

Department Program Listing - By Type of Mandate

Federal/State Mandate

Airport

- Airfield Lighting
- Maintenance of runways, taxiways and airfield operating areas
- Monitor pavement conditions
- Pavement maintenance and marking
- Provide crash, fire and rescue services
- Provide fire and law enforcement protection
- Snow removal on runways, taxiways and airfield operating areas

City Clerk

- Council meeting minutes and records management
- Distribute contracts
- Ensure public hearing notices are published
- Notify agencies; etc. as follow up to council meeting actions
- Record Documents
- Secretary to the Board of Adjustment

City Council

- Board of Adjustmtent
- Other Boards/Commissions
- Planning & Zoning Commisson
- Records management

Emergency Management

- Coordinate and maintain NIMSCAST Federal reporting requirements.
- Mitigation, preparedness, response and recovery for any catastrophic event

Finance

- Accounts Payable
- DBE/EEO/Title VI Compliance
- Financial Reporting/bank reconciliation
- Medicare, Medicaid & SCHIP Extention Act 2007
- Payroll

Fire

- Bomb squad
- Fire investigations
- Fire prevention education
- IST participation and support
- Mitigate Hazardous Materials spills
- NIMS compliance training
- PIO

Department Program Listing - By Type of Mandate

Federal/State Mandate

Fire

- Project 25 radio interoperability
- Respond to mutual aid calls

Health

- Breast & Cervical Cancer Screening
- Breastfeeding Peer Counselor Program
- Chronic Disease Prevention - Obesity, smoking cessation, physical activity.
- Chronic Disease Prevention-Smoking Cessation/Nutrition/Physical Activity
- Communicable Disease Investigation, Testing & Treatment
- Community Based Home Visiting Assistance Program
- Daycare Nurse Consultant Program
- Disease Prev & Control- Rabies & Zoonotic
- Emergency Shelter Grant
- Food, daycare and lodging facilities, and onsite sewage regulatory enforcement
- Heart Disease/Stroke Prevention Programs
- Immunizations
- Lead Screening/ Case Mgt/Env. Inspections
- PH Emergency Preparedness
- Planning, Assessment & Evaluation
- Show-Me Healthy Women Program
- STD & HIV Prevention & Control
- Summer Food Program
- Vital Records
- WIC Nutrition supplementation/educ
- Wise Woman Program

Human Resources

- ADA - Reviews Para transit service denial appeals
- ADA accommodations
- ADA compliance
- ADA coordination
- Benefits Administration - HIPAA, COBRA,ADA,FMLA, etc.
- Compliance - FMLA
- Compliance - HB 1549 immigration - E-verify
- Compliance - I-9 - Homeland Security
- Compliance - other state/fed. employment laws
- Compliance - various fed. and state ins. laws
- Employee relation - AA/EEO/ADA/MCHR/EEOC/DOJ
- Employee relations - Meet & confer + records
- Employee relations - Recognition/reward programs
- Pay Plan/Pay Policy - FLSA
- Records retention

Department Program Listing - By Type of Mandate

Federal/State Mandate

Human Resources

- Recruitment Advertisement/AA/EEO
- Selection - Drug testing
- Selection AA/EEO
- Selection E-verify/I-9

Parks and Recreation - General Fund

- Operation and maintenance of Parks acquired or developed with federal grants
- Records management

Planning

- Annual Community Development Action Plan
- CATSO Long Range Transportation Plan
- CATSO Metropolitan Planning Organization
- CATSO Transportation Improvement Program
- CATSO Unified Planning Work Program
- Consolidated Annual Performance evaluation Report
- Consolidated Housing and Community Development Plan
- HOME CHDO funding

Police

- Alcohol Enforcement Activities
- All paperwork processing of all police activity
- Alternative Sentencing Program
- Code Red (Homeland Security, Critical Incidents)
- Domestic Violence Enforcement Unit
- FBI Uniform Crime Reporting
- Interagency Major Case Squad
- Mustang interagency task force
- Special Assignments (sporting events and facilities, parades, festivals, and other community events, various enforcement grants to include speed enforcement, DWI enforcement, etc.)
- Training recordskeeping

