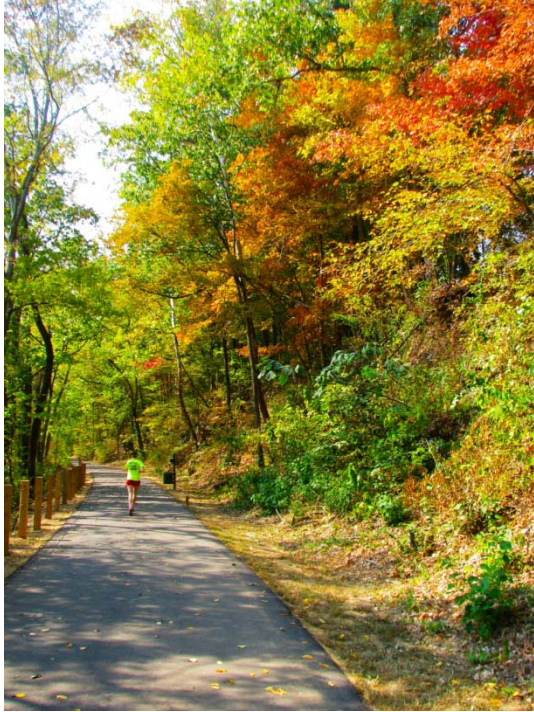


CITY OF CLARKSVILLE
A CITIZEN'S GUIDE TO THE BUDGET
FY 2010-2011



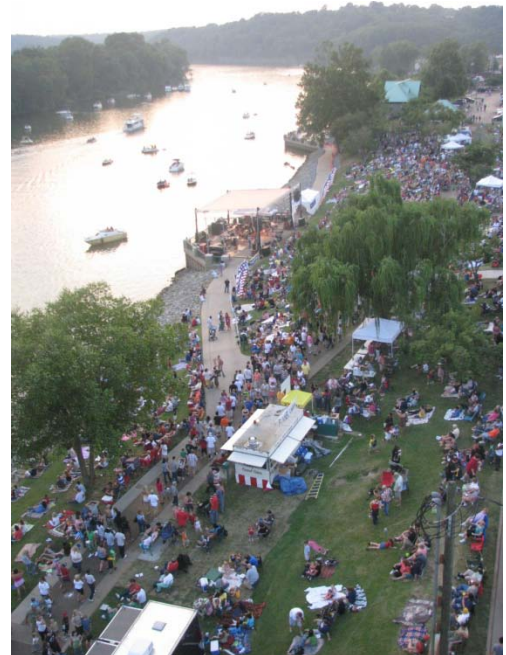
Clarksville Greenway



City Hall for the Holidays



Fort Defiance



July 3rd Celebration
at the RiverWalk



WELCOME TO THE CITIZEN'S GUIDE TO THE CITY OF CLARKSVILLE'S BUDGET

Designing a city budget is a major undertaking, one that requires a great deal of effort, a lot of time and – done right – careful ordering of priorities and input from city departments, the City Council and our citizens.

Based on my desire to create both an open and an efficient government for the City of Clarksville, we have created this guide book to the budget. We want to help citizens better understand the budget itself, as well as the process we go through, and offer tips on how to successfully participate in the process by talking with council members or speaking at public hearings. I think this is especially important now as we move into a new era for Clarksville, making our city the best it can be and a city that not only our citizens can be proud of, but a city that all Tennesseans can be proud of.

The City of Clarksville's budget is not just an accounting document; rather it is a document that serves as an outline for how the City should best use its resources to benefit the citizens. The Mayor, the City Council, and Clarksville citizens all have an active interest in the City's budgeting and all play an integral role in determining how your tax dollars are spent.

The Finance and Revenue Department created this Citizen's Guide in an effort to provide a solid foundation of knowledge about the budget process for interested citizens. As you journey through this document should you have any questions please feel free to contact my office by phone at 645-7444, the Finance Office at 645-7437 or by visiting our website at www.cityofclarksville.com.

