

**Millersville Board of Commissioners
Regular Meeting Agenda**

**Tuesday, October 18, 2022 at 5:30 P.M.
at Millersville City Hall**

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Approve the Minutes from the August 16, 2022 Regular Commission Meeting.
4. Approve the Minutes from the September 20, 2022 Regular Commission Meeting.
5. Approve the Minutes from the September 20, 2022 Special Commission Meeting.
6. Approve the Minutes from the October 3, 2022 Special Commission Meeting.
7. Approve the September 2022 Financial Report.
8. **Public Hearing on Ordinance 22-782**, to rezone 1820 Highway 31-W from Other to Heavy Commercial.
 - a. Open Public Hearing on Ordinance 22-782.
 - b. Close Public Hearing on Ordinance 22-782.
9. **Second Reading on Ordinance 22-782**, to rezone 1820 Highway 31-W from Other to Heavy Commercial. (Passed 1st Reading 8/16/22).
10. **Public Hearing on Ordinance 22-783**, to amend the 2022-23 Fiscal Year Budget for expenses related to a capital project for the Police Department.
 - a. Open Public Hearing on Ordinance 22-783.
 - b. Close Public Hearing on Ordinance 22-783.
11. **Second Reading on Ordinance 22-783**, to amend the 2022-23 Fiscal Year Budget for expenses related to a capital project for the Police Department.
12. **First Reading on Ordinance 22-784**, housekeeping measure, to amend the 2022-23 Fiscal Year Budget to correct errors/typos in Section 2 and 3 of Ordinance 22-777 related to transfers from the General Fund, and Section 4 related to debt service interest.
13. **First Reading on Ordinance 22-785**, to amend the 2022-23 Fiscal Year Budget for expenses related to the transfer of the Codes Enforcement Position from the Police Department to the Codes Department.
14. **First Reading on Ordinance 22-786**, to amend the 2022-23 Fiscal Year Budget for expenses related to paving the Community Center Walking Trail and the Expansion of the City Hall Parking Lot.
15. **First Reading on Ordinance 22-787**, to amend the 2022-23 Fiscal Year Budget, to reflect the actual revenue and expenses related to stormwater project on West Bobby Court.
16. **Resolution 22-R-11** to amend the policies and procedures manual for the Millersville Community Center

17. **Resolution 22-R-12** to amend City's on-call policy and procedures in regards to public works
18. **Resolution 22-R-13** declare certain City property as surplus
19. Approve the Finance Director job description.
20. Award the construction bid for West Bobby Court
21. Discussion on purchase of Medium Duty Chassis for Public Works Vac Truck
22. Mayor's appointments to the Millersville Beer Board and Towing Authority.
23. Citizen Comments
24. City Attorney Comments.
25. City Manager Comments.
26. Commissioner Comments
27. Adjournment.

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000	General Fund - Farmers Bk	111,580.72
1001	Reserve Fund MM-Farmers Bk	813,415.78
1004	Renew Crew - Farmers Bk	2,067.67
1009	Police Explorers - Farmers Bk	716.21
1010	Christmas For Kids-Farmers Bk	4,918.46
1012	Healthcare Acct/HCS-FarmersBk	6,167.17
1013	General Escrow Acct-Farmers Bk	12,659.00
1015	City Court Account-Farmer's Bk	890,912.59
1017	Healthcare Resv Acct-FarmersBk	95,063.32
1018	Healthcare Acct/Ameriflex-F.Bk	58,820.88
1019	ARPA Fund - Farmer's Bk	302.71
Total Checking/Savings		1,996,624.51

Current Assets

1110	Cash on Hand - Petty Cash	62.27
1111	Cash on Hand - Cash Drawers	500.00
1112	Petty Cash - PD	400.00
1201	Allow for Bad Debts	(40,641.75)
1205	Intergovernmental Receivable	261,493.50
1210	Prop.Tax Receivable - Current	40,477.00
1211	Prop.Tax Receivable - Delinq	48,441.00
1212	Prop.Tax Recvble-Next Yr Levy	1,188,597.00
1220	A/R - Other	(6,397.00)
1222	A/R-Other (Mowing/liens)	6,456.25
Total Current Assets		1,499,388.27

Total Current Assets	3,496,012.78
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Other AssetsFixed AssetsTransfers

1620	Due To / From Sewer Fund	96,723.22
1630	Due To / From Street Fund	(69,934.21)
1640	Due To / From Solid Waste Fund	59,989.14
1650	Due To / From Drug Fund	3,059.34
1660	Due To / From Stormwater Fund	5,974.41
Total Transfers		95,811.90

Total Other Assets	95,811.90
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TOTAL ASSETS	3,591,824.68
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BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

BALANCE

LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2001 A/P - Other	11,049.85
2004 A/P-State Traffic Fines&Fees	8,491.92
2007 GF Escrow Pending Acct	12,659.00
2010 Renew Crew Donations	2,067.67
2012 Police Exp Donations	716.21
2014 Christmas For Kids Donations	4,918.46
2015 Healthcare EAP Acct/HCS	111,167.17
2018 Healthcare HRA Acct/Ameriflex	48,820.87
2020 Deposit - Fire Hydrants	1,250.00
2022 Deposit - Comm.Ctr Rental	8,915.00
2101 Accrued Wages Payable	42,770.56
2108 Accrued SS & Medicare	3,271.95
2110 Retirement - Employee	6,223.56
2111 Cobra-Health/Dental Ins.	25.63
2114 MedChild - Employee (1,271.31)
2116 MedSpouse - Employee	908.37
2118 MedFam - Employee	3,586.84
2124 DentalChild - Employee	231.41
2126 DentalSpouse - Emp (14.48)
2128 DentalFam - Employee	147.44
2130 Vision - Employee	45.10
2131 VisionCH - Employee (11.86)
2132 Vision & 1 - Employee	306.29
2134 VisionFam - Employee	326.08
2136 Heart - Employee	257.86
2138 Hospital - Employee (120.66)
2139 Hosp/MedBridge-Emp	204.26
2140 Accident - Employee	97.76
2141 Life Ins/COL-Emp	349.40
2142 Life Ins/LICOA - Emp (501.41)
2144 Cancer - Employee	399.42
2148 Disability - Employee	1,330.31
2149 Critical Illness-Emp	107.99
2150 Pre-Paid Legal - Emp	522.29
2200 Deferred Revenue	<u>1,188,597.00</u>
Total Current Liabilities	1,457,845.95

Total Current Liabilities	1,457,845.95
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Long Term Liabilities

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

BALANCE

Long Term Liabilities

TOTAL LIABILITIES	1,457,845.95
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Equity

2710 Fund Balance-Unreserved	801,812.89
2760 Fund Balance-Unassigned	1,695,858.28
Net Income	(363,692.44)

Total Equity	2,133,978.73
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TOTAL LIABILITIES & EQUITY	3,591,824.68
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Property Tax - Current</u>						
10-3000 Sumner Co. - Current	886,724	0.00	0.00	0.00	886,724.00	0.00
10-3002 Robertson Co. - Current	347,540	0.00	0.00	0.00	347,540.00	0.00
TOTAL Property Tax - Current	1,234,264	0.00	0.00	0.00	1,234,264.00	0.00
<u>Property Tax - Delinq.</u>						
10-3010 Sumner Co. - Delinq	0	859.00	5,859.00	0.00	5,859.00)	0.00
10-3012 Robertson Co. - Delinq	0	0.00	2,535.00	0.00	2,535.00)	0.00
10-3015 Interest - Property Tax	10,000	90.20	1,424.75	0.00	8,575.25	14.25
TOTAL Property Tax - Delinq.	10,000	949.20	9,818.75	0.00	181.25	98.19
<u>Local Tax</u>						
10-3020 Local Sales Tax - Sumner	375,000	39,291.01	133,301.07	0.00	241,698.93	35.55
10-3021 Local Sales Tax - Robt	275,000	30,438.51	97,233.87	0.00	177,766.13	35.36
10-3022 Wholesale Beer Tax	90,000	8,092.65	22,563.48	0.00	67,436.52	25.07
10-3023 Cable TV Franchise Fee	60,000	0.00	12,120.32	0.00	47,879.68	20.20
10-3025 Business Tax-City	30,000	840.34	11,548.76	0.00	18,451.24	38.50
10-3027 Beer Privilege Tax	900	0.00	0.00	0.00	900.00	0.00
10-3028 Wholesale Liquor Tax	10,000	741.85	2,174.42	0.00	7,825.58	21.74
10-3029 Hotel/Motel Tax	3,500	116.93	674.35	0.00	2,825.65	19.27
TOTAL Local Tax	844,400	79,521.29	279,616.27	0.00	564,783.73	33.11
<u>State Tax</u>						
10-3030 State Sales Tax	665,000	53,824.17	183,900.27	0.00	481,099.73	27.65
10-3031 State Income Tax (Hall's Tax)	5,000	0.00	0.00	0.00	5,000.00	0.00
10-3032 State Beer Tax	2,800	0.00	0.00	0.00	2,800.00	0.00
10-3033 State-City Street/Petroleum	11,500	961.66	2,885.62	0.00	8,614.38	25.09
10-3034 State Telecom Interstate Tax	1,260	128.44	381.59	0.00	878.41	30.28
10-3035 Bank Excise Tax	4,000	0.00	0.00	0.00	4,000.00	0.00
10-3036 TYA Gross Receipts	66,000	0.00	0.00	0.00	66,000.00	0.00
10-3039 State-Sportsbetting Payment	9,500	0.00	1,546.15	0.00	7,953.85	16.28
10-3040 State-Local Occupancy Tax	10,800	491.34	1,578.21	0.00	9,221.79	14.61
TOTAL State Tax	775,860	55,405.61	190,291.84	0.00	585,568.16	24.53
<u>Payment in Lieu of Taxes</u>						
<u>Road Maintenance Fees</u>						
<u>Court Fines & Fees</u>						
10-3200 City Court Fines & Costs	320,000	25,872.00	94,062.00	0.00	225,938.00	29.39
10-3202 City Court Litigation Tax	20,000	2,378.75	7,796.25	0.00	12,203.75	38.98
10-3205 Sumner Co. Court Fines	10,000	880.32	1,584.38	0.00	8,415.62	15.84
10-3206 Robertson Co. Court Fines	4,000	537.90	669.00	0.00	3,331.00	16.73
10-3220 Police Reports	25	2.70	4.20	0.00	20.80	16.80
10-3221 Police Dept-Other	2,000	1.05	316.05	0.00	1,683.95	15.80
10-3222 PD Tow/Storage Fees	500	0.00	0.00	0.00	500.00	0.00
TOTAL Court Fines & Fees	356,525	29,672.72	104,431.88	0.00	252,093.12	29.29

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Licenses & Permits</u>						
10-3301 Beer License	0	250.00	250.00	0.00 (250.00)	0.00
10-3302 Building Permits	200,000	9,811.06	21,983.81	0.00	178,016.19	10.99
10-3304 Burn Permits	400	10.00	70.00	0.00	330.00	17.50
TOTAL Licenses & Permits	200,400	10,071.06	22,303.81	0.00	178,096.19	11.13
<u>Other Revenue</u>						
10-3499 P&Z-Engineering Fees/ORM	15,000	0.00	1,525.00	0.00	13,475.00	10.17
10-3500 P&Z Fees/Application Fees	40,000	850.00	3,100.00	0.00	36,900.00	7.75
10-3501 Interest Earnings	4,000	3.92	313.38	0.00	3,686.62	7.83
10-3504 Miscellaneous Income	30,000	9,132.64	14,752.24	0.00	15,247.76	49.17
10-3505 Insurance Proceeds	0	0.00	2,839.92	0.00 (2,839.92)	0.00
10-3522 Community Center	40,000	2,415.00	13,290.00	0.00	26,710.00	33.23
10-3600 Grant Proceeds	23,000	0.00	0.00	0.00	23,000.00	0.00
10-3602 DTF Reimbursement	0	0.00	4,502.87	0.00 (4,502.87)	0.00
10-3605 ARP Grant Proceeds	1,004,227	0.00	0.00	0.00	1,004,227.00	0.00
TOTAL Other Revenue	1,156,227	12,401.56	40,323.41	0.00	1,115,903.59	3.49
<u>Transfers</u>						
10-3710 From Fund Balance-General Fund	349,813	0.00	0.00	0.00	349,813.00	0.00
10-3711 From Street Fund	158,000	0.00	0.00	0.00	158,000.00	0.00
TOTAL Transfers	507,813	0.00	0.00	0.00	507,813.00	0.00
TOTAL REVENUE	5,085,489	188,021.44	646,785.96	0.00	4,438,703.04	12.72

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202210 - General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-410-1100 Salaries - Administrative	315,332	23,295.95	83,319.58	0.00	232,012.42	26.42
10-410-1101 Overtime - Administrative	1,000	123.60	244.20	0.00	755.80	24.42
10-410-1102 Salaries - Other	0	0.00	211.35	0.00	211.35	0.00
10-410-1105 Salaries - City Commission	24,850	2,050.00	6,150.00	0.00	18,700.00	24.75
10-410-1108 Longevity Pay	2,650	0.00	0.00	0.00	2,650.00	0.00
TOTAL Salaries	343,832	25,469.55	89,502.43	0.00	254,329.57	26.03
Other Personnel Costs						
10-410-1200 SS & Medicare	26,303	1,918.95	6,746.30	0.00	19,556.70	25.65
10-410-1300 Employee Health Insurance	53,532	3,406.89	10,156.18	0.00	43,375.82	18.97
10-410-1400 Retirement	16,651	1,542.52	2,741.17	0.00	13,909.83	16.46
10-410-1500 Unemployment Insurance	126	0.00	0.00	0.00	126.00	0.00
TOTAL Other Personnel Costs	96,612	6,868.36	19,643.65	0.00	76,968.35	20.33
Other Expenses						
10-410-2000 Other Medical Expense	250	151.00	151.00	0.00	99.00	60.40
10-410-2002 Education & Training	3,500	0.00	37.13	0.00	3,462.87	1.06
10-410-2014 Worker's Comp. Insurance	795	499.81	499.81	0.00	295.19	62.87
10-410-2016 Liability & Property Ins.	115,000	124,383.00	124,383.00	0.00	9,383.00	108.16
10-410-2100 Utilities	30,000	3,245.26	6,873.03	0.00	23,126.97	22.91
10-410-2102 Telephone&Internet	13,000	1,119.56	2,963.31	0.00	10,036.69	22.79
10-410-2104 Gas, Oil, Diesel Fuel	500	0.00	0.00	0.00	500.00	0.00
10-410-2106 Publicity, Subscripts & Dues	12,000	3,733.63	5,243.13	0.00	6,756.87	43.69
10-410-2202 Vehicle Repair&Maintenance	500	0.00	0.00	0.00	500.00	0.00
10-410-2206 Bldg Repair & Maintenance	5,000	124.12	708.51	0.00	4,291.49	14.17
10-410-2207 City Property Maintenance	2,500	0.00	0.00	0.00	2,500.00	0.00
10-410-2210 Contractual/Svc Agreements	217,246	12,860.63	47,840.49	0.00	169,405.51	22.02
10-410-2300 Operating Supplies	3,000	322.50	714.25	0.00	2,285.75	23.81
10-410-2310 Miscellaneous/Sundry	4,000	190.97	849.43	0.00	3,150.57	21.24
10-410-2312 Minor Equipment	5,000	50.49	1,083.59	0.00	2,711.12	32.22
10-410-2316 Postage & Machine Rental	2,000	70.64	1,083.59	0.00	3,916.41	21.67
10-410-2322 Interest Expense	143,205	165.87	165.87	0.00	1,834.13	8.29
10-410-2326 Recording Documents	120	0.00	69,431.78	0.00	73,773.22	48.48
10-410-2332 Meals & Entertainment	2,500	104.66	104.66	0.00	120.00	0.00
10-410-2700 Donation to Library	2,500	0.00	0.00	0.00	2,395.34	4.19
10-410-2702 Bad Debt Expense (Prop. Tax)	3,535	0.00	0.00	0.00	2,500.00	0.00
10-410-2745 Summer-Property TR Match	4,500	0.00	0.00	0.00	3,535.00	0.00
10-410-2750 Robt-Property TR Match	1,600	0.00	65.00	0.00	4,435.00	1.44
10-410-2800 Furniture/Fixtures-CH Addit	0	0.00	0.00	0.00	1,600.00	0.00
10-410-4014 Legal Services	36,000	0.00	825.00	0.00	825.00	0.00
10-410-4016 Accounting & Auditing	12,400	0.00	1,520.00	0.00	34,480.00	4.22
10-410-4026 Promotional	1,200	0.00	0.00	0.00	12,400.00	0.00
10-410-6000 Building Imp's/CH Reno	250,000	1,970.00	2,194.67	0.00	1,200.00	0.00
10-410-6014 Machinery & Equipment	44,000	0.00	43,788.60	0.00	247,805.33	0.88
10-410-6020 Debt Service-Prin/Bond	265,000	0.00	0.00	0.00	211.40	99.52
10-410-6022 Other Capital Projects	0	35,075.00	35,075.00	0.00	265,000.00	0.00
					35,075.00	0.00

