Cities** (01101534) provides a contribution for Metro's participation in the Sister Cities program.
- **Affordable Housing Program** (01101539) provides funds for creating home ownership opportunities for Metro employees by providing home loan assistance; provides grants for owner-occupied rehabilitation, especially for the elderly, and for rehabilitation of deteriorating properties for resale; and assists in funding land acquisition or infrastructure costs to make rental units more affordable.
- **Contribute Domestic Violence Intervention Center** (01101540) provides funds for this agency (formerly known as PEACE) to supply domestic violence counseling and education to clients referred by the courts and other Metro agencies.
- **Kelly Miller Smith** (01101541) provides funds to assist a non-profit agency that serves persons convicted of domestic violence. The program counsels primarily African-American men and a small number of women. The only other source of funds is client fees.
- **Neighborhood Justice Center** (01101542) provides funds to provide a mediation service referred by citizens, Police and the Metro agencies, including courts to resolve disputes and to settle conflicts that otherwise require other administrative (warrants being issued) or court actions being taken.
- **YMCA – Model Metro** (01101543) provided funds to continue the Model Metro Program, which allows high school students to learn the duties and responsibilities of local government officials.
- **Nashville Health Corps** (01101544) provided a contribution to the Nashville Health Corps.
- **Nashville Zoo** (01101545) enabled Metro to contribute one-time "bridge grant" funds in FY 2002 to the not-for-profit Nashville Zoo.
- **Cumberland Region Tomorrow** (01101548) provides a contribution to private sector non-profit regional organization supporting and encouraging growth planning with an emphasis on preserving the rural landscape.

01-10101 & 01-18301 Administrative–At A Glance

- **Ujima House** (01101549) provided shelter and services to victims of domestic abuse.
- **Contribute YWCA Domestic Violence** (01101552) provides funds toward the operation of a new, larger, state-of-the-art shelter for victims and survivors of domestic violence.
- **Contribute United Way Family Resource Center** (01101553) provides support for administrative and infrastructure costs of family resource centers (FRCs) so that United Way can focus their investments on FRC programmatic needs through their Community Solutions Fund.
- **Contribute Not-For-Profit Taxes on Gasoline** (01101554) provides funds to reimburse not-for-profit organizations who have used the Metro Motor Pool fueling facilities for state gasoline taxes that they are required to pay.
- **Contribute Second Harvest Food Bank** (01101555) provides funds for the Emergency Food Box Program.
- **Contribute Nashville’s Table** (01101556) provides a contribution to the Nashville’s Table food relief program.
- **Contribute The Hermitage** (01101557) provides funds for educational programming for grades 3-12 in support of a new National Endowment for Humanities interpretive planning grant.
- **Contribute Tennessee Justice Center** (01101558) provides a contribution to the Tennessee Justice Center.
- **Contribute Metropolitan Education Access Corporation** (01101559, RS2002-1041) provides funds for the MEAC, which has responsibility for program production, management, and promotion of the educational access channels on all cable television systems.

- **Contingency NPT Playback** (01101560) supports playback of higher quality Nashville Public Television programming on cable television system’s educational channels (Comcast channels 9 and 10)

PUBLIC WORKS:

Transfer to Stormwater Fund (01101219) accounts for the GSD General Fund support of the Stormwater special revenue fund (fund 37100). (Other funding sources also support that fund.) Prior to FY 2003, these costs were included in the Public Works budget.

RESERVES:

Reserves are monies that are set aside in the budget for possible appropriation in the year budgeted or later fiscal years.

- Pay Plan Improvements 323000 Administrative Discretion Money set aside to help fund pay plans in future years.
- Council Infrastructure 323008 Council Discretion Future program to be developed by the Council.
- Council Utility Asst 323009 Council Discretion Future program to be developed by the Council.
- Neighborhood Aftercare 323010 Council Discretion Future program to be developed by the Council.
- Community Police Program 323011 Council Discretion Future program to be developed by the Council.
- Disabled Officer Gun/Badge 323012 Council Discretion Future program to be developed by the Council.
- Affordable Housing 323806 Council Discretion Future program to be developed by the Council.