Mayor Kim McMillan

MAYOR KIM MCMILLAN

www.cityofclarksville.com/mayor



“THE Mayor shall be executive head of the city government, responsible for the efficient and orderly administration of the city’s affairs”. – Clarksville Code – Article IV, Section 2

It is the Mayor’s responsibility to propose a balanced budget annually, for our fiscal year beginning July 1st and ending June 30th. Once the budget has been proposed, the Mayor and her staff then work with the council to finalize these documents. The Mayor is also responsible for ensuring that the City’s various departments implement the adopted budget.

CITY COUNCIL

www.cityofclarksville.com/citycouncil



THE City Council is the legislative branch of City government, and in this role. it considers proposed legislation in the form of ordinances or resolutions. The council considers the Mayor’s proposed budget and has the final vote on passing the balanced budget. The council can vote to amend the budget, but must maintain the balance between revenues and spending. While making changes to the budget, the council may seek input from the public. Citizens may provide their input by attending council meetings, by attending the open comment portions before the meetings or by contacting their council member directly. A list of city council members, along with a list of committees they serve on is listed in the index portion of this guide.



THE CITY OF CLARKSVILLE ANNUAL BUDGET

WHAT DOES THE CITY BUDGET DO?

WHAT IS A MUNICIPAL BUDGET?

Each year the city must forecast the revenues it will receive and the expenditures it will incur in the upcoming year. The resulting formalized document is known as the Municipal Budget.

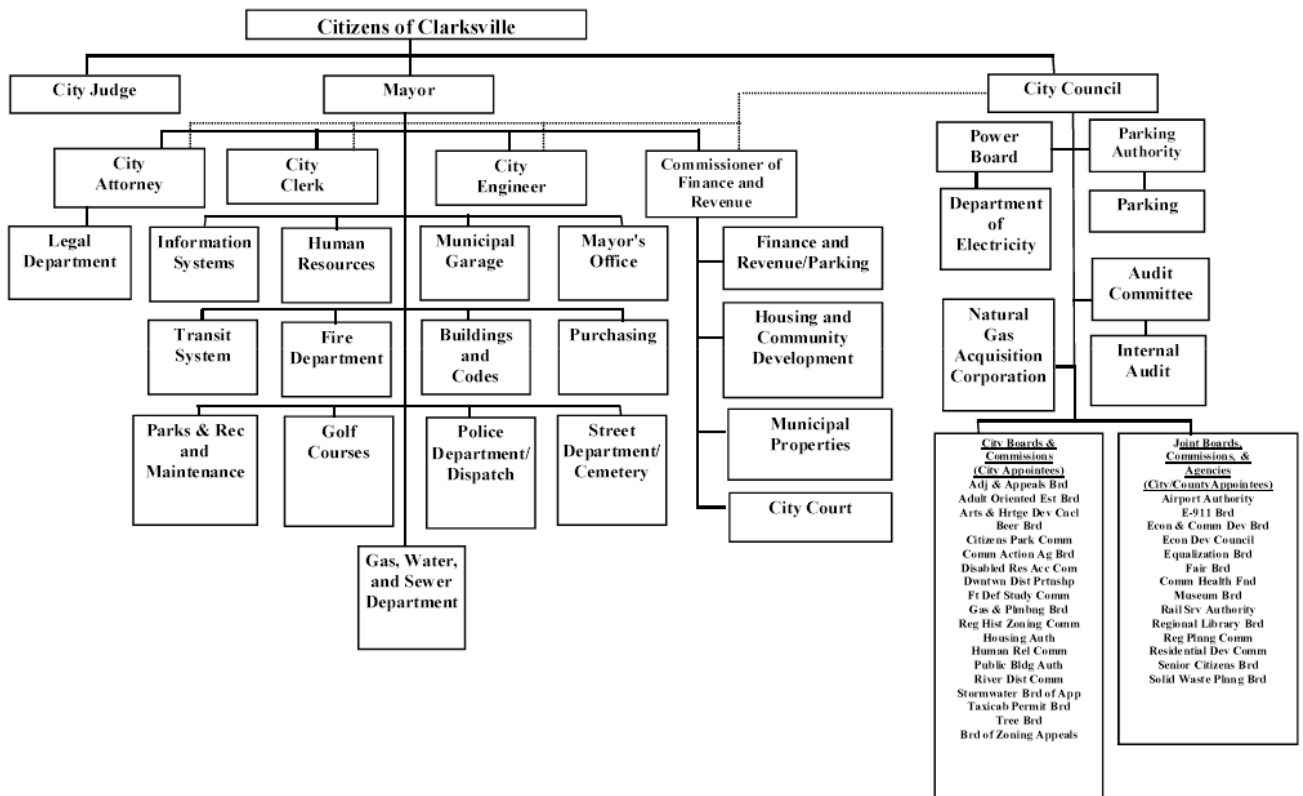
Every city is required by law to balance its budget each year. The budget is constantly monitored throughout the year to determine whether the city is spending more or less than its revenues. The city then makes adjustments to its spending in order to ensure that at year's end the budget is in balance.