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 - General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
10-410-7002 Txf To Street	325,000	0.00	0.00	0.00	325,000.00	0.00
10-410-7006 Transfer to Stormwater	278,774	0.00	0.00	0.00	278,774.00	0.00
10-410-7008 Transfer to Sewer	160,453	0.00	0.00	0.00	160,453.00	0.00
TOTAL Other Expenses	1,949,078	184,067.14	345,806.14	0.00	1,603,271.86	17.74
TOTAL Administration	2,389,522	216,405.05	454,952.22	0.00	1,934,569.78	19.04

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-411-1100 Salaries - Bldg/Codes	43,680	1,470.00	5,488.00	0.00	38,192.00	12.56
TOTAL Salaries	43,680	1,470.00	5,488.00	0.00	38,192.00	12.56
Other Personnel Costs						
10-411-1200 SS & Medicare	3,341	112.46	419.85	0.00	2,921.15	12.57
10-411-1400 Retirement	2,280	0.00	0.00	0.00	2,280.00	0.00
10-411-1500 Unemployment Ins.	21	0.00	0.00	0.00	21.00	0.00
TOTAL Other Personnel Costs	5,642	112.46	419.85	0.00	5,222.15	7.44
Other Expenses						
10-411-2000 Other Medical Expense	150	0.00	0.00	0.00	150.00	0.00
10-411-2002 Education & Training	4,000	320.00	320.00	0.00	3,680.00	8.00
10-411-2014 W.Comp Insurance	979	560.25	560.25	0.00	418.75	57.23
10-411-2102 Telephone/Internet	1,500	105.98	246.27	0.00	1,253.73	16.42
10-411-2104 Gas & Oil	1,000	138.88	138.88	0.00	861.12	13.89
10-411-2106 Publicity, Subscriptions&Due	500	0.00	85.00	0.00	415.00	17.00
10-411-2202 Vehicle Repair&Maintenance	750	0.00	0.00	0.00	750.00	0.00
10-411-2210 Contractual/Svc Agreements	14,350	9,296.19	17,766.38	0.00	3,416.38	123.81
10-411-2214 Contractual Bldg Insp-Pieri	65,000	0.00	0.00	0.00	65,000.00	0.00
10-411-2300 Operating Supplies	1,000	909.43	925.27	0.00	74.73	92.53
10-411-2302 Office Supplies	1,000	0.00	185.92	0.00	814.08	18.59
10-411-2310 Miscellaneous/Sundry	500	15.80	42.80	0.00	457.20	8.56
10-411-2312 Minor Equipment	2,500	0.00	0.00	0.00	2,500.00	0.00
10-411-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
10-411-2324 Clothing & Uniforms	300	0.00	0.00	0.00	300.00	0.00
10-411-6014 Machinery&Equipment-Codes	18,960	9,350.00	9,350.00	0.00	9,610.00	49.31
TOTAL Other Expenses	112,989	18,877.67	29,620.77	0.00	83,368.23	26.22
TOTAL Building/Codes	162,311	20,460.13	35,528.62	0.00	126,782.38	21.89

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
DEPARTMENT - Municipal Court

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-412-1100 Salaries - Court Clerk	38,896	2,992.01	10,382.41	0.00	28,513.59	26.69
10-412-1108 Longevity Pay	900	0.00	0.00	0.00	900.00	0.00
TOTAL Salaries	39,796	2,992.01	10,382.41	0.00	29,413.59	26.09
Other Personnel Costs						
10-412-1200 SS & Medicare	3,044	227.95	791.43	0.00	2,252.57	26.00
10-412-1300 Employee Health Insurance	9,120	650.95	2,011.39	0.00	7,108.61	22.05
10-412-1400 Retirement	2,077	234.27	385.82	0.00	1,691.18	18.58
10-412-1500 Unemployment Insurance	21	0.00	0.00	0.00	21.00	0.00
TOTAL Other Personnel Costs	14,262	1,113.17	3,188.64	0.00	11,073.36	22.36
Other Expenses						
10-412-2000 Other Medical Expenses	30	0.00	0.00	0.00	30.00	0.00
10-412-2002 Education & Training	50	0.00	23.21	0.00	26.79	46.42
10-412-2014 W.Comp Insurance	61	38.24	38.24	0.00	22.76	62.69
10-412-2106 Publicity/Subscriptions/Due	100	0.00	0.00	0.00	100.00	0.00
10-412-2210 Contractual/Svc Agreements	6,560	280.00	4,202.18	0.00	2,357.82	64.06
10-412-2300 Operating Supplies	500	0.00	0.00	0.00	500.00	0.00
10-412-2302 Office Supplies	500	0.00	81.15	0.00	418.85	16.23
10-412-2310 Miscellaneous/Sundry	5,500	0.00	1,508.13	0.00	3,991.87	27.42
10-412-2312 Minor Equipment-Court	0	34.57	453.57	0.00	453.57	0.00
10-412-4014 City Judge	6,000	1,000.00	1,500.00	0.00	4,500.00	25.00
TOTAL Other Expenses	19,301	1,352.81	7,806.48	0.00	11,494.52	40.45
TOTAL Municipal Court	73,359	5,457.99	21,377.53	0.00	51,981.47	29.14

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-421-1100 Salaries - Clerical PD	72,800	5,600.00	19,397.60	0.00	53,402.40	26.65
10-421-1101 Overtime - Clerical PD	0	0.00	74.25	0.00	74.25	0.00
10-421-1105 Salaries - Police	812,771	59,895.45	210,113.88	0.00	602,657.12	25.85
10-421-1106 Overtime - Police	20,000	1,506.78	8,282.94	0.00	11,717.06	41.41
10-421-1107 THSO Grant/Traffic Enf	5,000	126.54	363.80	0.00	4,636.20	7.28
10-421-1108 Longevity Pay	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Salaries	915,571	67,128.77	238,232.47	0.00	677,338.53	26.02
Other Personnel Costs						
10-421-1200 SS & Medicare	70,041	4,921.85	17,489.46	0.00	52,551.54	24.97
10-421-1300 Employee Health Insurance	192,155	13,669.92	39,637.18	0.00	152,517.82	20.63
10-421-1400 Retirement	47,793	5,275.38	8,921.34	0.00	38,871.66	18.67
10-421-1500 Unemployment Insurance	357	0.00	0.00	0.00	357.00	0.00
TOTAL Other Personnel Costs	310,346	23,867.15	66,047.98	0.00	244,298.02	21.28
Other Expenses						
10-421-2000 Other Medical Expense	4,000	453.00	1,969.00	0.00	2,031.00	49.23
10-421-2002 Education & Training	15,000	0.00	475.00	0.00	14,525.00	3.17
10-421-2014 W.Comp Insurance	47,584	35,296.49	35,296.49	0.00	12,287.51	74.18
10-421-2102 Telephone & jetpacks	11,000	745.82	1,526.38	0.00	9,473.62	13.88
10-421-2104 Gas, Oil, Diesel Fuel	45,000	5,375.57	11,590.43	0.00	33,409.57	25.76
10-421-2106 Publicity, Subscripts & Dues	2,200	509.00	1,241.00	0.00	959.00	56.41
10-421-2202 Vehicle Repair&Maintenance	15,000	1,930.46	14,894.91	0.00	105.09	99.30
10-421-2204 Equip Repair & Maintenance	1,000	0.00	0.00	0.00	1,000.00	0.00
10-421-2206 Bldg Repair & Maintenance	0	0.00	190.00	0.00	190.00	0.00
10-421-2210 Contractual/Svc Agreements	42,191	527.09	1,038.76	0.00	41,152.24	2.46
10-421-2212 SCECC Contractual Svc	200,000	0.00	0.00	0.00	200,000.00	0.00
10-421-2302 Office Supplies	5,000	1,305.32	1,769.23	0.00	3,230.77	35.38
10-421-2302 Office Supplies	2,000	0.00	634.91	0.00	1,365.09	31.75
10-421-2310 Miscellaneous/Sundry	300	0.00	1,302.60	0.00	1,002.60	434.20
10-421-2312 Minor Equipment-Police	46,000	119.66	665.63	0.00	45,334.37	1.45
10-421-2324 Clothing & Uniforms	15,000	2,519.03	5,589.90	0.00	9,410.10	37.27
10-421-2332 Meals & Entertainment	500	0.00	0.00	0.00	500.00	0.00
10-421-4002 Vehicle Towing Service	1,000	0.00	0.00	0.00	1,000.00	0.00
10-421-4026 Promotional/PD	1,000	0.00	0.00	0.00	1,000.00	0.00
10-421-6000 Capital Project/Police	0	487.50	2,856.50	0.00	2,856.50	0.00
10-421-6002 Debt Svc-Lease/BodyCams	12,312	0.00	0.00	0.00	12,312.00	0.00
10-421-6014 Machinery&Equipment-Police	137,500	0.00	0.00	0.00	137,500.00	0.00
TOTAL Other Expenses	603,587	49,268.94	81,040.74	0.00	522,546.26	13.43
TOTAL Police Dept	1,829,504	140,264.86	385,321.19	0.00	1,444,182.81	21.06

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-422-1100 Salaries - Fire Department	110,284	8,222.40	28,906.02	0.00	81,377.98	26.21
10-422-1105 Volunteer Pay	35,000	0.00	0.00	0.00	35,000.00	0.00
10-422-1108 Longevity Pay	1,700	0.00	0.00	0.00	1,700.00	0.00
TOTAL Salaries	146,984	8,222.40	28,906.02	0.00	118,077.98	19.67
Other Personnel Costs						
10-422-1200 SS & Medicare	11,244	592.42	2,086.21	0.00	9,157.79	18.55
10-422-1300 Employee Health Insurance	22,560	1,520.68	4,819.75	0.00	17,740.25	21.36
10-422-1400 Retirement	5,846	657.45	1,079.84	0.00	4,766.16	18.47
10-422-1500 Unemployment Insurance	42	0.00	0.00	0.00	42.00	0.00
TOTAL Other Personnel Costs	39,692	2,770.55	7,985.80	0.00	31,706.20	20.12
Other Expenses						
10-422-2000 Other Medical Expense	50	0.00	0.00	0.00	50.00	0.00
10-422-2002 Education & Training	5,000	465.10	1,210.10	0.00	3,789.90	24.20
10-422-2014 W.Comp Insurance	6,992	5,257.32	5,257.32	0.00	1,734.68	75.19
10-422-2100 Utility Services	8,000	867.99	934.22	0.00	7,065.78	11.68
10-422-2102 Telephone & aircards	2,400	105.98	211.96	0.00	2,188.04	8.83
10-422-2104 Gas, Oil, Diesel Fuel	6,000	826.78	1,319.71	0.00	4,680.29	22.00
10-422-2106 Publicity,Subscripits & Dues	4,524	31.50	1,111.50	0.00	3,412.50	24.57
10-422-2202 Vehicle Repair&Maintenance	15,000	901.90	901.90	0.00	14,098.10	6.01
10-422-2204 Equip. Repair & Maintenance	4,000	0.00	0.00	0.00	4,000.00	0.00
10-422-2206 Bldg Repair & Maint-Sta 2	4,000	39.98	289.98	0.00	3,710.02	7.25
10-422-2210 Contractual/Svc Agreements	26,500	1,342.05	1,503.95	0.00	24,996.05	5.68
10-422-2300 Operating Supplies	6,300	1,556.18	1,700.88	0.00	4,599.12	27.00
10-422-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
10-422-2304 Fire Foam	3,000	0.00	0.00	0.00	3,000.00	0.00
10-422-2310 Miscellaneous/Sundry	500	0.00	0.00	0.00	500.00	0.00
10-422-2312 Minor Equipment-Fire	14,650	1,321.76	1,321.76	0.00	13,328.24	9.02
10-422-2314 Minor Equip-Turnout Gear	12,000	40.00	40.00	0.00	11,960.00	0.33
10-422-2322 Interest Expense	0	502.17	1,506.51	0.00	1,506.51	0.00
10-422-2324 Clothing & Uniforms	5,000	0.00	318.00	0.00	4,682.00	6.36
10-422-2332 Meals & Entertainment	300	0.00	50.59	0.00	249.41	16.86
10-422-4026 Promotional/Fire Prevention	1,000	0.00	0.00	0.00	1,000.00	0.00
10-422-6004 Debt Svc-Fire Engine	45,531	0.00	0.00	0.00	45,531.00	0.00
10-422-6014 Machinery & Equipment-Fire	13,000	0.00	0.00	0.00	13,000.00	0.00
TOTAL Other Expenses	184,247	13,258.71	17,678.38	0.00	166,568.62	9.59
TOTAL Fire Dept	370,923	24,251.66	54,570.20	0.00	316,352.80	14.71