PSJC

- Regularly test outdoor emergency sirens

PW Non-Motorized Grant

- Non-Motorized Transportation Pilot Project Program

Transit

- Saturday Fixed Routes (Six)
- Saturday para-transit service

Department Program Listing - By Type of Mandate

Federal/State Mandate

Transit

- Weekday Fixed Routes (Eight)
- Weekday para-transit service

Department Program Listing - By Type of Mandate

Local

City Clerk

- Elections
- Petition Filings

City Council

- Adopt Budget
- Airport Advisory Board
- Appoint City Manager, City Clerk, and Municipal Judge
- Bicycle/Pedestrian Commission
- Disabilities Commission
- Enact local legislation
- Historic Preservation Commission
- Mayor's Council on Physical Fitness
- Parks & Recreation Commission
- Set Policy

City Manager

- Hires and supervises department heads
- Preparation and distribution of Council agenda packets
- Preparation of the annual budget and five year CIP plan
- Prepare Annual report on Programs and Priorities
- Represents City in an official capacity at numerous functions and events

Cultural Affairs

- Percent for Art & staffing of the Standing Committee on Public Art
- Staffing of the Commission on Cultural Affairs

Emergency Management

- Act as liaison with all Counties within Region F.
- Coordinate all other County-wide emergency management and disaster response training
- Emergency Operations Plan (EOP)
- Maintain annual state EMPG (Emergency Management Program Grant)
- Manage and coordinate essential functions
- Manage and maintain the Emergency Operations Center (EOC)
- Obtain state and federal disaster declarations.
- Obtain state and federal funding and grants.
- Organize and manage all groups, agencies, and jurisdictions involved in a disaster environment.
- Schedule and execute exercises for those with significant roles during a disaster.

Finance

- Budget
- Debt Management

Department Program Listing - By Type of Mandate

Local

Finance

- Pension Administration
- Procurement
- Surplus Disposal

Fire

- Concept review, plan review
- EMS Basic Life Support response
- Fire suppression response, including injury accident, etc.
- Hazardous Materials special ops team
- Shared asst. fire marshal position with Univ.
- Smoke detector distribution
- Technical Rescue special ops team

Health

- Animal Bite Investigations
- Cruelty & Neglect Investigations
- Food Safety Education
- Human Rights - Investigations,
- Private Water Supplies/ Smoking Ord Enforcement
- Public Health Nuisance Enforcement
- Swimming Pools, Junkyards Tatoo Establishment regulatory enforcement

Human Resources

- Ada - Columbia Disabilities Commission
- Benefits Administration - Health Ins. Appeals Board
- Benefits administration - Health, life, LTD, leave, etc.
- Classification Plan
- Compliance - Chap. 19
- Employee development
- Employee Development - Conducts Training
- Employee Development - License payment/tuition reimb.
- Employee Relations - Grievance/complaint process
- Employee Relations - Personnel Advisory Board
- HTE - Coordinates Hires/terminations
- HTE - Maintain Personnel transactions in HTE
- HTE - Maintains Other changes to positions
- HTE - Maintains Performanace appraisal system
- HTE - Maintains Position control
- Pay Plan/pay policy - City pay provisions
- Recruitment Process coordination
- Selection - Roster establishment/maintenance
- Selection Interview process

Department Program Listing - By Type of Mandate

Local

Human Resources

Law

- Advise City Council, City Manager, City departments, boards and commissions
- Prosecute ordinance violations
- Represent City in legal proceedings

Parks and Recreation - General Fund

- Acquisition, Maintenance, and Development of adequate recreational facilities
- Budget administration
- Budget Preparation/Management
- Capital Improvement Program - CIP
- Clean-up and Litter Removal
- Mowing and Trimming
- Payroll
- Personnel Management
- Proper promotion of recreational programs