Each year the Mayor, City Council and city staff work together to develop an annual budget. While the budget is being created, all parties must make decisions to utilize the limited revenues the City receives in order to produce the greatest benefits for the citizens.

The budget serves as an outline for how monies that come into the City of Clarksville should be spent to first maintain and then to improve the city. The Mayor, City Council and interested citizens of Clarksville all serve as participants in its creation and execution.

The budget is not just an accounting document, it is a management and planning tool.

ORGANIZATIONAL CHART



WHERE DO CITY FUNDS COME FROM?

The City of Clarksville has six different types of funds within the Municipal Budget. The reason for having multiple fund types is so certain monies can only be utilized for a specific purpose. Below is a brief overview of each of the different fund types, as well as a diagram depicting the amount of the budget that is programmed for each fund.

GENERAL FUND

Accounts for many of the essential services city government provides, such as police and fire protection, street repairs, and parks and recreation opportunities. The major source of money for this fund is property taxes, sales taxes, fines and various monies passed to the City from the State.

ENTERPRISE FUNDS

Accounts for specific services that are paid for directly through user fees. Since the city provides electricity, gas, water and sewer, transit and parking, this is the largest fund type in the budget. The Enterprise Funds are intended to be fully self-supporting and are not subsidized by the General Fund, however city government does subsidize transit.

SPECIAL REVENUE FUNDS

Accounts for revenues that are received for a specifically identified purpose, many times these funds are largely supported by grant monies.

DEBT SERVICE FUND

Used for the payment of principal and interest on General Obligation debt.

CAPITAL PROJECT FUND

Supports projects such as the construction or remodeling of a facility, construction of city streets, parks, etc.