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 - General Fund
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-440-1100 Salaries - Development Svcs	45,000	3,653.92	10,570.69	0.00	34,429.31	23.49
10-440-1101 Overtime-Dev Services	0	0.00	162.27	0.00	162.27	0.00
TOTAL Salaries	45,000	3,653.92	10,732.96	0.00	34,267.04	23.85
Other Personnel Costs						
10-440-1200 SS & Medicare	3,443	279.54	821.07	0.00	2,621.93	23.85
10-440-1300 Employee Health Insurance	9,120	1,229.32	1,260.96	0.00	7,859.04	13.83
10-440-1400 Retirement	2,349	284.16	369.52	0.00	1,979.48	15.73
10-440-1500 Unemployment Ins.	21	0.00	0.00	0.00	21.00	0.00
TOTAL Other Personnel Costs	14,933	1,793.02	2,451.55	0.00	12,481.45	16.42
Other Expenses						
10-440-2000 Other Medical Expense	30	0.00	0.00	0.00	30.00	0.00
10-440-2002 Education & Training	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2014 W.Comp Insurance	70	44.24	44.24	0.00	25.76	63.20
10-440-2102 Telephone/Internet	840	37.94	110.19	0.00	729.81	13.12
10-440-2104 Gas & Oil	500	0.00	0.00	0.00	500.00	0.00
10-440-2106 Publicity, Subscriptions&Due	250	0.00	0.00	0.00	250.00	0.00
10-440-2202 Vehicle Repair&Maintenance	500	0.00	0.00	0.00	500.00	0.00
10-440-2210 Contractual/Svc Agreements	51,090	344.29	1,994.29	0.00	49,095.71	3.90
10-440-2212 Contractual - Plan Review	10,000	0.00	0.00	0.00	10,000.00	0.00
10-440-2214 Contractual P&Z - Plani	0	4,000.00	11,400.00	0.00	11,400.00	0.00
10-440-2300 Operating Supplies	250	905.00	905.00	0.00	655.00	362.00
10-440-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
10-440-2310 Miscellaneous/Sundry	0	3.00	3.00	0.00	3.00	0.00
TOTAL Other Expenses	65,030	5,334.47	14,456.72	0.00	50,573.28	22.23
TOTAL Development Services	124,963	10,781.41	27,641.23	0.00	97,321.77	22.12

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-444-1100 Salaries - Parks	35,360	1,799.75	8,423.75	0.00	26,936.25	23.82
10-444-1101 Overtime - Parks	1,000	76.50	76.50	0.00	923.50	7.65
10-444-1108 Longevity Pay	50	0.00	0.00	0.00	50.00	0.00
TOTAL Salaries	36,410	1,876.25	8,500.25	0.00	27,909.75	23.35
Other Personnel Costs						
10-444-1200 SS & Medicare	2,785	142.71	641.24	0.00	2,143.76	23.02
10-444-1300 Employee Health Insurance	9,120	618.82	1,979.26	0.00	7,140.74	21.70
10-444-1400 Retirement	1,901	212.97	345.77	0.00	1,555.23	18.19
10-444-1500 Unemployment Ins.	21	0.00	0.00	0.00	21.00	0.00
TOTAL Other Personnel Costs	13,827	974.50	2,966.27	0.00	10,860.73	21.45
Other Expenses						
10-444-2000 Other Medical Expense	30	0.00	0.00	0.00	30.00	0.00
10-444-2014 W.Comp Insurance	55	34.76	34.76	0.00	20.24	63.20
10-444-2100 Utilities	18,000	1,886.75	3,810.55	0.00	14,189.45	21.17
10-444-2102 Telephone&Internet	2,700	180.09	423.13	0.00	2,276.87	15.67
10-444-2106 Publicity, Subscriptions, Du	250	105.00	105.00	0.00	145.00	42.00
10-444-2204 Equip Repair&Maintenance	2,000	0.00	0.00	0.00	2,000.00	0.00
10-444-2206 Bidg Repair & Maintenance	25,000	1,212.86	1,522.80	0.00	23,477.20	6.09
10-444-2207 Parks Property Maintenance	2,000	0.00	0.00	0.00	2,000.00	0.00
10-444-2210 Contractual/Svc Agreements	14,535	2,105.00	3,365.00	0.00	11,170.00	23.15
10-444-2300 Operating Supplies	1,000	76.05	239.23	0.00	760.77	23.92
10-444-2302 Office Supplies	200	31.60	58.89	0.00	141.11	29.45
10-444-2310 Miscellaneous/Sundry	400	11.60	73.27	0.00	326.73	18.32
10-444-2312 Minor Equipment-C.Center	2,500	0.00	299.00	0.00	2,201.00	11.96
10-444-3000 Special Events	15,000	54.63	7,540.26	0.00	7,459.74	50.27
10-444-4026 Marketing/Promotional	1,000	0.00	2,149.00	0.00	1,149.00	214.90
TOTAL Other Expenses	84,670	5,698.34	19,620.89	0.00	65,049.11	23.17
TOTAL Community Ctr/Parks	134,907	8,549.09	31,087.41	0.00	103,819.59	23.04
TOTAL EXPENDITURES	5,085,489	426,170.19	1,010,478.40	0.00	4,075,010.60	19.87
REVENUE OVER/(UNDER) EXPENDITURES	0 (238,148.75) (363,692.44)	0.00	363,692.44	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

20 -Sewer Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Sewer Fund - Farmers Bank	1,681,942.11
1001 Phase II Sewer - Farmers Bk	590,534.83
1005 Sewer Fund MM-Farmers Bk	<u>348,226.50</u>
Total Checking/Savings	2,620,703.44

Current Assets

1100 Cash Reserves - State of TN	24.00
1110 Cash on Hand-Petty Cash	300.00
1200 Accounts Receivable	140,843.52
1201 Allowance For Uncollectible	(165,444.76)
1202 A/R - KVS Bad Debt	45,432.44
1203 A/R - Incode Bad Debt	119,225.29
1204 UNAPPLIED CREDITS	(7,920.05)
1220 A/R - Other	107,675.42
1260 Postage Dep (Utility Billing)	2,231.00
1300 Inventory Asset	<u>31,835.74</u>
Total Current Assets	274,202.60

Total Current Assets	2,894,906.04
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Other AssetsFixed Assets

1400 Land - City Hall	47,268.00
1401 Buildings	134,211.59
1402 Furniture & Equipment	264,285.72
1403 Vehicles	194,921.71
1406 Sewer Collection System	9,529,713.73
1407 Construction in Progress	(0.12)
1450 Net Pension Asset	35,737.00
1455 Deferred Outflows for Pension	10,769.69
1499 Accumulated Depreciation	(<u>5,080,347.21</u>)
Total Fixed Assets	5,136,560.11

Transfers

1610 Due To / From General Fund	(96,723.22)
1640 Due To / From Solid Waste Fund	(131,486.34)
1660 Due To / From Stormwater Fund	(<u>39,956.35</u>)
Total Transfers	(268,165.91)

Total Other Assets	4,868,394.20
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TOTAL ASSETS	<u>7,763,300.24</u>
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BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

20 -Sewer Fund

BALANCE

LIABILITIES & EQUITYCurrent LiabilitiesCurrent Liabilities

2030	REFUNDS PAYABLE	(24.62)
2056	SRF Loan Payable-Current		21,204.00
2101	Accrued Wages Payable		5,644.35
2108	Accrued SS & Medicare		431.79
2109	Accrued Compensated Absences		4,744.59
2250	Deferred Inflows for Pension		<u>12,886.00</u>
Total Current Liabilities			44,886.11

Total Current Liabilities 44,886.11

Long Term LiabilitiesLong Term Liabilities

2460	SRF Loan Payable-LT	<u>389,723.00</u>
Total Long Term Liabilities		389,723.00

Total Long Term Liabilities 389,723.00

TOTAL LIABILITIES 434,609.11

Equity

2700	Retained Earnings	986,080.94
2710	Fund Balance/Net Assets	969,115.93
2713	Net Assets/Capital & Debt	5,225,785.44
Net Income		147,708.82

Total Equity 7,328,691.13

TOTAL LIABILITIES & EQUITY 7,763,300.24

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

20 -Sewer Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Sewer Revenue</u>						
20-3000 Operating Revenue-Sewer	1,360,000	123,254.29	375,458.65	0.00	984,541.35	27.61
20-3001 Tap Fees	80,000	5,100.00	10,200.00	0.00	69,800.00	12.75
TOTAL Sewer Revenue	1,440,000	128,354.29	385,658.65	0.00	1,054,341.35	26.78
<u>Other Revenue</u>						
20-3400 Sewer Fees/Insp, Permits, etc	4,000	0.00	0.00	0.00	4,000.00	0.00
20-3501 Interest Income	2,000	77.15	361.92	0.00	1,638.08	18.10
20-3504 Miscellaneous Income	35,000	4,351.62	12,893.31	0.00	22,106.69	36.84
TOTAL Other Revenue	41,000	4,428.77	13,255.23	0.00	27,744.77	32.33
<u>Transfers</u>						
20-3701 From Fund Balance-Sewer Fund	177,556	0.00	0.00	0.00	177,556.00	0.00
20-3702 From General/ARPs	160,453	0.00	0.00	0.00	160,453.00	0.00
TOTAL Transfers	338,009	0.00	0.00	0.00	338,009.00	0.00
TOTAL REVENUE	1,819,009	132,783.06	398,913.88	0.00	1,420,095.12	21.93

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202220 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
20-522-1100 Salaries - Sewer	165,308	12,131.50	38,432.25	0.00	126,875.75	23.25
20-522-1101 Overtime - Sewer	13,339	1,065.18	4,366.14	0.00	8,972.86	32.73
20-522-1108 Longevity Pay	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL Salaries	180,647	13,196.68	42,798.39	0.00	137,848.61	23.65
Other Personnel Costs						
20-522-1200 SS & Medicare	13,820	994.05	3,223.57	0.00	10,596.43	23.33
20-522-1300 Employee Health Insurance	36,480	2,171.63	6,831.32	0.00	29,648.68	18.73
20-522-1400 Retirement	9,430	1,003.15	1,503.28	0.00	7,926.72	15.94
20-522-1500 Unemployment Insurance	84	0.00	0.00	0.00	84.00	0.00
TOTAL Other Personnel Costs	59,814	4,168.83	11,558.17	0.00	48,255.83	19.32
Other Expenses						
20-522-2000 Other Medical Expense	500	151.00	151.00	0.00	349.00	30.20
20-522-2002 Education & Training	2,000	0.00	0.00	0.00	2,000.00	0.00
20-522-2014 Worker's Comp Insurance	5,537	3,928.96	3,928.96	0.00	1,608.04	70.96
20-522-2016 Liability & Property Ins.	11,000	9,761.00	9,761.00	0.00	1,239.00	88.74
20-522-2100 Utilities	14,000	1,389.70	2,762.64	0.00	11,237.36	19.73
20-522-2102 Telephone	1,100	111.82	223.64	0.00	876.36	20.33
20-522-2104 Gas, Oil, Diesel Fuel	11,000	1,196.74	2,323.52	0.00	8,676.48	21.12
20-522-2106 Publicity, Subscripts & Dues	4,000	105.00	105.00	0.00	3,895.00	2.63
20-522-2200 System Rep/Maintenance	15,000	1,100.00	1,100.00	0.00	13,900.00	7.33
20-522-2202 Vehicle Repair/Maintenance	6,000	741.32	741.32	0.00	5,258.68	12.36
20-522-2204 Equip. Repair & Maintenance	6,000	0.00	6,975.01	0.00	975.01	116.25
20-522-2206 Bldg Repair & Maintenance	250	0.00	0.00	0.00	250.00	0.00
20-522-2210 Contractual/Svc Agreements	21,300	1,094.57	5,807.72	0.00	15,492.28	27.27
20-522-2300 Operating Supplies	50,000	9,194.93	16,490.38	0.00	33,509.62	32.98
20-522-2302 Office Supplies	1,000	0.00	505.42	0.00	494.58	50.54
20-522-2310 Miscellaneous/Sundry	12,000	5.00	3,087.70	0.00	8,912.30	25.73
20-522-2312 Minor Equipment-Sewer	2,800	0.00	419.00	0.00	2,381.00	14.96
20-522-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
20-522-2324 Clothing & Uniforms	3,600	50.48	166.81	0.00	3,433.19	4.63
20-522-2708 Depreciation	305,000	0.00	0.00	0.00	305,000.00	0.00
20-522-4004 Sewage Transport-G'ville	150,000	9,484.58	19,009.12	0.00	130,990.88	12.67
20-522-4006 Sewage Treatment-Metro	385,000	0.00	24,845.46	0.00	360,154.54	6.45
20-522-4008 WHUD Readings	11,700	980.50	1,962.50	0.00	9,737.50	16.77
20-522-4010 Pretreatment (Odor Control)	26,000	0.00	4,668.30	0.00	21,331.70	17.96
20-522-4016 Accounting & Auditing	5,500	0.00	0.00	0.00	5,500.00	0.00
20-522-5006 Debt Svc-State Rev Loan	21,240	1,888.00	5,664.00	0.00	15,576.00	26.67
20-522-5008 Interest Expense	1,068	0.00	0.00	0.00	1,068.00	0.00
20-522-6002 Syst Upgrade-PH/Investigat	160,453	0.00	0.00	0.00	160,453.00	0.00
20-522-6006 Pumps (System rsm)	160,000	0.00	86,150.00	0.00	73,850.00	53.84
20-522-6014 Machinery&Equipment-Swr	185,000	0.00	0.00	0.00	185,000.00	0.00
TOTAL Other Expenses	1,578,548	41,183.60	196,848.50	0.00	1,381,699.50	12.47
TOTAL Sewer	1,819,009	58,549.11	251,205.06	0.00	1,567,803.94	13.81

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,819,009	58,549.11	251,205.06	0.00	1,567,803.94	13.81
REVENUE OVER/(UNDER) EXPENDITURES	0	74,233.95	147,708.82	0.00 (147,708.82)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

30 -Street Fund

BALANCE

ASSETS

=====

Current AssetsChecking/Savings

1000	State Street Aid Fund-Farmers	203,593.03
1002	Road Maint.Fund-Farmers Bank	25,600.84
1004	2022 Street Const Acct-FBank	<u>2,637,292.91</u>
Total Checking/Savings		2,866,486.78

Current Assets

1220	A/R - Other	42,442.03
1300	Inventory	<u>2,629.94</u>
Total Current Assets		45,071.97

Total Current Assets 2,911,558.75Other AssetsFixed AssetsTransfers

1610	Due To / From General Fund	<u>69,934.21</u>
Total Transfers		69,934.21

Total Other Assets 69,934.21

TOTAL ASSETS 2,981,492.96

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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2101	Accrued Wages Payable	31.50
2108	Accrued SS & Medicare	<u>2.41</u>
Total Current Liabilities		33.91

Total Current Liabilities 33.91Long Term Liabilities

TOTAL LIABILITIES 33.91

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BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

30 -Street Fund

BALANCE

Equity

2700	Retained Earnings	2,557,431.07
2720	Fund Balance-Nonspendable	2,629.94
2740	Fund Balance-Committed	564,284.84
	Net Income	(142,886.80)

Total Equity	2,981,459.05
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TOTAL LIABILITIES & EQUITY	2,981,492.96
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

30 -Street Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Street Revenue</u>						
30-3030 State Gas-Motor Fuel Tax	235,000	9,656.57	29,255.03	0.00	205,744.97	12.45
30-3032 State Gas 1989 Tax	0	1,523.58	4,578.81	0.00 (4,578.81)	0.00
30-3034 State Gas 3 Cent Tax	0	2,813.28	8,464.82	0.00 (8,464.82)	0.00
30-3036 State Gas 2017 Improve Tax	0	4,862.27	14,724.01	0.00 (14,724.01)	0.00
30-3100 Road Maintenance Fees	10,000	450.00	1,200.00	0.00	8,800.00	12.00
30-3400 Street Permits/Fees	500	0.00	0.00	0.00	500.00	0.00
30-3501 Interest Earned	500	123.09	330.19	0.00	169.81	66.04
30-3504 Miscellaneous Income	0	2,161.08	2,161.08	0.00 (2,161.08)	0.00
30-3600 Grant Proceeds/Sidewalk	260,000	0.00	0.00	0.00	260,000.00	0.00
TOTAL Street Revenue	506,000	21,589.87	60,713.94	0.00	445,286.06	12.00
<u>Transfers</u>						
30-3710 Transfer from General Fund	550,000	0.00	0.00	0.00	550,000.00	0.00
30-3711 From Fund Balance-Street Fund	2,499,342	0.00	0.00	0.00	2,499,342.00	0.00
TOTAL Transfers	3,049,342	0.00	0.00	0.00	3,049,342.00	0.00
TOTAL REVENUE	3,555,342	21,589.87	60,713.94	0.00	3,494,628.06	1.71