Planning

- Bicycle and Pedestrian Commission programs
- City Bicycle Plan
- Comprehensive planning
- Development Planning - Street naming
- Development Planning - Street, alley, easement vacations
- Development Planning - Subdivisions
- Development Planning - Zoning amendments (map and text)
- Historic Preservation Programs
- Historic resources survey program

Police

- Accreditation management and oversight
- Bait car program
- Computer Operations
- Downtown Foot Officer Program (foot, bike, and Segway in business district)
- Drug Abuse Resistance Education Program Instructor (D.A.R.E.)
- Evidence management
- Fleet Operations
- High Risk apprehensions
- High risk warrant service
- Illegal Narcotics Enforcement
- Inspections (Tow Companies and Taxis)
- Mounted Unit (mostly volunteer unit)
- Patrol Program - 24/7 operation

Department Program Listing - By Type of Mandate

Local

Police

- Policy and procedure manual
- Property Crime investigations
- Provide training to Major Case Squad
- Pursuits and suspect searches
- Rape, robbery, murder investigation
- School Resource Officers
- STOP classes and roster
- Street Crime Investigation Unit (career criminal investigation)
- Traffic Escorts for special occasions
- Two Man Proactive Team - Central Columbia community
- VIP Protection

PSJC

- Answer 911 Emergency calls
- Answer Administrative non-emergency calls
- Dispatch Fire, Police, and EMS responders.

PW - Engineering

- Arborist
- CIP Design
- CIP Inspection
- Development Inspection
- Development Review
- ROW Acquisition
- ROW Management
- Surveying
- Traffic Engineering

PW - Protective Inspection

- Enforcement of building codes and local ordinances
- Enforcement of the sign ordinance
- Enforcement of Zoning Ordinance
- Issues permits (Building, Mechanical, Electrical and Plumbing)
- Regular inspections of all registered rental housing units

PW - Streets & Sidewalks

- Asphalt Street Preservation - Chipseal Street Preservation
- Asphalt Street Preservation - Gravel Road Maintenance
- Asphalt Street Preservation - In house Mill and Overlay
- Asphalt Street Preservation - Pothole Repair
- Concrete Street Preservation - Crack seal maintenance
- Concrete Street Preservation - Curb replace/repair

Department Program Listing - By Type of Mandate

Local

PW - Streets & Sidewalks

- Concrete Street Preservation - Sidewalk repair
- Concrete Street Preservation - Slab replace/repair
- Landscape - Cut brush/vegetation
- Landscape - Mow R.O.W.
- Snow Removal - Critical, First, Second Priority, Subdivision Streets
- Snow Removal - Downtown Parking Lots
- Street Cleaning - Street sweeping
- Street Maintenance
- Traffic Control - Cross walk markings
- Traffic Control - Line striping
- Traffic Control - Traffic control signage
- Traffic Control - Traffic signal maintenance

Recreation Services

- Acquisition, Maintenance, and Development of adequate recreational facilities
- Budget administration
- Personnel Management & Supervision
- Personnel Post training licensure and In-service training coordination/management
- Personnel Recruitment and hiring testing
- Proper promotion of recreational programs
- Public Relations/Promotions

Transit

- Shuttle service to the University (fully funded by the University)

Volunteer Services

- Adopt-A-Spot Beautification
- Share the Light - utility contributions

Department Program Listing - By Type of Mandate

No Mandate

Airport

- Airport improvement and development contracts
- Concessionaire contracts
- Ensure the terminal buildings are clean, well maintained, neat and safe for the public
- Maintain vehicles and equipment
- Operation and management of the Airport working with MoDOT, TSA, and FAA
- Real Estate Leases
- Respond to alarms and medical emergencies at the facility
- Snow removal
- Upkeep of City owned buildings

City Clerk

- Accept applications and maintain board and commission membership lists/oaths
- Put agenda/council packet on the web