01-10101 & 01-18301 Administrative–Financial

Administrative Accounts GSD & USD General Funds

<u>REVENUE, EXPENSE, & TRANSFERS:</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
GSD General Fund:				
01101104 County Retire Match	\$ 3,082,932	\$ 3,082,932	\$ 3,082,932	\$ 3,501,843
01101107 County Teach Retire Match	6,900,360	6,900,360	6,900,360	6,900,360
01101109 Health Insurance Match	13,081,059	11,961,143	14,738,490	16,218,006
01101110 Death Benefit Payment	190,000	163,088	190,000	200,000
01101111 Jury Commission	549	20	549	600
01101113 Pens IOD Medical Exp	1,200,000	1,078,383	1,200,000	1,200,000
01101114 Unemployment Compensation	250,000	266,799	250,000	400,000
01101115 Life Insurance Match	891,857	827,302	891,857	700,608
01101116 Bonding Firm Investigation	1,567	-	1,567	1,600
01101117 Regional Transit Authority	18,000	18,000	20,000	145,000
01101118 Econ/Job Incentives	825,000	525,170	1,400,000	900,000
01101120 Employee IOD Med Expense	1,500,000	1,500,896	1,500,000	1,500,000
01101122 Neighborhood Enhancement Grants	-	-	100,000	100,000
01101123 Inter Population Needs Assessment	-	-	350,000	-
01101124 Interpreter Services	-	-	100,000	-
01101125 Charter Revision Commission	-	-	-	5,000
01101140 Benefit Adjustments	-	-	4,598,687	4,505,963
01101204 Metro Action Commission (MAC)	1,491,046	1,126,313	1,129,294	1,257,294
01101210 MDHA	197,377	148,884	197,377	183,200
01101213 NCAC Local Match	106,054	103,025	106,054	256,100
01101214 Tom Joy School Demolition	200,000	200,000	-	-
01101215 MAC Deferred Maintenance	100,000	100,000	-	-
01101216 MIS Technology Plan	500,000	500,000	-	-
01101217 Park/Greenway Master	500,000	500,000	-	-
01101220 COPS in Schools	-	-	-	465,000
01101221 Subsidy Gaylord Ent Center	4,167,963	4,165,420	4,167,963	5,339,900
01101222 Stadium Maintenance	-	-	1,000,000	1,000,000
01101224 Contingency Subrogation	198,525	-	200,000	100,000
01101225 GSD Debt Transfer-Stadium	3,200,000	3,200,000	3,200,000	3,200,000
01101226 Capital Improvement	-	-	5,330,999	-
01101233 Subsidy Farmer's Mkt	260,588	260,588	259,708	259,700
01101234 Contingency Juvenile Ct Payments	-	-	-	99,000
01101235 Contingency Managing for Results	-	-	-	250,000
01101236 Contingency North Nash Precinct	-	-	-	250,000
01101237 High Speed Rail Corridor	-	-	-	100,000
01101238 National League of Cities	-	-	-	660,000
01101298 Contingency Local Match	282,306	-	429,836	552,600
01101299 Contingency Fed/Stat	1,421,208	-	1,764,848	4,250,000
01101301 Insurance Reserve	1,835,000	1,889,721	1,835,000	1,960,000
01101302 Surety Bonds	70,000	10,007	70,000	70,000
01101303 Corp Dues/Contributions	253,265	246,226	253,265	252,000
01101304 Subsidy Metro Transit Authority MTA	8,084,700	8,084,700	8,677,066	9,727,100