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

30 -Street Fund
DEPARTMENT - Street

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Salaries</u>						
<u>Other Personnel Costs</u>						
<u>Other Expenses</u>						
30-431-2016 Liability & Property Ins.	4,000	4,331.00	4,331.00	0.00	331.00)	108.28
30-431-2104 Gas, Oil, Diesel Fuel	3,000	398.91	774.50	0.00	2,225.50	25.82
30-431-2110 Street Lighting	46,000	4,487.33	8,701.80	0.00	37,298.20	18.92
30-431-2204 Equip. Repair & Maintenance	10,000	8,393.15	8,455.19	0.00	1,544.81	84.55
30-431-2208 Street Repair & Maintenance	2,500	997.11	1,395.99	0.00	1,104.01	55.84
30-431-2210 Contractual/Svc Agreements	1,500	48.57	97.14	0.00	1,402.86	6.48
30-431-2300 Operating Supplies	500	10.73	142.67	0.00	357.33	28.53
30-431-2306 Salt Supplies	5,500	0.00	0.00	0.00	5,500.00	0.00
30-431-2308 Rock, Gravel & Sand	900	0.00	860.76	0.00	39.24	95.64
30-431-2310 Miscellaneous/Sundry	100	0.00	0.00	0.00	100.00	0.00
30-431-2318 Sign Parts & Supplies	5,000	0.00	0.00	0.00	5,000.00	0.00
30-431-6014 Machinery/Equipment-Str	10,000	0.00	0.00	0.00	10,000.00	0.00
30-431-6020 Street Paving	2,758,342	121,724.74	178,517.50	0.00	2,579,824.50	6.47
30-431-6025 Streetscape Capital Proj.	550,000	0.00	324.19	0.00	549,675.81	0.06
30-431-6599 Transfer to General Fund	158,000	0.00	0.00	0.00	158,000.00	0.00
TOTAL Other Expenses	3,555,342	140,391.54	203,600.74	0.00	3,351,741.26	5.73
TOTAL Street	3,555,342	140,391.54	203,600.74	0.00	3,351,741.26	5.73
TOTAL EXPENDITURES	3,555,342	140,391.54	203,600.74	0.00	3,351,741.26	5.73
REVENUE OVER/(UNDER) EXPENDITURES	0	(118,801.67)	(142,886.80)	0.00	142,886.80	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

40 -Solid Waste Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Solid Waste Fund - Farmers Bk	366,537.73
Total Checking/Savings	366,537.73

Current Assets

1200 Accounts Receivable	53,184.32
1201 Allowance for Bad Debt	(23,971.42)
1203 A/R - Incode Bad Debt	29,338.95
1300 Inventory	4,473.20
Total Current Assets	63,025.05

Total Current Assets	429,562.78
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Other AssetsTransfers

1610 Due To / From General Fund	(59,989.14)
1620 Due To / From Sewer Fund	131,486.34
Total Transfers	71,497.20

Total Other Assets	71,497.20
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TOTAL ASSETS	501,059.98
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2101 Accrued Wages Payable	2,656.80
2108 Accrued SS & Medicare	203.25
2200 Deferred Revenue	52,749.50
Total Current Liabilities	55,609.55

Total Current Liabilities	55,609.55
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Long Term Liabilities

TOTAL LIABILITIES	55,609.55
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BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

40 -Solid Waste Fund

BALANCE

Equity

2700	Retained Earnings	(41,739.22)
2720	Fund Balance-Nonspendable		4,473.20
2730	Fund Balance-Restricted		460,420.66
	Net Income		22,295.79

Total Equity	445,450.43
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TOTAL LIABILITIES & EQUITY	501,059.98
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

40 -Solid Waste Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>User Fees</u>						
40-3000 User Fees	507,000	44,468.51	134,405.15	0.00	372,594.85	26.51
TOTAL User Fees	507,000	44,468.51	134,405.15	0.00	372,594.85	26.51
<u>Other Revenue</u>						
40-3500 Sale of Recyclables	4,000	0.00	458.00	0.00	3,542.00	11.45
40-3501 Interest Income	250	15.56	51.65	0.00	198.35	20.66
TOTAL Other Revenue	4,250	15.56	509.65	0.00	3,740.35	11.99
<u>Transfers</u>						
TOTAL REVENUE	511,250	44,484.07	134,914.80	0.00	376,335.20	26.39

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

40 -Solid Waste Fund
DEPARTMENT - Solid Waste

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Salaries</u>						
40-432-1100 Salaries - Solid Waste	124,494	11,928.96	32,398.48	0.00	92,095.52	26.02
40-432-1101 Overtime - Solid Waste	4,000	0.00	198.18	0.00	3,801.82	4.95
40-432-1108 Longevity Pay	1,780	0.00	0.00	0.00	1,780.00	0.00
TOTAL Salaries	130,274	11,928.96	32,596.66	0.00	97,677.34	25.02
<u>Other Personnel Costs</u>						
40-432-1200 SS & Medicare	9,966	900.55	2,443.87	0.00	7,522.13	24.52
40-432-1300 Employee Health Insurance	18,240	1,288.90	4,009.78	0.00	14,230.22	21.98
40-432-1400 Retirement	6,800	629.21	1,124.38	0.00	5,675.62	16.54
40-432-1500 Unemployment Insurance	42	0.00	0.00	0.00	42.00	0.00
TOTAL Other Personnel Costs	35,048	2,818.66	7,578.03	0.00	27,469.97	21.62
<u>Other Expenses</u>						
40-432-2000 Other Medical Expense	60	0.00	0.00	0.00	60.00	0.00
40-432-2014 Worker's Comp. Insurance	4,133	2,932.62	2,932.62	0.00	1,200.38	70.96
40-432-2016 Liability & Property Ins.	7,000	7,614.00	7,614.00	0.00	614.00	108.77
40-432-2104 Gas, Oil, Diesel Fuel	6,500	1,377.05	2,822.14	0.00	3,677.86	43.42
40-432-2106 Publicity, Subscript's & Due	3,000	0.00	3,000.00	0.00	0.00	100.00
40-432-2202 Vehicle/Equipment rfm	7,000	115.27	223.58	0.00	6,776.42	3.19
40-432-2210 Contractual/Svc Agreements	10,600	523.00	4,241.00	0.00	6,359.00	40.01
40-432-2300 Operating Supplies	1,000	279.93	279.93	0.00	720.07	27.99
40-432-2302 Office Supplies	400	0.00	0.00	0.00	400.00	0.00
40-432-2310 Miscellaneous/Sundry	100	0.00	0.00	0.00	100.00	0.00
40-432-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
40-432-2324 Clothing & Uniforms	1,600	0.00	125.00	0.00	1,475.00	7.81
40-432-4002 Contractual Svc-Waste Ind.	287,000	24,239.78	48,476.25	0.00	238,523.75	16.89
40-432-4016 Accounting & Auditing	2,000	0.00	0.00	0.00	2,000.00	0.00
40-432-4026 Disposal Fees	13,000	1,143.20	2,729.80	0.00	10,270.20	21.00
40-432-7000 Reserve Account	2,035	0.00	0.00	0.00	2,035.00	0.00
TOTAL Other Expenses	345,928	38,224.85	72,444.32	0.00	273,483.68	20.94
TOTAL Solid Waste	511,250	52,972.47	112,619.01	0.00	398,630.99	22.03
TOTAL EXPENDITURES	511,250	52,972.47	112,619.01	0.00	398,630.99	22.03
REVENUE OVER/ (UNDER) EXPENDITURES	0 (8,488.40)	22,295.79	0.00 (22,295.79)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

50 -Drug Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Drug Fund - Farmers Bank	32,184.24
1001 Drug Fund Escrow Acct-Farmers	<u>21,137.00</u>
Total Checking/Savings	53,321.24

Current Assets

1110 Cash on Hand - Petty Cash	<u>245.00</u>
Total Current Assets	245.00

Total Current Assets	53,566.24
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Other AssetsTransfers

1610 Due To / From General Fund	(<u>3,059.34</u>)
Total Transfers	(3,059.34)

Total Other Assets	(3,059.34)
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TOTAL ASSETS	50,506.90
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2002 DF Escrow Pending Acct	<u>21,137.00</u>
Total Current Liabilities	21,137.00

Total Current Liabilities	21,137.00
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Long Term Liabilities

TOTAL LIABILITIES	21,137.00
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Equity

2700 Retained Earnings	3,824.17
2730 Fund Balance-Restricted	28,601.02
Net Income	(3,055.29)

Total Equity	29,369.90
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10-14-2022

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

50 -Drug Fund

BALANCE

TOTAL LIABILITIES & EQUITY

50,506.90

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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

50 -Drug Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Drug Fund Donations</u>						
<u>Drug Fines/Fees</u>						
50-3200 Drug Fines	8,000	593.75	985.62	0.00	7,014.38	12.32
50-3222 Impound Storage Fees	2,500	0.00	0.00	0.00	2,500.00	0.00
TOTAL Drug Fines/Fees	10,500	593.75	985.62	0.00	9,514.38	9.39
<u>Other Drug Revenue</u>						
50-3501 Interest Income	20	1.32	4.05	0.00	15.95	20.25
50-3507 Seizure/Forfeit/Auction	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL Other Drug Revenue	15,020	1.32	4.05	0.00	15,015.95	0.03
<u>Transfers</u>						
50-3711 From Fund Balance-Drug Fund	17,921	0.00	0.00	0.00	17,921.00	0.00
TOTAL Transfers	17,921	0.00	0.00	0.00	17,921.00	0.00
TOTAL REVENUE	43,441	595.07	989.67	0.00	42,451.33	2.28

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

50 -Drug Fund
DEPARTMENT - Drug

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Other Personnel Costs						
Other Expenses						
50-451-2320 Bank Service Charge	40	0.00	0.00	0.00	40.00	0.00
50-451-2712 Other Drug Related Expenses	0	219.96	219.96	0.00	219.96	0.00
50-451-6014 Machinery&Equipment-Drug	43,401	3,825.00	3,825.00	0.00	39,576.00	8.81
TOTAL Other Expenses	43,441	4,044.96	4,044.96	0.00	39,396.04	9.31
TOTAL Drug	43,441	4,044.96	4,044.96	0.00	39,396.04	9.31
TOTAL EXPENDITURES	43,441	4,044.96	4,044.96	0.00	39,396.04	9.31
REVENUE OVER/(UNDER) EXPENDITURES	0 (3,449.89) (3,055.29)	0.00	3,055.29	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

60 -Stormwater Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Stormwater Fund - Farmers Bk	297,036.91
Total Checking/Savings	297,036.91

Current Assets

1200 Accounts Receivable	20,916.03
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,910.00
Total Current Assets	32,063.20

Total Current Assets	329,100.11
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Other AssetsTransfers

1610 Due To / From General Fund	(5,974.41)
1620 Due To / From Sewer Fund	39,956.35
Total Transfers	33,981.94

Total Other Assets	33,981.94
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TOTAL ASSETS	363,082.05
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2101 Accrued Wages Payable	1,039.48
2108 Accrued SS & Medicare	79.52
Total Current Liabilities	1,119.00

Total Current Liabilities	1,119.00
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Long Term Liabilities

TOTAL LIABILITIES	1,119.00
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10-14-2022

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2022

60 -Stormwater Fund

BALANCE

Equity

2700 Retained Earnings	338,453.83
Net Income	23,509.22

Total Equity	361,963.05
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TOTAL LIABILITIES & EQUITY	363,082.05
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

60 - Stormwater Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Stormwater Revenue</u>						
60-3000 Stormwater Fees	155,000	13,300.58	40,006.25	0.00	114,993.75	25.81
TOTAL Stormwater Revenue	155,000	13,300.58	40,006.25	0.00	114,993.75	25.81
<u>Other Revenue</u>						
60-3400 Stormwater Permits/Fees	11,000	0.00	375.00	0.00	10,625.00	3.41
60-3501 Interest Income	150	12.21	40.68	0.00	109.32	27.12
TOTAL Other Revenue	11,150	12.21	415.68	0.00	10,734.32	3.73
<u>Transfers</u>						
60-3710 Transfer From General Fund	278,774	0.00	0.00	0.00	278,774.00	0.00
TOTAL Transfers	278,774	0.00	0.00	0.00	278,774.00	0.00
TOTAL REVENUE	444,924	13,312.79	40,421.93	0.00	404,502.07	9.09

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

60 -Stormwater Fund
DEPARTMENT - Stormwater Fund

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
60-461-1100 Salaries - Stormwater	18,754	1,440.32	4,408.69	0.00	14,345.31	23.51
60-461-1108 Longevity Pay	520	0.00	0.00	0.00	520.00	0.00
TOTAL Salaries	19,274	1,440.32	4,408.69	0.00	14,865.31	22.87
Other Personnel Costs						
60-461-1200 SS & Medicare	1,474	105.80	324.13	0.00	1,149.87	21.99
60-461-1300 Employee Health Insurance	9,120	650.95	2,011.39	0.00	7,108.61	22.05
60-461-1400 Retirement	1,006	97.79	155.33	0.00	850.67	15.44
60-461-1500 Unemployment Ins.	21	0.00	0.00	0.00	21.00	0.00
TOTAL Other Personnel Costs	11,621	854.54	2,490.85	0.00	9,130.15	21.43
Other Expenses						
60-461-2000 Other Medical Expense	30	0.00	0.00	0.00	30.00	0.00
60-461-2002 Education & Training	500	250.00	250.00	0.00	250.00	50.00
60-461-2014 Work Comp Insurance	369	266.31	266.31	0.00	102.69	72.17
60-461-2016 Liability & Property Ins.	4,000	3,618.00	3,618.00	0.00	382.00	90.45
60-461-2102 Telephone/Internet	450	37.94	75.88	0.00	374.12	16.86
60-461-2104 Gas & Oil	500	0.00	0.00	0.00	500.00	0.00
60-461-2106 Publicity, Subscriptions	3,900	0.00	0.00	0.00	3,900.00	0.00
60-461-2202 Vehicle Repair/Maintenance	500	0.00	0.00	0.00	500.00	0.00
60-461-2212 Contractual/Svc Agreements	7,883	152.75	5,721.83	0.00	2,161.17	72.58
60-461-2212 Contractual-Ohm	25,000	0.00	0.00	0.00	25,000.00	0.00
60-461-2300 Operating Supplies	500	0.00	0.00	0.00	500.00	0.00
60-461-2302 Office Supplies	500	0.00	0.00	0.00	418.85	16.23
60-461-2310 Miscellaneous/Sundry	200	0.00	81.15	0.00	200.00	0.00
60-461-2312 Minor Equipment	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
60-461-2324 Clothing & Uniforms	500	0.00	0.00	0.00	500.00	0.00
60-461-4016 Accounting & Auditing	1,500	0.00	0.00	0.00	1,500.00	0.00
60-461-6000 System Imp's/Repair	265,000	0.00	0.00	0.00	265,000.00	0.00
60-461-7000 Reserve	101,197	0.00	0.00	0.00	101,197.00	0.00
TOTAL Other Expenses	414,029	4,325.00	10,013.17	0.00	404,015.83	2.42
TOTAL Stormwater Fund	444,924	6,619.86	16,912.71	0.00	428,011.29	3.80
TOTAL EXPENDITURES	444,924	6,619.86	16,912.71	0.00	428,011.29	3.80
REVENUE OVER/(UNDER) EXPENDITURES	0	6,692.93	23,509.22	0.00 (23,509.22)	0.00

**CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-782**

**AN ORDINANCE TO REZONE 1820 HIGHWAY 31W, SPECIFICALLY
IDENTIFIED AS SUMNER COUNTY MAP 099, PARCEL 009.02 FROM
OTHER TO HEAVY COMMERCIAL.**

WHEREAS, property identified as Sumner County Map 099, Parcel 009.02, also known as 1820 Highway 31W is currently zoned Other; and

WHEREAS, this property is proposed to be rezoned to Heavy Commercial so the owners can operate contractor storage yard/offices; and

WHEREAS, the proposed zoning designation is complimentary to and transitional with other commercial zoning designations in the vicinity; and

WHEREAS, it is in the City of Millersville's best interest to assign this zoning designation to this particular parcel to allow for the highest and best use; and

WHEREAS, the Planning Commission voted unanimously to recommend the rezoning of this parcel at the August 9th, 2022 Planning Commission meeting;

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee, that the property within the City of Millersville, Tennessee specifically identified as Sumner County Map 099, Parcel 009.02, is hereby rezoned from Other to Heavy Commercial (Legal Description attached hereto as part of the Ordinance).

**THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE,
THE PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
David Gregory, Mayor

Attest:

Approved as to form and legality:

By: _____
Holly L. Murphy, City Recorder

By: _____
J.B. (Jack) Freedle, City Attorney

11:40

THIS INSTRUMENT WAS PREPARED FROM INFORMATION SUPPLIED BY THE PARTIES WITHOUT COUNSEL OR ADVICE AS TO LEGAL CONSEQUENCES OR TAX RELATED MATTERS. NO TITLE EXAMINATION OR SETTLEMENT HAS BEEN PERFORMED AND SMITH.SHOLAR.MILLIKEN.PLLC. SHALL NOT BE RESPONSIBLE FOR ANY MATTER THAT COULD HAVE BEEN RESOLVED BY A TITLE EXAMINATION, SETTLEMENT, OR LEGAL AND/OR TAX RELATED COUNSEL.

QUITCLAIM DEED

Address New Owner:	Send Tax Bill To:	Map-Parcel Numbers
I&H Investments	Same as New Owner	99-9.02
214 West Main Street	<div>Cindy L. Briley, Register Sumner County Tennessee Rec #: 1037126 Instrument #: 1358741 Rec'd: 10.00 Recorded State: 0.00 4/7/2021 at 11:40 AM Clerk: 0.00 in Record Book Other: 2.00 5557 Total: 12.00 PGS 134-135</div>	
Gallatin, TN 37066		
THIS INSTRUMENT PREPARED BY:	STATE OF TENNESSEE COUNTY OF SUMNER }	
Smith.Sholar.Milliken. PLLC. 1164 Nashville Pike Gallatin, TN 37066	The actual consideration or value, whichever is greater, for this transfer is \$-0-.	
	Affiant Subscribed and sworn to before me, this the <u>2nd</u> day of <u>April</u> , 2021. <i>[Signature]</i> Notary Public	
	My commission expires: <u>3/12/25</u>	

FOR AND IN CONSIDERATION OF the sum of One Dollar (\$1.00) cash in hand paid by Grantee, the receipt of which is hereby acknowledged **Wayne Holloway and Leland Irvin**, Grantee, these presents, does hereby quitclaim and convey unto **I&H Investments, a Tennessee General Partnership**, "Grantee" his/her/their successors and assigns, all of his/her/their right, title, and interest in and to the following described property in Sumner County, Tennessee:

Land in the 15th Civil District of Sumner County, Tennessee, being a portion of property conveyed in Record Book 685, page 158, and shown as parcel 9.01 on tax map 99, and being described according to a survey by Ray G. Cole, Registered Land Surveyor No. 924, dated November 1, 1997 as follows:

Beginning at an iron pin set in the easterly margin, 50 feet from the center line of Highway 31-W, a corner to Edward Flynn (Deed Book 317, page 715), and being the most southwest corner of this tract; thence, with said highway and along a curve to the right having a radius of 3525.81 feet and an arc length of 279.96 feet, being subtended by a chord of North 26 degrees 22 minutes 52 seconds East for a distance of 279.89 feet to an iron pin set in the margin of said highway, a corner to Tract 2; thence, leaving said highway, South 67 degrees 49 minutes 11 seconds East for a distance of 472.39 feet to an iron pin set in the line of Poplar Ridge Subdivision (Plat Book 9, page 25); thence, South 28 degrees 08 minutes 59 seconds West for a distance of 170.00 feet to an iron pin found, a corner to said subdivision and in the line of said Flynn; thence, with said Flynn for the next five calls as follows: North 80 degrees 58 minutes 31 seconds West for a distance of 99.67 feet to an iron pin found; thence, North 81 degrees 06 minutes 01 seconds West for a distance of 181.89 feet to an iron pin found; thence, North 72 degrees 25 minutes 13 seconds West for

a distance of 53.30 feet to a point; thence, North 85 degrees 09 minutes 46 seconds West for a distance of 101.45 feet to a point; thence, North 80 degrees 02 minutes 00 seconds West for a distance of 52.35 feet to the beginning, containing 2.42 acres more or less.

Being the same property conveyed to Wayne Holloway and Leland Irvin, from Eddie Smith, by Warranty Deed dated September 19, 2018, filed of record on September 21, 2018 in Record Book 4818, pages 287-289, in the Register's Office for Sumner County, Tennessee.

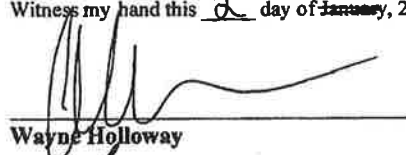
Subject property is not Grantors marital residence.

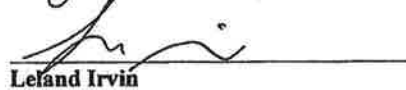
Said property is conveyed subject to such limitations, restrictions and encumbrances as may affect the premises.

This is unimproved property known as: 1820 Highway 31W, Millersville, TN 37072

Mailing address for subject property is known as: 1820 Highway 31W, Goodlettsville, TN 37072

Witness my hand this 2 day of ~~January~~ ^{March}, 2021.


Wayne Holloway


Leland Irvin

**STATE OF TENNESSEE
COUNTY OF SUMNER**

On this 2nd day of ~~January~~ ^{March}, 2021, before me personally appeared Wayne Holloway, to me known to be the person(s) described in and who executed the foregoing instrument, and who acknowledged the execution of the same to be his free act and deed.

Witness my hand and official seal, at office in Gallatin, Tennessee, this 2nd day of ~~January~~ ^{March}, 2021.

My commission expires: 9-20-2022



**STATE OF TENNESSEE
COUNTY OF SUMNER**

On this 2 day of ~~January~~ ^{April}, 2021, before me personally appeared Leland Irvin, to me known to be the person(s) described in and who executed the foregoing instrument, and who acknowledged the execution of the same to be his free act and deed.

Witness my hand and official seal, at office in Gallatin, Tennessee, this 2 day of ~~January~~ ^{April}, 2021.

My commission expires: 9-20-2022



**CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-783**

**AN ORDINANCE TO AMEND ORDINANCE 22-777, THE 2022-2023 FISCAL
YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES
RELATED TO A CAPITAL PROJECT IN THE POLICE DEPARTMENT.**

WHEREAS, the City of Millersville adopted the 2022-2023 Fiscal Year Budget by passage of Ordinance 22-777 on June 22, 2022; and

WHEREAS, the City has since identified revenues and/or expenditures that were not included as part of the original budget; and

WHEREAS, the Governing Body finds it necessary to amend the Police Department Budget by \$90,000 for a capital project consisting of an evidence room and storage area; and

WHEREAS, a budget amendment is necessary to the Appropriation Ordinance in order to reflect the actual finances of the City; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE that Ordinance 22-777, the 2022-2023 Fiscal Year Budget, shall be amended as follows:

SECTION 2 - GENERAL FUND:
APPROPRIATIONS:

Appropriations proposed for the Police Department (& City Court) will increase by \$90,000 and change from \$1,890,552 to \$1,980,552.

The Total Appropriations in the General Fund will change from \$5,085,489 to \$5,175,489.

SECTION 3 - ESTIMATED FUND BALANCE: The Estimated Fund Balance for the General Fund will decrease by \$90,000 and change from \$2,049,185 to \$1,959,185.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Mayor

Attest:

Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Jack Freedle, City Attorney

Ordinance 22-783

**2022-23 Budget Amendment #1
General Fund**

REVENUE SOURCE		Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
10-3710	From Fund Balance	\$349,813.00	\$439,813.00	\$90,000.00
				\$0.00
Total Revenue Source: General Fund		\$349,813.00	\$439,813.00	\$90,000.00

\$90,000.00

OPERATING EXPENSES:

Account #	Budget Line Item	Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
421-6000	Capital Project/Police	\$0.00	\$90,000.00	\$90,000.00
				\$0.00
Total Expense: General Fund		\$0.00	\$90,000.00	\$90,000.00

\$90,000.00

Expense - Revenue = Net Effect

\$0.00

\$0.00

ORDINANCE 22-777**FINAL
ADOPTED 6/21/2022****Amd#1
Ord 22-783****AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 THROUGH JUNE 30, 2023**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MILLERSVILLE, TENNESSEE AS
FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Local Taxes	\$ 2,050,157	\$ 2,132,735	\$ 2,088,664
Licenses & Permits	\$ 78,067	\$ 110,100	\$ 200,400
Intergovernmental Revenue	\$ 1,090,029	\$ 1,896,731	\$ 1,938,087
Charges for Services	\$ 5,925	\$ 38,500	\$ 40,000
Fines and Forfeitures	\$ 258,944	\$ 279,400	\$ 354,000
Miscellaneous Revenue	\$ 137,187	\$ 500,285	\$ 114,525
Other Financing Sources	\$ -	\$ 2,758,342	\$ -
Total Revenue	\$ 3,620,309	\$ 7,716,093	\$ 4,735,676
Fund Balance	\$ 3,096,803	\$2,533,410	\$ 2,398,998
Total Available Funds	\$6,717,112	\$10,249,503	\$7,134,674

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
State Gas Tax Revenue	\$ 233,061	\$ 225,000	\$ 235,000
Miscellaneous Revenue	\$ 52,502	\$ 164,297	\$ 271,000
Transfer from General Fund	\$ -	\$ 3,233,342	\$ 550,000
Total Revenue	\$ 285,563	\$ 3,622,639	\$ 1,056,000
Fund Balance	\$ 401,404	\$ 211,886	\$ 3,153,067
Total Available Funds	\$ 686,967	\$ 3,834,525	\$ 4,209,067

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Drug Fines & Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Total Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Fund Balance	\$ 16,736	\$ 27,000	\$ 32,583
Total Available Funds	\$ 43,772	\$ 53,035	\$ 58,103

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Service Fees	\$ 477,488	\$ 507,997	\$ 507,000
Miscellaneous Revenue	\$ 3,041	\$ 4,022	\$ 4,250
Total Revenue	\$ 480,529	\$ 512,019	\$ 511,250
Fund Balance	\$ 366,055	\$ 429,678	\$ 418,266
Total Available Funds	\$ 846,584	\$ 941,697	\$ 929,516

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Stormwater Utility Fees	\$ 157,294	\$ 154,622	\$ 155,000
Miscellaneous Revenue	\$ 3,230	\$ 926,271	\$ 289,924
Total Revenue	\$ 160,524	\$ 1,080,893	\$ 444,924
Fund Balance	\$ 141,985	\$ 194,122	\$ 300,094
Total Available Funds	\$ 302,509	\$ 1,275,015	\$ 745,018

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Sewer User Fees	\$ 1,217,654	\$ 1,361,000	\$ 1,360,000
Sewer Tap Fees	\$ 19,825	\$ 55,350	\$ 80,000
Other Fees	\$ 38,660	\$ 46,000	\$ 39,000
Non-Operating Revenue	\$ 4,035	\$ 1,400	\$ 2,000
Other Revenue Sources	\$ 934	\$ -	\$ 160,453
Total Revenue	\$ 1,281,108	\$ 1,463,750	\$ 1,641,453

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amd#1 Ord 22-783
General Government (inc Dev&Codes)	\$ 2,104,118	\$ 2,258,265	\$ 1,783,137	+90,000=\$1,980,552
Police Department (& City Court)	\$ 1,398,013	\$ 1,519,594	\$ 1,890,552	
Fire Department	\$ 224,579	\$ 388,990	\$ 325,392	
Parks and Recreation	\$ 83,855	\$ 109,271	\$ 134,907	
Debt Service	\$ 373,137	\$ 341,043	\$ 466,048	
Transfer to Street	\$ -	\$ 3,233,342	\$ 325,000	
Transfer to Stormwater Capital	\$ -	\$ -	\$ 160,453	
Total Appropriations	\$ 4,183,702	\$ 7,850,505	\$ 5,085,489	+90,000=\$5,175,489

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Street Expenditures	\$ 62,556	\$ 86,458	\$ 237,000
Capital	\$ 412,525	\$ 595,000	\$ 3,318,342
Total Appropriations	\$ 475,081	\$ 681,458	\$ 3,555,342

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Police Dept Drug Expenditures	\$ 16,772	\$ 20,452	\$ 43,441
Total Appropriations	\$ 16,772	\$ 20,452	\$ 43,441

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenditures	\$ 416,906	\$ 464,963	\$ 509,215
Capital	\$ -	\$ 58,468	\$ -
Total Appropriations	\$ 416,906	\$ 523,431	\$ 509,215

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 105,672	\$ 70,667	\$ 78,727
Capital	\$ 2,715	\$ 904,254	\$ 265,000
Total Appropriations	\$ 108,387	\$ 974,921	\$ 343,727

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 1,088,045	\$ 1,213,340	\$ 1,291,248
Non-Operating Expenses	\$ -	\$ -	\$ -
Debt Service	\$ 1,565	\$ 22,656	\$ 22,308
Capital	\$ 145,591	\$ 159,300	\$ 505,453
Total Appropriations	\$ 1,235,201	\$ 1,395,296	\$ 1,819,009

SECTION 3. At the end of the 2023 fiscal year, the governing body estimates fund balances/deficits as follows:

		Amd#1 Ord 22-783
General Fund	\$ 2,049,185	-90,000-\$1,959,845
State Street Aid Fund	\$ 653,725	
Drug Fund	\$ 14,662	
Solid Waste Fund	\$ 420,301	
Stormwater Fund	\$ 401,291	
Sewer Fund	\$ -	

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/23
Bonds	\$ 265,000	\$ 1,431,126	\$ 4,995,000
State Revolving Loan	\$ 21,240	\$ 1,068	\$ 368,483
Loan Agreements	\$ 38,400	\$ 6,026	\$ 209,239
Capital Leases	\$ -	\$ -	\$ -
Other Debt	\$ -	\$ -	\$ -
Total	\$ 324,640	\$ 1,438,220	\$ 5,572,722

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2022, the public welfare requiring it.