City Council

- Bike Walk & Wheel Week
- Web Design

City Manager

- CATV
- Coordination of GIS data and special projects
- Fire Territorial
- Grant Coordination
- Health Condo Association
- Management of GIS data and special projects
- Monitors state and federal legislation, works with delegates to protect city interests
- Visioning
- Visioning

Cultural Affairs

- Annual funding to local arts organizations
- Arts education programming
- Arts Marketing
- Columbia Festival of the Arts
- Commemorative Poster & Annual Poster Party
- Cultural planning
- Quarterly funding to local arts organizations
- Technical assistance to local arts organization & artists

Economic Development

- Develop shovel-ready industrial sites

Department Program Listing - By Type of Mandate

No Mandate

Economic Development

- Increase partnership efforts with the University
- Marketing efforts
- Promote Business Incubator and Discovery Ridge Research Park
- Promote Collaborative efforts
- Promote Positive Economic Growth
- Support regional economic development partnership effort with CORE.

Emergency Management

- Provide public education

Finance

- Administration
- Animal License
- Cash Receipt
- Cigarette Tax Collections
- General Business License
- Hotel/Motel Tax Collections
- Investment
- Junk Yard
- Liquor License
- Private Detective License
- Pro card Administration
- Receivable Billing
- Security Guard License
- Solicitors License
- Special Assessments
- Taxi Drivers License
- TDD tax collections
- Waste Haulers License

Fire

- Accreditation
- Bike inspections/registrations
- Bike team
- Child safety seats/ bike helmets
- Customer service van & bus
- Explorer Scout Post
- Honor Guard
- Hydrant testing
- Juvenile firesetter intervention
- Maintain ISO equipment standards
- Maintain ISO training standards

Department Program Listing - By Type of Mandate

No Mandate

Fire

- Memorial Day Air Show support
- Partners in Education

Health

- Clinical Services Eligibility Assistance Program
- Daycare, Work, Refugee & Sports Physicals
- Diversity Breakfast
- Human Rights - Education & Enhancement Funds
- Information & Referral Assistance Programs
- In-Home Assistance Services
- Laboratory Services
- Mosquito Control
- Natural Bathing Area Water Testing
- Prenatal Case Mgt / Preg. Counseling Assistance Programs
- Social Services Contracts
- Staff three Community Service commissions
- Utility, Dental, Medication, Eyeglass Assistance Programs
- WIC Nutrition Education Materials
- Women's Health - Family Planning, Preg. Testing

Human Resources

- Benefits administration - Enrollment/enrollment changes
- Benefits Administration - Supervises Employee health division (not GF)
- Benefits administration - TPA management
- Employee Development - Conducts New employee orientation

Law

- Draft and review contracts
- Draft ordinances and resolutions
- Track House and Senate Bills

Parks and Recreation - General Fund

- Administration
- CARE - Missouri Options Program
- CARE - Summer Youth Employment
- CARE Gallery
- Construction and Improvements
- Contract administration
- Downtown Planters
- Downtown trees
- Fleet Acquisition
- Fleet Fuel Management

Department Program Listing - By Type of Mandate

No Mandate

Parks and Recreation - General Fund

- Fleet Maintenance
- Force account construction
- General Park Utilities
- Grants Administration
- Greenhouse operations
- Maintenance and Repair
- Park Landscape Beds/Plantings
- Park Master Planning
- Park Ranger - Enforcement
- Park trees/forestry
- Policy Development
- Project and Special Event Support
- Projects and Priorities
- Public Relations
- Purchasing and Procurement
- Reservations and Registrations
- Site and Construction Planning
- Special Projects/Programs/Agreements
- Trail Maintenance and construction

Planning

- Annexations, voluntary
- CATSO Major Roadway Plan
- CDBG economic development; community facilities and community services
- CDBG public improvements
- CDBG/Home: Planning and Administration
- Certified Local Government (CLG) Grants and Technical Assistance
- CIP Planning Document
- City housing programs
- Community Development Block Grant Entitlement Program
- Development plan approvals
- Development planning
- Economic planning
- HOME Investment Partnerships
- HOME rental production, including housing constructed by subrecipients and city rental rehab program
- Local historic landmarks/districts
- Most notable properties
- Safe Routes to School Grants
- Surface Transportation Program - Enhancement Grants