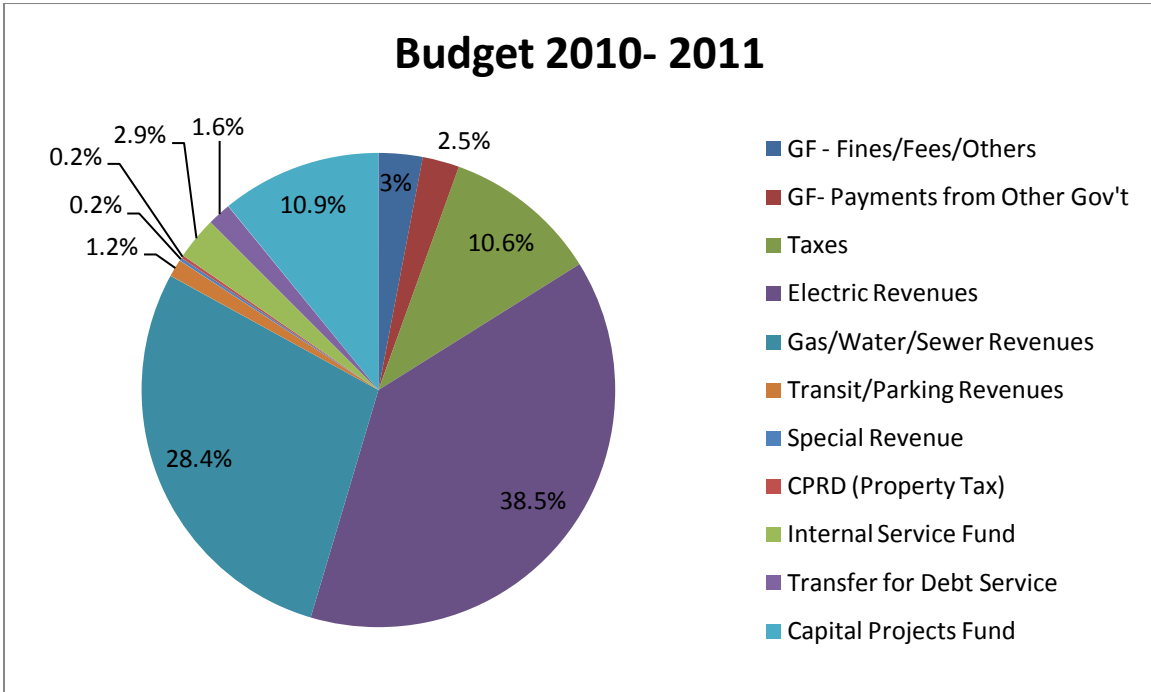
INTERNAL SERVICE FUNDS

Created to finance and account for services provided by one city department to another city department or division, such as health and liability insurance. Services provided by the Internal Service Fund departments are paid by fees or transfers of funds.