Passed First Reading: May 17, 2022

Public Hearing: June 21, 2022

Passed Second and Final Reading: June 21, 2022

BOARD OF COMMISSIONERS

David Gregory

Mayor

Attest:

Holly L. Murphy, City Recorder

Holly L. Murphy, City Recorder

Approved as to Form and Legality:

J.B. Freedle, City Attorney

J.B. Freedle, City Attorney

**CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-784**

AN ORDINANCE TO AMEND ORDINANCE 22-777, THE 2022-2023 FISCAL YEAR BUDGET, HOUSEKEEPING MEASURE, TO CORRECT AN ERROR IN THE GENERAL FUND TRANSFERS AND TYPOS RELATED TO THE DEBT SERVICE INTEREST.

WHEREAS, the City of Millersville adopted the 2022-2023 Fiscal Year Budget by passage of Ordinance 22-777 on June 21, 2022; and

WHEREAS, City Staff has since identified an error in Section 2 in the General Fund Appropriations for a Transfer to Street in the amount of \$225,000 which was not reflected in the total appropriations (the expense was shown in the line-item detail support but didn't get added to the formula used to calculate the totals). This will reduce the Fund Balance by \$225,000 in Section 3; and

WHEREAS, City Staff discovered in Section 2 of the General Fund Appropriations that a Transfer to Stormwater of \$278,774 was included in the General Government expenses which should be removed from expenses and identified with the other transfers from the General Fund. This will result in no changes to the total appropriations; and

WHEREAS, City Staff also identified a typo in Section 2 of the General Fund Appropriations which indicates a Transfer to "Stormwater" of \$160,453 but it should state Transfer to "Sewer"; and in Section 4 of the debt service, Bond Interest 'current yr' should reflect \$143,205 instead of \$1,431,126. This will result in no changes to the total appropriations; and

WHEREAS, a budget amendment is necessary to the Appropriation Ordinance in order to reflect the actual finances of the City; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE that Ordinance 22-777, the 2022-2023 Fiscal Year Budget, as previously amended by Ordinance 22-783, shall be amended as follows:

SECTION 2 - GENERAL FUND:
APPROPRIATIONS:

Appropriations proposed for the General Fund (inc Dev&Codes) will decrease by \$278,774 and change from \$1,783,137 to \$1504,364.

Appropriations proposed to Transfer to Street will increase by \$225,000 and change from \$325,000 to \$550,000.

Appropriations proposed to Transfer to Stormwater will increase to \$278,774

The Total Appropriations in the General Fund will change from \$5,400,489 to \$5,462,157.

SECTION 3 - ESTIMATED FUND BALANCE: The Estimated Fund Balance for the General Fund will decrease by \$225,000 and change from \$1,959,845 to \$1,734,185.

SECTION 4 – DEBT SERVICE:

The current year interest for Bonds will change from \$1,431,126 to \$143,205.

The total current year interest will change from \$1,438,220 to \$150,299.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Mayor

Attest:

Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Jack Freedle, City Attorney

ORDINANCE 22-777**FINAL
ADOPTED 6/21/2022****Amd#2
Ord 22-784****AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 THROUGH JUNE 30, 2023**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MILLERSVILLE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Local Taxes	\$ 2,050,157	\$ 2,132,735	\$ 2,088,664
Licenses & Permits	\$ 78,067	\$ 110,100	\$ 200,400
Intergovernmental Revenue	\$ 1,090,029	\$ 1,896,731	\$ 1,938,087
Charges for Services	\$ 5,925	\$ 38,500	\$ 40,000
Fines and Forfeitures	\$ 258,944	\$ 279,400	\$ 354,000
Miscellaneous Revenue	\$ 137,187	\$ 500,285	\$ 114,525
Other Financing Sources	\$ -	\$ 2,758,342	\$ -
Total Revenue	\$ 3,620,309	\$ 7,716,093	\$ 4,735,676
Fund Balance	\$ 3,096,803	\$ 2,533,410	\$ 2,398,998
Total Available Funds	\$ 6,717,112	\$ 10,249,503	\$ 7,134,674

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
State Gas Tax Revenue	\$ 233,061	\$ 225,000	\$ 235,000
Miscellaneous Revenue	\$ 52,502	\$ 164,297	\$ 271,000
Transfer from General Fund	\$ -	\$ 3,233,342	\$ 550,000
Total Revenue	\$ 285,563	\$ 3,622,639	\$ 1,056,000
Fund Balance	\$ 401,404	\$ 211,886	\$ 3,153,067
Total Available Funds	\$ 686,967	\$ 3,834,525	\$ 4,209,067

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Drug Fines & Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Total Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Fund Balance	\$ 16,736	\$ 27,000	\$ 32,583
Total Available Funds	\$ 43,772	\$ 53,035	\$ 58,103

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Service Fees	\$ 477,488	\$ 507,997	\$ 507,000
Miscellaneous Revenue	\$ 3,041	\$ 4,022	\$ 4,250
Total Revenue	\$ 480,529	\$ 512,019	\$ 511,250
Fund Balance	\$ 366,055	\$ 429,678	\$ 418,266
Total Available Funds	\$ 846,584	\$ 941,697	\$ 929,516

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Stormwater Utility Fees	\$ 157,294	\$ 154,622	\$ 155,000
Miscellaneous Revenue	\$ 3,230	\$ 926,271	\$ 289,924
Total Revenue	\$ 160,524	\$ 1,080,893	\$ 444,924
Fund Balance	\$ 141,985	\$ 194,122	\$ 300,094
Total Available Funds	\$ 302,509	\$ 1,275,015	\$ 745,018

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Sewer User Fees	\$ 1,217,654	\$ 1,361,000	\$ 1,360,000
Sewer Tap Fees	\$ 19,825	\$ 55,350	\$ 80,000
Other Fees	\$ 38,660	\$ 46,000	\$ 39,000
Non-Operating Revenue	\$ 4,035	\$ 1,400	\$ 2,000
Other Revenue Sources	\$ 934	\$ -	\$ 160,453
Total Revenue	\$ 1,281,108	\$ 1,463,750	\$ 1,641,453

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amendment#1 Ord 22-783	Amendment#2 Ord 22-784
General Government (inc. Devt&Codes)	\$ 2,104,118	\$ 2,258,265	\$ 1,783,137	+90,000=\$1,980,552	-5278,774=\$1,504,364
Police Department (& City Court)	\$ 1,398,013	\$ 1,519,594	\$ 1,890,552		
Fire Department	\$ 224,579	\$ 388,990	\$ 325,392		
Parks and Recreation	\$ 83,855	\$ 109,271	\$ 134,907		
Debt Service	\$ 373,137	\$ 341,043	\$ 466,048		
Transfer to Street	\$ -	\$ 3,233,342	\$ 325,000		
Transfer to Stormwater-Sewer		\$ -	\$ 160,453	+90,000=\$5,175,489	+225,000=\$550,000
Transfer to Stormwater			-		
Capital	\$ -	\$ -	\$ -		
Total Appropriations	\$ 4,183,702	\$ 7,850,505	\$ 5,085,489		+225,000=\$5,400,489

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Street Expenditures	\$ 62,556	\$ 86,458	\$ 237,000
Capital	\$ 412,525	\$ 595,000	\$ 3,318,342
Total Appropriations	\$ 475,081	\$ 681,458	\$ 3,555,342

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Police Dept Drug Expenditures	\$ 16,772	\$ 20,452	\$ 43,441
Total Appropriations	\$ 16,772	\$ 20,452	\$ 43,441

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenditures	\$ 416,906	\$ 464,963	\$ 509,215
Capital	\$ -	\$ 58,468	\$ -
Total Appropriations	\$ 416,906	\$ 523,431	\$ 509,215

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 105,672	\$ 70,667	\$ 78,727
Capital	\$ 2,715	\$ 904,254	\$ 265,000
Total Appropriations	\$ 108,387	\$ 974,921	\$ 343,727

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 1,088,045	\$ 1,213,340	\$ 1,291,248
Non-Operating Expenses	\$ -	\$ -	\$ -
Debt Service	\$ 1,565	\$ 22,656	\$ 22,308
Capital	\$ 145,591	\$ 159,300	\$ 505,453
Total Appropriations	\$ 1,235,201	\$ 1,395,296	\$ 1,819,009

SECTION 3. At the end of the 2023 fiscal year, the governing body estimates fund balances/deficits as follows:

		Amd#1 Ord 22-783	Amd#2 Ord 22-784
General Fund	\$ 2,049,185	-90,000=\$1,959,845	-225,000=\$1,734,185
State Street Aid Fund	\$ 653,725		
Drug Fund	\$ 14,662		
Solid Waste Fund	\$ 420,301		
Stormwater Fund	\$ 401,291		
Sewer Fund	\$ -		

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/23	Amendment #2 Ord 22-784 Interest (Current yr)	
Bonds	\$ 265,000	\$ 1,431,126	\$ 4,995,000	\$143,205	correct typo
State Revolving Loan	\$ 21,240	\$ 1,068	\$ 368,483		
Loan Agreements	\$ 38,400	\$ 6,026	\$ 209,239		
Capital Leases	\$ -	\$ -	\$ -		
Other Debt	\$ -	\$ -	\$ -		
Total	\$ 324,640	\$ 1,438,220	\$ 5,572,722	\$150,299	correct typo

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2022, the public welfare requiring it.

Passed First Reading: May 17, 2022

Public Hearing: June 21, 2022

Passed Second and Final Reading: June 21, 2022

BOARD OF COMMISSIONERS

David Gregory
Mayor

Attest:

Holly L. Murphy, City Recorder
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

J.B. Freedle, City Attorney
J.B. Freedle, City Attorney

**CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-785**

**AN ORDINANCE TO AMEND ORDINANCE 22-777, THE 2022-2023 FISCAL
YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES
RELATED TO THE TRANSFER OF THE CODES ENFORCEMENT POSITION
FROM THE POLICE DEPARTMENT TO THE CODES DEPARTMENT.**

WHEREAS, the City of Millersville adopted the 2022-2023 Fiscal Year Budget by passage of Ordinance 22-777 on June 21, 2022; and

WHEREAS, the City has since identified revenues and/or expenditures that were not included as part of the original budget.

WHEREAS, the Codes Enforcement position was previously held by a police officer and the salaries were split between the Police Department and the Codes Department; and

WHEREAS, the Governing Body finds it in the City's best interest to transfer the position back to the Codes Department and to amend the salaries (\$22,440) and benefits (\$16,348) by a total of \$38,788 to fund a full-time Codes Enforcement Officer, and to amend the salaries in the Police Department by \$22,880 to reflect the full-time pay of the Police Officer that formerly held the position; and

WHEREAS, a budget amendment is necessary to the Appropriation Ordinance in order to reflect the actual finances of the City; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE that Ordinance 22-777, the 2022-2023 Fiscal Year Budget, as previously amended by Ordinances 22-783 and 22-784, shall be amended as follows:

SECTION 2 - GENERAL FUND:

APPROPRIATIONS:

Appropriations proposed for the General Fund (inc Dev&Codes) will increase by \$38,788 and change from \$1,504,364 to \$1,543,152.

Appropriations proposed for the Police Department (& City Court) will increase by \$22,880 and change from \$1,980,552 to \$2,003,432.

The Total Appropriations in the General Fund will change from \$5,400,489 to \$5,462,157.

SECTION 3 - ESTIMATED FUND BALANCE: The Estimated Fund Balance for the General Fund will decrease by \$61,668 and change from \$1,734,185 to \$1,672,517.

**THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE
PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Mayor

Attest:

Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Jack Freedle, City Attorney

Ordinance 22-785**2022-23 Budget Amendment#3****General Fund**

REVENUE SOURCE		Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
10-3710	From Fund Balance - General	\$664,813.00	\$726,481.00	\$61,668.00
				\$0.00
Total Revenue Source: General Fund		\$664,813.00	\$726,481.00	\$61,668.00

\$61,668.00**OPERATING EXPENSES:**

Account #	Budget Line Item	Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
10-411-1100	Salaries-Codes Dept	\$43,680.00	\$66,120.00	\$22,440.00
10-411-1200	SS&Medicare	\$3,342.00	\$5,058.00	\$1,716.00
10-411-1300	Health Insurance	\$0.00	\$13,440.00	\$13,440.00
10-411-1400	Retirement 5.22%	\$2,280.00	\$3,451.00	\$1,171.00
10-411-1500	Unemployment	\$21.00	\$42.00	\$21.00
10-421-1100	Salaries - Police Dept	\$812,771.00	\$835,651.00	\$22,880.00
Total Expense: General Fund		\$862,094.00	\$923,762.00	\$61,668.00

\$61,668.00**Expense - Revenue = Net Effect \$0.00****\$0.00**

ORDINANCE 22-777**FINAL
ADOPTED 6/21/2022****Amd#3
Ord 22-785****AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 THROUGH JUNE 30, 2023**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MILLERSVILLE, TENNESSEE AS
FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Local Taxes	\$ 2,050,157	\$ 2,132,735	\$ 2,088,664
Licenses & Permits	\$ 78,067	\$ 110,100	\$ 200,400
Intergovernmental Revenue	\$ 1,090,029	\$ 1,896,731	\$ 1,938,087
Charges for Services	\$ 5,925	\$ 38,500	\$ 40,000
Fines and Forfeitures	\$ 258,944	\$ 279,400	\$ 354,000
Miscellaneous Revenue	\$ 137,187	\$ 500,285	\$ 114,525
Other Financing Sources	\$ -	\$ 2,758,342	\$ -
Total Revenue	\$ 3,620,309	\$ 7,716,093	\$ 4,735,676
Fund Balance	\$ 3,096,803	\$ 2,533,410	\$ 2,398,998
Total Available Funds	\$6,717,112	\$10,249,503	\$7,134,674

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
State Gas Tax Revenue	\$ 233,061	\$ 225,000	\$ 235,000
Miscellaneous Revenue	\$ 52,502	\$ 164,297	\$ 271,000
Transfer from General Fund	\$ -	\$ 3,233,342	\$ 550,000
Total Revenue	\$ 285,563	\$ 3,622,639	\$ 1,056,000
Fund Balance	\$ 401,404	\$ 211,886	\$ 3,153,067
Total Available Funds	\$ 686,967	\$ 3,834,525	\$ 4,209,067

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Drug Fines & Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Total Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Fund Balance	\$ 16,736	\$ 27,000	\$ 32,583
Total Available Funds	\$ 43,772	\$ 53,035	\$ 58,103

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Service Fees	\$ 477,488	\$ 507,997	\$ 507,000
Miscellaneous Revenue	\$ 3,041	\$ 4,022	\$ 4,250
Total Revenue	\$ 480,529	\$ 512,019	\$ 511,250
Fund Balance	\$ 366,055	\$ 429,678	\$ 418,266
Total Available Funds	\$ 846,584	\$ 941,697	\$ 929,516

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Stormwater Utility Fees	\$ 157,294	\$ 154,622	\$ 155,000
Miscellaneous Revenue	\$ 3,230	\$ 926,271	\$ 289,924
Total Revenue	\$ 160,524	\$ 1,080,893	\$ 444,924
Fund Balance	\$ 141,985	\$ 194,122	\$ 300,094
Total Available Funds	\$ 302,509	\$ 1,275,015	\$ 745,018

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Sewer User Fees	\$ 1,217,654	\$ 1,361,000	\$ 1,360,000
Sewer Tap Fees	\$ 19,825	\$ 55,350	\$ 80,000
Other Fees	\$ 38,660	\$ 46,000	\$ 39,000
Non-Operating Revenue	\$ 4,035	\$ 1,400	\$ 2,000
Other Revenue Sources	\$ 934	\$ -	\$ 160,453
Total Revenue	\$ 1,281,108	\$ 1,463,750	\$ 1,641,453