Police

- Administrative duties including hiring, payroll, preparing council bills

Department Program Listing - By Type of Mandate

No Mandate

Police

- Adopt-a-Class Program (with PIE school)
- All police recruitment
- Alternative Programs to Drugs and Violence
- Arrive Alive (in coordination with Traffic Unit programs)
- Attend Council meetings
- Babysitter Safety
- Business License Violations
- Business Training (robbery)
- Business Watch program
- Cadet Program
- Child ID Program
- Citizens Academy
- Crime Fee Programs (Housing, Hotel, and Mini Storage)
- Drug Information program for Parents
- Drug searches
- Firearms training coordination
- Gang Awareness and Prevention Programs
- Graffiti Abatement Program
- Grant Management
- Internet Safety
- Investigate police misconduct and citizen complaints
- Kids Coalition
- Life Choices Class
- Mentor Program (with PIE school)
- Monitor elementary school crossings
- Negotiated resolutions to critical incidents
- Neighborhood Watch Program
- Partners in Education Program (PIE) with West Blvd Elementary
- Post training licensure and In-service training coordination/management
- Prostitution Monitoring and Enforcement
- Provide assistance to other agencies
- Recruitment and hiring testing
- Security Evaluations
- Supervision of records bureau
- Training facility management (future)
- Training recordskeeping
- Volunteer program
- Work with Citizens Review Board when appropriate
- You Matter (drug and alcohol free group at junior high school)
- Youth Academy
- Youth Communities Committee (YC2)

Department Program Listing - By Type of Mandate

No Mandate

PSJC

- Actualize Federal Grant-supplemented technology enhancement of our communications system.
- Continually maintain and improve communication technology and public service.
- Continually monitor and improve department and individual quality assurance.
- Coordinate multi-agency review and enhancement of Medical Priority Dispatch System (MPDS) protocols.
- Develop, coordinate and implement Police and Fire Priority Dispatching protocols.
- Employee Retention and satisfaction
- Establish and maintain emergency back-up and mobile systems
- Handle Total call volume
- Maintain National Emergency Medical Dispatch standards

Public Works - Administration

- Administration (contract payments, grants, agreements & records, check requests, travel reimbursements, purchase orders, manage cell phone accounts, utility bill payments for City buildings)
- Budget
- Council Items (memos/bills/ordinances/resolutions)
- Employee requisitions and evaluations
- Meter Hood Rentals
- Parking Tags
- Payroll
- Public Information
- Utilities

PW - Streets & Sidewalks

- Asphalt Street Preservation - Contract Mill and Overlay
- Asphalt Street Preservation - Service Cut Repair
- Concrete Street Preservation - Summer sidewalk repair directed by CM
- Landscape - Tree R.O.W. removal
- Landscape - Water trees
- Neighborhood Response Team
- Safety Cleanup - Contract mowing
- Safety Cleanup - R.O.W. cleanup
- Street Cleaning - Bike lane sweeping
- Traffic Control - Bike lane striping
- Traffic Control - Contract line striping

Recreation Services

- Adapted - Paquin Breakfast and Diner's Clubs
- Adapted - Paquin Ceramics and Craft Classes
- Adapted - Paquin Social Activities and Exercise
- Adapted - Paquin Trips and Special Programs
- Adapted - Special Olympics Competition
- Adapted Dance and Activity Programs