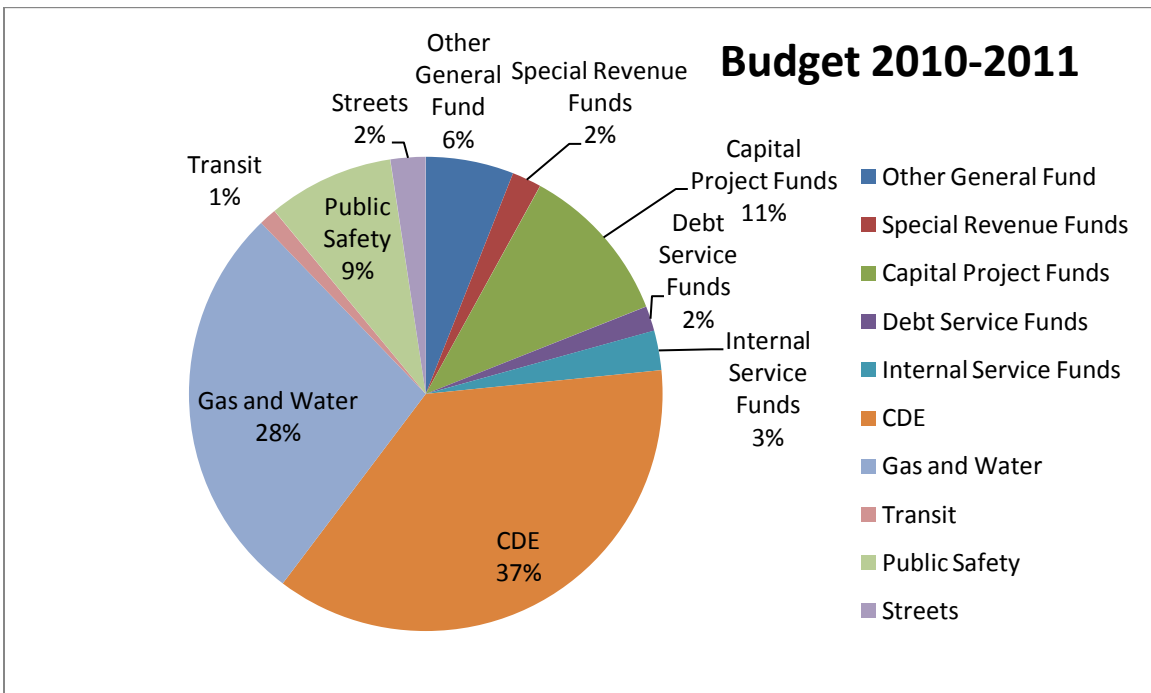
FINANCIAL POLICY/CITY RESERVE POLICY

The reserve policy recommends that city government establish and maintain appropriate reserves for the major funds. Adequate reserve levels allows the City to withstand short-term revenue and expenditure swings, mitigate the impact of economic downturns that result in reduced municipal revenues from the State and respond to the budgetary affects of natural disasters or other catastrophic events. The City's current reserve policy is to maintain 20 percent of General Fund appropriations.

WHERE DOES THE CITY'S MONEY COME FROM?



WHERE DOES THE CITY'S MONEY GO?



BUDGET REVIEW TIMELINE

MARCH :

Departments work with the Finance and Revenue Department to establish budgets and identify priorities for the 2011-2012 budget.

APRIL-MAY:

The Mayor holds public hearings with Department Heads and council committees to refine priorities and bring requests in line with a balanced budget for the 2011-2012 budget year.

MAY-JUNE:

The City Council and Mayor hold public workshops and public hearings to arrive at a final balanced budget, then vote to adopt that proposed budget for the next fiscal year, by the end of June. The current fiscal year ends June 30th.

JULY:

The new fiscal year begins July 1st and the approved budget is now executed.

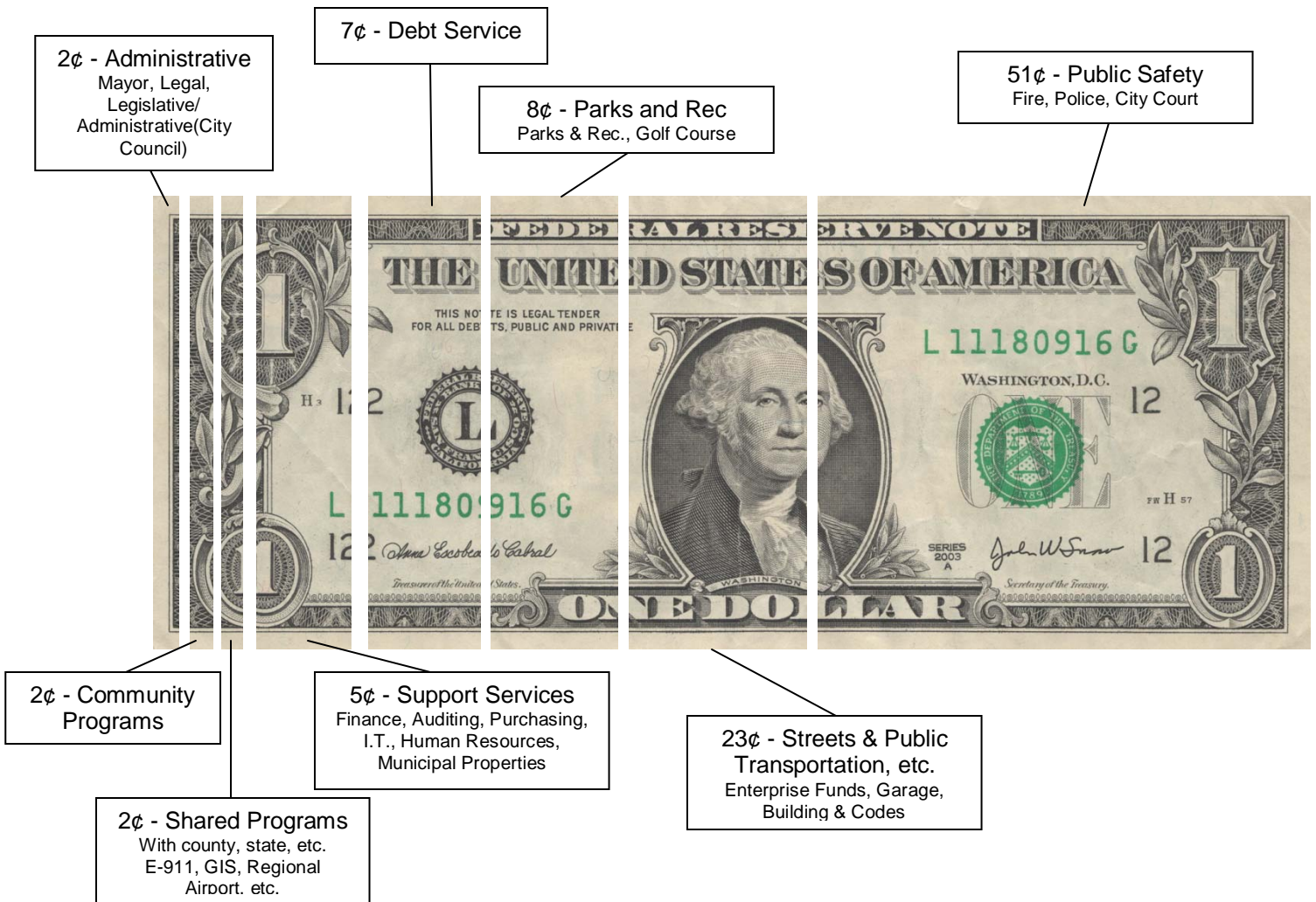
AUGUST – FEBRUARY:

The Mayor and City Council along with the Finance and Revenue Department work to ensure that the approved balanced budget is being followed and work to make budget amendments as needed to benefit the citizens.



A view of downtown
Clarksville from Fort
Defiance

The diagram below depicts the General Fund services that are provided by the City of Clarksville and how those services are funded by your tax dollar for the 2011 budget.



ACCOUNTABILITY AND OVERSIGHT

In order to maintain a high level of transparency and accountability in government, the City of Clarksville has multiple methods to ensure that taxpayer dollars are being used to achieve the best results from the resources available.

CITY COMMITTEES

The Mayor appoints various council members to committees to oversee Department needs and priorities, giving guidance and oversight, before the largest transactions go to the full Council.

FINANCE COMMITTEE

The Finance Committee was created to oversee legislative decisions that directly impact the budget as well as oversee the legislative review of the annual budget. The Finance Committee meetings allow members of the public to ask questions of city staff and provide an opportunity for council members to thoroughly analyze budget issues.

CITY AUDITOR

The Internal Audit Department is charged with providing audit services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our city government. Through performance audits, financial audits and special investigations, this office provides essential information to

assist the City Council in its decision-making process.

FINANCE AND REVENUE DEPARTMENT

The Finance and Revenue Department is responsible for aiding the City Council by analyzing and reporting on any proposals that affect the budget. The Finance and Revenue Department creates detailed reports on numerous fiscal and policy matters and presents them to City Council members in committee meetings and in regular voting City Council Sessions.

CITY ATTORNEY

The City Attorney and staff serve the citizens of Clarksville as its chief legal advisors. The department provides advice to the City Council and Mayor, each city department and related entities. They also prosecute and defend civil lawsuits in which the City is a party.



GLOSSARY

APPROPRIATION

A legal authorization to incur obligations and to make expenditures for specific purposes.

FUND BALANCE

Excess of monies when a fund's balance and revenues are more than the accumulation of expenses and reserves.