01-10101 & 01-18301 Administrative–Financial

Administrative Accounts GSD & USD General Funds

<u>REVENUE, EXPENSE, & TRANSFERS:</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
01101307 Wilkerson Hearing/Speech	222,820	240,163	222,820	222,800
01101308 Judgments and Losses	800,000	800,000	800,000	890,000
01101309 Contingency Account	50,000	-	50,000	50,000
01101310 Contingency - New Courts	-	-	159,648	159,600
01101311 Contingency E-911	-	-	470,000	-
01101315 PayPlan Improvements	-	-	687,178	100,000
01101326 Property Tax Relief	627,475	627,475	1,071,360	1,071,400
01101395 Fringe Benefits	-	173,139	-	-
01101401 Contribute Forest Fire	4,000	-	4,000	4,000
01101407 Subsidy Postal Service	151,324	151,324	151,324	-
01101412 Post Audit	1,521,856	1,354,738	1,715,786	2,384,344
01101413 Subsidy General Hospital	23,505,099	23,505,099	23,505,099	23,505,100
01101414 Subsidy Bordeaux Hospital	11,741,308	11,741,308	9,241,308	9,241,300
01101416 Subsidy Advance Plan	71,343	71,343	50,000	50,000
01101421 Subsidy MIS	4,522,227	4,522,227	230,694	-
01101424 Greer Stadium Maintenance	-	-	-	250,000
01101499 Transfer 4% Fund	14,820,846	15,437,557	17,499,013	18,043,680
01101499 Transfer Tax Increment Refunds	2,189,608	2,424,744	3,160,228	3,160,300
01101499 Transfers – miscellaneous	-	135,288	-	-
01101502 Contribute Nash Symphony	15,000	15,000	15,000	15,000
01101503 Contribute Cumberland Museum	166,250	166,250	265,250	265,300
01101504 Contribute Victim Offender	32,450	32,450	32,450	32,500
01101505 Contribute LegalAid	7,453	7,453	7,453	47,500
01101506 Contribute Partnership 2010	190,000	190,000	200,000	250,000
01101508 Contribute Sports Council	190,000	190,000	200,000	200,000
01101510 Contribute Guest House	156,750	156,750	156,750	156,800
01101514 Contribute Kids Voting Tennessee	14,250	14,250	-	-
01101515 Contribute Renaissance Center	4,750	4,750	4,750	4,800
01101516 Contribute Adult Lit	8,550	8,550	8,550	8,600
01101519 Contribute CATV	38,000	38,000	38,000	63,000
01101521 Contribute Humane As	12,500	12,500	12,500	12,500
01101531 Project Neighborhood Aftercare	361,190	361,190	510,300	510,300
01101532 Contribute Nash Public Television	-	-	2,050,229	2,359,612
01101534 Contribute Sister Cities	-	-	-	20,000
01101539 Contribute Afford Housing	1,000,000	221,917	1,778,082	1,000,000
01101540 Contribute Domestic Violence	110,950	110,950	110,950	162,200
01101541 Contribute KM Smith	53,000	53,000	53,000	53,000
01101542 Contribute Neigh Justice Center	90,630	90,630	90,630	133,100
01101543 Contribute YMCA Model Metro	2,500	-	2,500	2,500
01101544 Contribute Nashville	5,000	5,000	-	-
01101545 Contribute Nashville	-	-	500,000	-
01101547 Contribute Nash Minority Business	-	-	50,000	50,000
01101548 Contribute Cumberland	-	-	25,000	25,000

01-10101 & 01-18301 Administrative–Financial

Administrative Accounts GSD & USD General Funds

<u>REVENUE, EXPENSE, & TRANSFERS:</u>	<u>FY 2001 Budget</u>	<u>FY 2001 Actuals</u>	<u>FY 2002 Budget</u>	<u>FY 2003 Budget</u>
01101549 Contribute Ujima House	-	-	28,000	-
01101550 Contribute Heart of	-	-	300,000	-
01101551 Contribute LISC	-	-	100,000	-
01101552 Contribute YWCA Domestic Violence	-	-	-	300,000
01101553 Contribute United Way	-	-	-	250,000
01101554 Contribute NFP Taxes	-	-	-	25,000
01101555 Contribute Second Harvest	-	-	-	50,000
01101556 Contribute Nashville's Table	-	-	-	5,000
01101557 Contribute Hermitage	-	-	-	50,000
01101558 Contribute TN Justice Center	-	-	-	11,000
01101559 Contribute Metro Ed Access Corp	-	-	-	10,000
01101560 Contribute NPT Playback	-	-	-	55,000
	<u>\$ 113,496,485</u>	<u>\$ 109,722,023</u>	<u>\$ 129,503,704</u>	<u>\$ 131,771,110</u>
01191102 Police/Fire Retire Match	\$ 7,686,564	\$ 7,686,564	\$ 7,686,564	\$ 8,872,977
01191103 Civil Service Retire	4,804,956	4,804,956	4,804,956	5,424,714
01191106 Teacher Pens Match	4,592,400	4,592,400	4,592,400	4,592,400
01191109 Health Ins Match	2,337,450	1,983,539	2,337,450	2,570,400
01191111 Direct Pension Payment	3,000	4,860	4,800	11,999
01191112 Pensioner IOD	299,484	299,484	299,484	299,484
01191113 Employee IOD	651,750	651,750	651,750	651,750
01191114 Unemployment Compensation	10,000	-	10,000	-
01191115 Life Ins Match	117,972	106,572	117,972	92,700
01191140 Benefit Adjustments	-	-	787,731	1,399,575
01191224 Contingency Subrogation	91,835	-	100,000	100,000
01191299 Contingency Fed/State	150,960	-	450,000	450,000
01191301 Insurance and Reserve	274,000	255,002	274,000	289,000
01191308 Judgments and Losses	100,000	100,000	100,000	110,000
01191309 Contingency Account	50,000	-	50,000	50,000
01191315 PayPlan Improvements	-	-	16,550	16,550
01191326 Property Tax Relief	79,325	79,325	135,440	135,440
01191421 Subsidy MIS	82,075	82,075	95,089	95,089
01191499 Transfer Tax Increment Refunds	<u>1,302,255</u>	<u>841,092</u>	<u>805,260</u>	<u>1,212,258</u>
	<u>\$ 22,634,026</u>	<u>\$ 21,487,619</u>	<u>\$ 23,319,446</u>	<u>\$ 26,374,336</u>