Department Program Listing - By Type of Mandate

No Mandate

Recreation Services

- Adapted Sports Programs
- Adult Programs - Arts and crafts classes
- Adult Programs - Black History Month Activities
- Adult Programs - Computer Classes
- Adult Programs - Confident City Cycling
- Adult Programs - Fitness and exercise
- Adult Programs - Lunch Break Yoga
- Adult Programs - Moonlight hoops
- Adult Programs - Music and Dance
- Adult Programs - Self Improvement
- Adult Programs - Tai Chi, Shorin Ryu Karate
- Adult Sports - Softball, volleyball, Basketball, etc
- Aquatic - Birthday Parties and Rentals
- Aquatic - Boot Camps
- Aquatic - Facility Maintenance/Utilities
- Aquatic - Learn to Swim Classes/Lessons
- Aquatic - Lifeguard Training
- Aquatic - Little Swimmers Program
- Aquatic - Water Aerobics
- Aquatics - Recreational Swim
- Aquatics - Teen Swim Nights, Youth Beach Party, etc.
- ARC - Facility Maintenance
- ARC - Fitness and Exercise classes
- ARC - Health and Fitness assessments
- ARC - Meeting Room Rentals/Lock-Ins
- ARC - Membership Services
- ARC - Nutritional counseling
- ARC - Open gym
- ARC - Outdoor Skills and Education Classes
- ARC - Recreational Swim
- ARC - Water Aerobics and Fitness classes
- Athletic Field Maintenance/Utilities
- Athletic/Golf Tournament support
- Athletics - Tournaments
- Financial Assistance Program
- Golf - Cart Maintenance & Fuel Management
- Golf - Classes, Lessons, and Camps
- Golf - Clubhouse Operations
- Golf - Course Maintenance/Utilities
- Golf - Driving Range
- Golf - Green Fees and Passes
- Golf - Leagues and tournaments

Department Program Listing - By Type of Mandate

No Mandate

Recreation Services

- Maintenance - Enterprise fleet acquisition
- Maintenance - Enterprise fleet maintenance
- Maintenance - Facility Set-Up
- Maintenance - Indoor Facilities Maintenance/Utilities
- Maintenance - Janitorial Services
- Seniors - 50 plus programs
- Seniors - Craft classes, etc.
- Seniors - Music and dance activities
- Seniors - Oak Tours Travel Program
- Seniors - Older Americans Klub - OAK
- Special event support
- Special Events - Fire In the Sky, Flat Branch Family
- Special Events - First Night, Halloween Night of Fun
- Special Events - Heritage Festival, Tons of Trucks
- Special Events - Outdoor Movies, Easter Egg Eggstravaganza
- Special Events - Show-Me Game Support
- Youth Programs - After School Recreation
- Youth Programs - Armory Science Club
- Youth Programs - Arts and Crafts classes
- Youth Programs - Bike Safety Challenge, etc.
- Youth Programs - Blue Thunder Track and Field
- Youth Programs - Camp Adventure
- Youth Programs - City Drum Line
- Youth Programs - Computer Training and Tutoring
- Youth Programs - Dance, Cheerleading, Tumbling
- Youth Programs - Douglass Baseball and Gym
- Youth Programs - Fencing and Martial Arts
- Youth Programs - Holiday Toy Drive
- Youth Programs - Kids Duathlon, Active Kids Club,
- Youth Programs - Kwanzaa
- Youth Programs - Miscellaneous Recreation Classes/Programs
- Youth Programs - Pre-school programs & activities
- Youth Programs - Schools Out One Day Camps
- Youth Programs - Skate Park Jam, etc
- Youth Programs - Spring Break Adventure Camp
- Youth Programs - Sunset Camp and STARS Programs
- Youth Programs - Teen Garage Band Bash
- Youth Sports - Baseball, Soccer, Football, etc.
- Youth Sports - Camps
- Youth Sports - Tournaments

Transit

Department Program Listing - By Type of Mandate

No Mandate

Transit

- First Night Shuttles
- Provide Para-transit rides outside of ADA requirement area
- UMC Football Shuttle Service

Volunteer Services

- Cleanup Columbia
- Col. Aquatic Restoration Project
- Columbia Hospitality Corps
- Columbia Trust
- Disaster Volunteering
- Festival & Special Event vol. support
- Leadership Programs: NLP/Keys
- New Century Fund
- Park Patrol
- TreeKeepers
- Youth volunteering / Youth In Action