BALANCED BUDGET

The amount of budgeted expenditures equal to or less than the amount of budgeted revenues plus other available sources.

BOND

When the city incurs debt to purchase an asset or complete a project, it does so by issuing bonds, which are a written promise to pay a specific sum of money at a specified date or dates in the future, together with periodic interest at a specified date.

BUDGET

Proposed plan of expenditure and revenue over a given period of time.

CAPITAL IMPROVEMENTS PROJECT

Generally a large construction project such as the development of park land, the installation of a traffic signal, etc. Money for these projects are derived largely from the issuance of bonds.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

A report prepared by the Finance and Revenue Department that summarizes financial data for the previous fiscal year in a standardized format. The CAFR combines the financial information from the general government, the Department of Electricity, the Gas, Water and Sewer Department, Customs House Museum and other funds of the City.

FISCAL YEAR

A 12-month term designating the beginning and ending period for recording financial transactions. The City of Clarksville has specified July 1 through June 30 as the fiscal year.

FUND

A fiscal and accounting entity with a self-balancing set of accounts to record revenue and expenditures.

GENERAL FUND

The City's main operating fund that pays for basic services that use most of the city's tax revenue. The General Fund is also supported by fees from licenses and permits, fines and investment earnings.

OPERATING BUDGET

Authorized expenditures for ongoing municipal services(i.e. police and fire, street maintenance, etc.)

PROPOSED BUDGET

The Mayor's recommendation for the city's financial operations, which includes an estimate of proposed expenditures and revenues for a given fiscal year.

HOW TO CONTACT YOUR CITY COUNCIL MEMBER



Ward1@cityofclarksville.com
931-206-9593



Ward5@cityofclarksville.com
931-302-7053



Ward9@cityofclarksville.com
931-647-5439



Ward2@cityofclarksville.com
931-645-0315



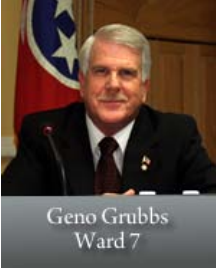
Ward 6@cityofclarksville.com
931-278-3055



Ward10@cityofclarksville.com
931-358-3579



Ward3@cityofclarksville.com
931-648-8603



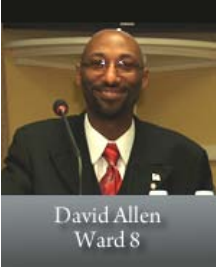
Ward7@cityofclarksville.com
931-320-0774



Ward11@cityofclarksville.com
931-552-1732



Ward4@cityofclarksville.com
931-647-8965



Ward8@cityofclarksville.com
931-648-4574



Ward12@cityofclarksville.com
931-206-6949

STANDING COMMITTEES

BUILDING & CODES

Wallace Redd – Chair
Geno Grubbs
James Lewis
Joel Wallace

GAS & WATER

Bill Summers – Chair
David Allen
Joel Wallace
Deanna McLaughlin

PARKS & RECREATION

Deanna McLaughlin – Chair
Nick Steward
Marc Harris
Wallace Redd

STREET COMMITTEE

James Lewis – Chair
Kaye Jones
Nick Steward
Wallace Redd

COMMUNITY

DEVELOPMENT/HOUSING

Marc Harris – Chair
Candy Johnson
Bill Summers
David Allen

FINANCE

Joel Wallace – Chair
Geno Grubbs
Candy Johnson
Bill Summers

GENERAL SERVICES

Candy Johnson – Chair
Kaye Jones
Nick Steward
Jeff Burkhart

PUBLIC SAFETY

Geno Grubbs – Chair
James Lewis
Jeff Burkhart
Kaye Jones

TRANSPORTATION COMMITTEE

Jeff Burkhart – Chair
Marc Harris
David Allen
Deanna McLaughlin

Sign up to subscribe to your City Council representative's e-mail list and also to receive CPD news releases by visiting cityofclarksville.com.