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amendment#1 Ord 22-783	Amendment#2 Ord 22-784	Amendment#3 Ord 22-785
General Government (inc. Dev&Codes)	\$ 2,104,118	\$ 2,258,265	\$ 1,783,137	+90,000=\$1,980,552	-\$278,774=\$1,504,364	+38,788=\$1,543,152
Police Department (& City Court)	\$ 1,398,013	\$ 1,519,594	\$ 1,890,552			
Fire Department	\$ 224,579	\$ 388,990	\$ 325,392			
Parks and Recreation	\$ 83,855	\$ 109,271	\$ 134,907			
Debt Service	\$ 373,137	\$ 341,043	\$ 466,048			
Transfer to Street	\$ -	\$ 3,233,342	\$ 325,000			
Transfer to Stormwater Sewer		\$ -	\$ 160,453			
Transfer to Stormwater			-		+225,000=\$550,000	+22,880=\$2,003,432
Capital	\$ -	\$ -	\$ -		+278,774=\$278,774	
Total Appropriations	\$ 4,183,702	\$ 7,850,505	\$ 5,085,489	+90,000=\$5,175,489	+225,000=\$5,400,489	+61,668=\$5,462,157

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Street Expenditures	\$ 62,556	\$ 86,458	\$ 237,000
Capital	\$ 412,525	\$ 595,000	\$ 3,318,342
Total Appropriations	\$ 475,081	\$ 681,458	\$ 3,555,342

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Police Dept Drug Expenditures	\$ 16,772	\$ 20,452	\$ 43,441
Total Appropriations	\$ 16,772	\$ 20,452	\$ 43,441

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenditures	\$ 416,906	\$ 464,963	\$ 509,215
Capital	\$ -	\$ 58,468	\$ -
Total Appropriations	\$ 416,906	\$ 523,431	\$ 509,215

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 105,672	\$ 70,667	\$ 78,727
Capital	\$ 2,715	\$ 904,254	\$ 265,000
Total Appropriations	\$ 108,387	\$ 974,921	\$ 343,727

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 1,088,045	\$ 1,213,340	\$ 1,291,248
Non-Operating Expenses	\$ -	\$ -	\$ -
Debt Service	\$ 1,565	\$ 22,656	\$ 22,308
Capital	\$ 145,591	\$ 159,300	\$ 505,453
Total Appropriations	\$ 1,235,201	\$ 1,395,296	\$ 1,819,009

SECTION 3. At the end of the 2023 fiscal year, the governing body estimates fund balances/deficits as follows:

		Amd#1 Ord 22-783	Amd#2 Ord 22-784	Amd#3 Ord 22-785
General Fund	\$ 2,049,185	-90,000=\$1,959,845	-225,000=\$1,734,185	-61,668=\$1,672,517
State Street Aid Fund	\$ 653,725			
Drug Fund	\$ 14,662			
Solid Waste Fund	\$ 420,301			
Stormwater Fund	\$ 401,291			
Sewer Fund	\$ -			

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/23	Amendment #2 Ord 22-784 Interest (Current yr)	
Bonds	\$ 265,000	\$ 1,431,126	\$ 4,995,000	\$143,205	correct typo
State Revolving Loan	\$ 21,240	\$ 1,068	\$ 368,483		
Loan Agreements	\$ 38,400	\$ 6,026	\$ 209,239		
Capital Leases	\$ -	\$ -	\$ -		
Other Debt	\$ -	\$ -	\$ -		
Total	\$ 324,640	\$ 1,438,220	\$ 5,572,722	\$150,299	correct typo

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2022, the public welfare requiring it.

Passed First Reading: May 17, 2022

Public Hearing: June 21, 2022

Passed Second and Final Reading: June 21, 2022

BOARD OF COMMISSIONERS

David Gregory
Mayor

Attest:

Holly L. Murphy, City Recorder
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

J.B. Freedle, City Attorney
J.B. Freedle, City Attorney

CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-786

AN ORDINANCE TO AMEND ORDINANCE 22-777, THE 2022-2023 FISCAL YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES RELATED TO PAVING THE COMMUNITY CENTER WALKING TRAIL AND THE EXPANSION OF THE CITY HALL PARKING LOT.

WHEREAS, the City of Millersville adopted the 2022-2023 Fiscal Year Budget by passage of Ordinance 22-777 on June 21, 2022; and

WHEREAS, the City has since identified revenues and/or expenditures that were not included as part of the original budget.

WHEREAS, on December 21, 2021, the Millersville Board of Commissioners approved Ordinance 21-768 to amend the 2021-22 Budget by \$50,000 to expand the parking lot at City Hall, however the project was delayed by the contractor until recently and the funding was not carried forward from last year's budget; and

WHEREAS, the Governing Body finds it necessary to amend the current year budget by \$50,000 to include the Expansion of the City Hall Parking Lot; and

WHEREAS, the Governing Body also finds it necessary to amend the Parks and Recreation Budget to pave the Community Center walking trail estimated to cost around \$31,000; and

WHEREAS, a budget amendment is necessary to the Appropriation Ordinance in order to reflect the actual finances of the City; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE that Ordinance 22-777, the 2022-2023 Fiscal Year Budget, as previously amended by Ordinances 22-783, 22-784, and 22-785, shall be amended as follows:

SECTION 2 - GENERAL FUND:

APPROPRIATIONS:

Appropriations proposed for the General Government (inc Dev&Codes) will increase by \$50,000 and change from \$1,543,152 to \$1,593,152.

Appropriations proposed for the Parks and Recreation will increase by \$31,000 and change from \$134,907 to \$165,907.

The Total Appropriations in the General Fund will change from \$5,462,157 to \$5,543,157.

SECTION 3 - ESTIMATED FUND BALANCE: The Estimated Fund Balance for the General Fund will decrease by \$81,000 and change from \$1,672,517 to \$1,591,517.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Mayor

Attest:

Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Jack Freedle, City Attorney

Ordinance 22-786

2022-23 Budget Amendment#4

General Fund

REVENUE SOURCE		Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
10-3710	From Fund Balance - General	\$726,481.00	\$807,481.00	\$81,000.00
				\$0.00
Total Revenue Source: General Fund		\$726,481.00	\$807,481.00	\$81,000.00

\$81,000.00

OPERATING EXPENSES:

Account #	Budget Line Item	Amount Budgeted	Projected year-end	Increase (+) Decrease (-)
10-444-6001	Park Improvements-CCtr	\$0.00	\$31,000.00	\$31,000.00
10-410-6022	Other Capital Projects - CH	\$0.00	\$50,000.00	\$50,000.00
				\$0.00
Total Expense: General Fund		\$0.00	\$81,000.00	\$81,000.00

\$81,000.00

Expense - Revenue = Net Effect

\$0.00

\$0.00

ORDINANCE 22-777**FINAL**
ADOPTED 6/21/2022**Amd#4**
Ord 22-786**AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022 THROUGH JUNE 30, 2023**

- Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MILLERSVILLE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Local Taxes	\$ 2,050,157	\$ 2,132,735	\$ 2,088,664
Licenses & Permits	\$ 78,067	\$ 110,100	\$ 200,400
Intergovernmental Revenue	\$ 1,090,029	\$ 1,896,731	\$ 1,938,087
Charges for Services	\$ 5,925	\$ 38,500	\$ 40,000
Fines and Forfeitures	\$ 258,944	\$ 279,400	\$ 354,000
Miscellaneous Revenue	\$ 137,187	\$ 500,285	\$ 114,525
Other Financing Sources	\$ -	\$ 2,758,342	\$ -
Total Revenue	\$ 3,620,309	\$ 7,716,093	\$ 4,735,676
Fund Balance	\$ 3,096,803	\$2,533,410	\$ 2,398,998
Total Available Funds	\$6,717,112	\$10,249,503	\$7,134,674

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
State Gas Tax Revenue	\$ 233,061	\$ 225,000	\$ 235,000
Miscellaneous Revenue	\$ 52,502	\$ 164,297	\$ 271,000
Transfer from General Fund	\$ -	\$ 3,233,342	\$ 550,000
Total Revenue	\$ 285,563	\$ 3,622,639	\$ 1,056,000
Fund Balance	\$ 401,404	\$ 211,886	\$ 3,153,067
Total Available Funds	\$ 686,967	\$ 3,834,525	\$ 4,209,067

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Drug Fines & Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Total Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Fund Balance	\$ 16,736	\$ 27,000	\$ 32,583
Total Available Funds	\$ 43,772	\$ 53,035	\$ 58,103

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Service Fees	\$ 477,488	\$ 507,997	\$ 507,000
Miscellaneous Revenue	\$ 3,041	\$ 4,022	\$ 4,250
Total Revenue	\$ 480,529	\$ 512,019	\$ 511,250
Fund Balance	\$ 366,055	\$ 429,678	\$ 418,266
Total Available Funds	\$ 846,584	\$ 941,697	\$ 929,516

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Stormwater Utility Fees	\$ 157,294	\$ 154,622	\$ 155,000
Miscellaneous Revenue	\$ 3,230	\$ 926,271	\$ 289,924
Total Revenue	\$ 160,524	\$ 1,080,893	\$ 444,924
Fund Balance	\$ 141,985	\$ 194,122	\$ 300,094
Total Available Funds	\$ 302,509	\$ 1,275,015	\$ 745,018

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Sewer User Fees	\$ 1,217,654	\$ 1,361,000	\$ 1,360,000
Sewer Tap Fees	\$ 19,825	\$ 55,350	\$ 80,000
Other Fees	\$ 38,660	\$ 46,000	\$ 39,000
Non-Operating Revenue	\$ 4,035	\$ 1,400	\$ 2,000
Other Revenue Sources	\$ 934	\$ -	\$ 160,453
Total Revenue	\$ 1,281,108	\$ 1,463,750	\$ 1,641,453

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amendment#1 Ord 22-783	Amendment#2 Ord 22-784	Amendment#3 Ord 22-785	Amendment#4 Ord 22-786
General Government (inc Dev&Codes)	\$ 2,104,118	\$ 2,258,265	\$ 1,783,137		\$-278,774=\$1,504,364	\$38,788=\$1,543,152	\$50,000=\$1,593,152
Police Department (& City Court)	\$ 1,398,013	\$ 1,519,594	\$ 1,890,552	\$-90,000=\$1,980,552		\$-22,880=\$2,003,432	
Fire Department	\$ 224,579	\$ 388,990	\$ 325,392				
Parks and Recreation	\$ 83,855	\$ 109,271	\$ 134,907				\$31,000=\$165,907
Debt Service	\$ 373,137	\$ 341,043	\$ 466,048				
Transfer to Street	\$ -	\$ 3,233,342	\$ 325,000		\$+225,000=\$550,000		
Transfer to Stormwater Sewer		\$ -	\$ 160,453				
Transfer to Stormwater			-		\$-278,774=\$278,774		
Capital	\$ -	\$ -	\$ -				
Total Appropriations	\$ 4,183,702	\$ 7,850,505	\$ 5,085,489	\$90,000=\$5,175,489	\$+225,000=\$5,400,489	\$-61,668=\$5,462,151	\$81,000=\$5,543,151

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Street Expenditures	\$ 62,556	\$ 86,458	\$ 237,000
Capital	\$ 412,525	\$ 595,000	\$ 3,318,342
Total Appropriations	\$ 475,081	\$ 681,458	\$ 3,555,342

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Police Dept Drug Expenditures	\$ 16,772	\$ 20,452	\$ 43,441
Total Appropriations	\$ 16,772	\$ 20,452	\$ 43,441

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenditures	\$ 416,906	\$ 464,963	\$ 509,215
Capital	\$ -	\$ 58,468	\$ -
Total Appropriations	\$ 416,906	\$ 523,431	\$ 509,215

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 105,672	\$ 70,667	\$ 78,727
Capital	\$ 2,715	\$ 904,254	\$ 265,000
Total Appropriations	\$ 108,387	\$ 974,921	\$ 343,727

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 1,088,045	\$ 1,213,340	\$ 1,291,248
Non-Operating Expenses	\$ -	\$ -	\$ -
Debt Service	\$ 1,565	\$ 22,656	\$ 22,308
Capital	\$ 145,591	\$ 159,300	\$ 505,453
Total Appropriations	\$ 1,235,201	\$ 1,395,296	\$ 1,819,009

SECTION 3. At the end of the 2023 fiscal year, the governing body estimates fund balances/deficits as follows:

		Amd#1 Ord 22-783	Amd#2 Ord 22-784	Amd#3 Ord 22-785	Amd#4 Ord 22-786
General Fund	\$ 2,049,185	-90,000=\$1,959,185	-225,000=\$1,734,185	-61,668=\$1,672,517	-81,000=\$1,591,517
State Street Aid Fund	\$ 653,725				
Drug Fund	\$ 14,662				
Solid Waste Fund	\$ 420,301				
Stormwater Fund	\$ 401,291				
Sewer Fund	\$ -				

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/23	Amendment #2 Ord 22-784 Interest (Current yr)	
Bonds	\$ 265,000	\$ 1,431,126	\$ 4,995,000	\$ 143,205	correct typo
State Revolving Loan	\$ 21,240	\$ 1,068	\$ 368,483		
Loan Agreements	\$ 38,400	\$ 6,026	\$ 209,239		
Capital Leases	\$ -	\$ -	\$ -		
Other Debt	\$ -	\$ -	\$ -		
Total	\$ 324,640	\$ 1,438,220	\$ 5,572,722	\$ 150,299	correct typo

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2022, the public welfare requiring it.

Passed First Reading: May 17, 2022

Public Hearing: June 21, 2022

Passed Second and Final Reading: June 21, 2022

BOARD OF COMMISSIONERS

David Gregory
Mayor

Attest:

Holly L. Murphy, City Recorder
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

J.B. Freedle, City Attorney
J.B. Freedle, City Attorney

**CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 22-787**

**AN ORDINANCE TO AMEND ORDINANCE 22-777, THE 2022-2023 FISCAL
YEAR BUDGET, TO REFLECT THE ACTUAL REVENUE AND EXPENSES
RELATED TO A STORMWATER PROJECT ON WEST BOBBY COURT.**

WHEREAS, the City of Millersville adopted the 2022-2023 Fiscal Year Budget by passage of Ordinance 22-777 on June 21, 2022; and

WHEREAS, the City has since identified revenues and/or expenditures that were not included as part of the original budget.

WHEREAS, the Governing Body finds it necessary to amend the current year budget by \$132,000 to include a storm drainage repair on West Bobby Court; and

WHEREAS, a budget amendment is necessary to the Appropriation Ordinance in order to reflect the actual finances of the City; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLERSVILLE, TENNESSEE that Ordinance 22-777, the 2022-2023 Fiscal Year Budget, as previously amended by Ordinances 22-783, 22-784, 22-785, and 22-786 shall be amended as follows:

SECTION 2 – STORMWATER FUND:

APPROPRIATIONS:

Appropriations proposed for Stormwater Capital Improvements will increase by \$132,000 and change from \$265,000 to \$397,000.

The Total Appropriations in the Stormwater Fund will change from \$343,727 to \$475,727.

SECTION 3 - ESTIMATED FUND BALANCE: The Estimated Fund Balance for the Stormwater Fund will decrease by \$132,000 and change from \$401,291 to \$269,291.

THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Mayor

Attest:

Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Jack Freedle, City Attorney

Ordinance 22-787**2022-23 Budget Amendment#4****Stormwater Fund**

REVENUE SOURCE		Amount Budgeted	Projected year-end	Increase (+) Decrease (-)	
60-3711	From Fund Balance - General	\$0.00	\$132,000.00	\$132,000.00	
				\$0.00	
Total Revenue Source: General Fund		\$0.00	\$132,000.00	\$132,000.00	\$132,000.00

OPERATING EXPENSES:

Account #	Budget Line Item	Amount Budgeted	Projected year-end	Increase (+) Decrease (-)	
60-461-6000	System Repair & Maintenance/Capital	\$265,000.00	\$397,000.00	\$132,000.00	
				\$0.00	
Total Expense: General Fund		\$265,000.00	\$397,000.00	\$132,000.00	\$132,000.00
Expense - Revenue = Net Effect				\$0.00	\$0.00

ORDINANCE 22-777

FINAL
ADOPTED 6/21/2022
Amdt#5
Ord 22-787

AN ORDINANCE OF THE CITY OF MILLERSVILLE, TENNESSEE, ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

Whereas,

Tennessee Code Annotated Title 9 Chapter 1 Section 1116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas,

the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Whereas,

the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MILLERSVILLE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Local Taxes	\$ 2,050,157	\$ 2,132,735	\$ 2,088,664
Licenses & Permits	\$ 78,067	\$ 110,100	\$ 200,400
Intergovernmental Revenue	\$ 1,090,029	\$ 1,896,731	\$ 1,938,087
Charges for Services	\$ 5,925	\$ 38,500	\$ 40,000
Fines and Forfeitures	\$ 258,944	\$ 279,400	\$ 354,000
Miscellaneous Revenue	\$ 137,187	\$ 500,285	\$ 114,525
Other Financing Sources	\$ -	\$ 2,758,342	\$ -
Total Revenue	\$ 3,620,309	\$ 7,716,093	\$ 4,735,676
Fund Balance	\$ 3,096,803	\$2,533,410	\$ 2,398,998
Total Available Funds	\$6,717,112	\$10,249,503	\$7,134,674

State Street Aid Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
State Gas Tax Revenue	\$ 233,061	\$ 225,000	\$ 235,000
Miscellaneous Revenue	\$ 52,502	\$ 164,297	\$ 271,000
Transfer from General Fund	\$ -	\$ 3,233,342	\$ 550,000
Total Revenue	\$ 285,563	\$ 3,622,639	\$ 1,056,000
Fund Balance	\$ 401,404	\$ 211,886	\$ 3,153,067
Total Available Funds	\$ 686,967	\$ 3,834,525	\$ 4,209,067

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Drug Fines & Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Total Revenue	\$ 27,036	\$ 26,035	\$ 25,520
Fund Balance	\$ 16,736	\$ 27,000	\$ 32,583
Total Available Funds	\$ 43,772	\$ 53,035	\$ 58,103

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Service Fees	\$ 477,488	\$ 507,997	\$ 507,000
Miscellaneous Revenue	\$ 3,041	\$ 4,022	\$ 4,250
Total Revenue	\$ 480,529	\$ 512,019	\$ 511,250
Fund Balance	\$ 366,055	\$ 429,678	\$ 418,266
Total Available Funds	\$ 846,584	\$ 941,697	\$ 929,516

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Stormwater Utility Fees	\$ 157,294	\$ 154,622	\$ 155,000
Miscellaneous Revenue	\$ 3,230	\$ 926,271	\$ 289,924
Total Revenue	\$ 160,524	\$ 1,080,893	\$ 444,924
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Total Available Funds	\$ 302,509	\$ 1,275,015	\$ 745,018

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Sewer User Fees	\$ 1,217,654	\$ 1,361,000	\$ 1,360,000
Sewer Tap Fees	\$ 19,825	\$ 55,350	\$ 80,000
Other Fees	\$ 38,660	\$ 46,000	\$ 39,000
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Other Revenue Sources	\$ 934	\$ -	\$ 160,453
Total Revenue	\$ 1,281,108	\$ 1,463,750	\$ 1,641,453

SECTION 2. That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amendment#1 Ord 22-783	Amendment#2 Ord 22-784	Amendment#3 Ord 22-785	Amendment#4 Ord 22-786
General Government (incl. Dr.-&Codes)	\$ 2,104,118	\$ 2,258,265	\$ 1,783,137				
Police Department (ex city/Const)	\$ 1,398,013	\$ 1,519,594	\$ 1,890,552	+90,000+\$1,970,132			
Fire Department	\$ 224,579	\$ 388,990	\$ 325,392				
Parks and Recreation	\$ 83,855	\$ 109,271	\$ 134,907				
Debt Service	\$ 373,137	\$ 341,043	\$ 466,048				
Transfer to Street	\$ -	\$ 3,233,342	\$ 325,000				
Transfer to Stormwater-Sewer	\$ -	\$ -	\$ 160,453				
Capital	\$ -	\$ -	\$ -				
Total Appropriations	\$ 4,183,702	\$ 7,850,505	\$ 5,085,489	+90,000+\$1,172,489	+225,000+\$1,400,489	+61,668+\$1,462,157	+81,000+\$1,543,157

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Street Expenditures	\$ 62,556	\$ 86,458	\$ 237,000
Capital	\$ 412,525	\$ 595,000	\$ 3,318,342
Total Appropriations	\$ 475,081	\$ 681,458	\$ 3,555,342

Drug Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Police Dept Drug Expenditures	\$ 16,772	\$ 20,452	\$ 43,441
Total Appropriations	\$ 16,772	\$ 20,452	\$ 43,441

Solid Waste Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenditures	\$ 416,906	\$ 464,963	\$ 509,215
Capital	\$ -	\$ 58,468	\$ -
Total Appropriations	\$ 416,906	\$ 523,431	\$ 509,215

Stormwater Utility Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed	Amendment 5 Ord 22-787
Operating Expenses	\$ 105,672	\$ 70,667	\$ 78,727	
Capital	\$ 2,715	\$ 904,254	\$ 265,000	+132,000 = \$397,000
Total Appropriations	\$ 108,387	\$ 974,921	\$ 343,727	+132,000 = \$475,727

Sewer Fund	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Proposed
Operating Expenses	\$ 1,088,045	\$ 1,213,340	\$ 1,291,248
Non-Operating Expenses	\$ -	\$ -	\$ -
Debt Service	\$ 1,565	\$ 22,656	\$ 22,308
Capital	\$ 145,591	\$ 159,300	\$ 505,453
Total Appropriations	\$ 1,235,201	\$ 1,395,296	\$ 1,819,009

SECTION 3. At the end of the 2023 fiscal year, the governing body estimates fund balances/deficits as follows:

General Fund	\$ 2,049,185	Amend1 Ord 22-783 -90,000 = \$1,959,185	Amend2 Ord 22-784 -225,000 = \$1,734,185	Amend3 Ord 22-785 -41,668 = \$1,692,517	Amend4 Ord 22-786 -81,000 = \$1,591,517	Amend5 Ord 22-787 +132,000 = \$2,069,291
State Street Aid Fund	\$ 653,725					
Drug Fund	\$ 14,662					
Solid Waste Fund	\$ 420,301					
Stormwater Fund	\$ 401,291					
Sewer Fund	\$ -					

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal (current yr)	Interest (current yr)	Principal outstanding @ 6/30/23	Amendment #2 Ord 22-784 Interest (Current yr)	
Bonds	\$ 265,000	\$ 1,431,136	\$ 4,995,000	\$ 143,205	correct typo
State Revolving Loan	\$ 21,240	\$ 1,068	\$ 368,483		
Loan Agreements	\$ 38,400	\$ 6,026	\$ 209,239		
Capital Leases	\$ -	\$ -	\$ -		
Other Debt	\$ -	\$ -	\$ -		
Total	\$ 324,640	\$ 1,438,230	\$ 5,572,722	\$ 150,299	correct typo

SECTION 5. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accordance with Section 6-56-205 of the Tennessee Code Annotated.

SECTION 6. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7. A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210 of the *Tennessee Code Annotated*, provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 9. There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Robertson County.

There is hereby levied a property tax of \$1.00 per \$100 of assessed value on all real and personal property in Sumner County.

SECTION 10. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11. This ordinance shall take effect on July 1, 2022, the public welfare requiring it.

Passed First Reading: May 17, 2022

Public Hearing: June 21, 2022

Passed Second and Final Reading: June 21, 2022

BOARD OF COMMISSIONERS

David Gregory
Mayor

Attest:

Holly L. Murphy, City Recorder
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

J.B. Freedle, City Attorney
J.B. Freedle, City Attorney

CITY OF MILLERSVILLE, TENNESSEE

RESOLUTION 22-R-11

**A RESOLUTION TO AMEND THE POLICIES AND PROCEDURES
MANUAL FOR THE MILLERSVILLE COMMUNITY CENTER,
PLAYGROUND AND OTHER CITY-OWNED PARK PROPERTY.**

WHEREAS, the City of Millersville (The City) maintains a Community Center, playground and other park properties; and

WHEREAS, the City recognizes the need for the consistent and orderly operation of its park facilities and properties; and

WHEREAS, the Governing Body of the City of Millersville adopted a Policy Manual for the operation of the Millersville Community Center, Park, Playground and other city-owned park property by Resolution 11-R-09 on September 20, 2011 and by Resolution 20-R-19 on March ; and

WHEREAS, the City reviews its policies periodically and may update said policies accordingly by Resolution.

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that the Policies and Procedures Manual for the Millersville Community Center, playground and other City-owned Park Property is hereby amended and adopted as shown in '*Exhibit A*' attached hereto and therefore made part of this Resolution.

RESOLVED, this 18th day of October 2022.

BOARD OF COMMISSIONERS

By: _____
David Gregory, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder



COMMUNITY CENTER, PLAYGROUND & PARKS **POLICIES AND PROCEDURES MANUAL**

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Mission Statement

Millersville Parks and Recreation strives to plan, organize, implement and promote a comprehensive delivery system of programs, facilities, and areas which enhance the community's quality of life.

City Park Location and Contact Information

Physical Address: Millersville Community Center
1181 Louisville Highway
Millersville, TN 37072

Mailing Address: City of Millersville
1246 Louisville Highway
Millersville, TN 37072

Telephone Number: (615) 448-6959
(For rental Information)

Website www.cityofmillersville.com

City Park Hours

- Park hours shall be dawn (sunrise) to dusk (sunset).
- Community Center hours shall be at the discretion of the City Manager, or his/her designee and will be based on scheduled events and the availability of staff.

Community Center showings are 'by appointment City Park Rules

- The majority of the playground is designed for youth ages 5-12. The dinosaur and fossil section is designed for youth ages 2-12. Parental supervision is recommended.
- The use of the crossing bridge and the walking trail shall be limited to pedestrian traffic, including wheelchairs and accessible scooters.
- No bicycles, tricycles, wheelies, skateboards, scooters, etc. Shall be used on park sidewalks, parking lots, crossing bridge, walking trails, or amphitheater stage.
- For all emergencies involving injuries, loss of life, etc., please call: 911
- Personal Conduct: It shall be prohibited for any person to engage in any violent, abusive, loud, boisterous, vulgar, wanton, obscene or otherwise disorderly conduct, disturb or annoy others, or engage in any activity that could cause injury to other persons while on or in connection with a park or recreation facility. No person shall upon or in connection with a recreation facility by act or speech willfully or unreasonably hinder, interrupt, or interfere with any duly permitted activity or unreasonable or willfully intrude on any areas or into structures designated for the use of a certain person, persons, group to the

exclusion of others by written permit of the Community Center Coordinator, the City Manager, or his/her designee.

- Vandalism: It shall be unlawful for any person to deface, graffiti, harm, or damage any park building, wildlife, property, equipment or signs; or dig up, cut, damage, or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a park and recreation facility.
- Littering: It shall be prohibited for any person to throw or deposit litter on the grounds, parking lots, streets, sidewalks, bridge, walking trail, stream, or other body of water in or near any parks and recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park and recreation facility or grounds. Where public receptacles are not provided, such litter shall be carried away from the park by the person responsible for its presence and shall properly dispose of it elsewhere. It shall be prohibited to take into, carry through, or put into a park and recreation facility, any litter generated outside of the park.
- Smoking/Tobacco Use: Smoking or tobacco products are prohibited in the city park except at the designated area across the bridge in the parking lot. All waste generated as a result of any type of tobacco use shall be disposed of properly. Persons under 18 years of age in possession of tobacco products may be charged under state law.
- Drugs/Alcohol: The use of drugs and possession or consumption of alcohol are strictly prohibited on park grounds or any other city-owned property.
- Parking: Parking is limited to facility users. Overnight parking is not permitted. No vehicles other than authorized City vehicles, authorized service vehicles, or those specifically permitted by the Community Center Coordinator, the City Manager, or his/her designee shall occur anywhere on park grounds other than parking areas. Parking on the front sidewalk in front of the doors is prohibited. Unloading can be done through the catering door.
- Explosives, firearms, and weapons: No person shall bring into or have in their possession in any park or park facility any firearms, slingshots, firecrackers, torpedoes, fireworks, or other missile-propelling instruments or explosives, except:
 - City employees in the performance of their duties.
 - Other individuals duly authorized by the City Fire Marshal or Chief of Police
 - Handguns in the possession of persons authorized to carry handguns pursuant to Tennessee Code Annotated 39-17-1351
- Opinions or ideas expressed by individuals or groups exercising their constitutional first amendment rights are not a reflection of the City of Millersville. The City of Millersville neither encourages nor discourages, or otherwise endorses these activities.
- Protection of animals: No person shall within any park, attempt to chase, molest, kill, wound, or trap any feral animal, reptile, bird, bird's nest or squirrel's nest or remove the young of any such animal or the eggs or young of any such bird or reptile.
- Animals at Large: All animals are to be on a leash. No person owning or being custodian or having control of any animal shall cause or permit such animal to go at large in the park. Animal owners or those having control of any animal in the park shall be responsible to clean up and properly dispose of any pet waste.

- Photos: The Millersville City staff takes photos and videos at our programs, events, or on park property. These photos or videos may be used in our brochures, advertising, or other publications. If you do not wish to be in a video or have your photo taken, please tell our photographers.
- All persons in any park facility shall obey all City of Millersville and State of Tennessee laws, ordinances, resolutions, rules, and regulations.

Priorities for Use of the Millersville City Park

Priorities for the use of the Millersville City Park and Community Center are as follows:

- Programs or activities under the direct control of the City of Millersville will have first priority for use of all or portions of the Millersville City Park, Millersville Community Center, and other City of Millersville Park Lands.
- Organizations conducting activities which are co-sponsored by the City of Millersville are accorded second priority.
- All other eligible users may apply to reserve the Millersville City Park Pavilions, Amphitheater, or Community Center on a first come, first serve basis.
- Once a rental agreement has been executed, a rental group may not be pre-empted by a higher priority request without the written consent of the rental group.

Program Rates/Fee Policy

The rates for programs and events shall be determined using the cost-plus method.

- Determine costs involved with the program or event. These include: contractor fees (instructors, officials, entertainers, etc.) supplies, security costs, equipment rentals, equipment cost, advertising, transportation, awards, etc.
- Take the total cost and divide by the number of participation or teams; **Set this price using minimum participants to break even.**
- This method can determine the minimum participation necessary to hold the event or class for registration purposes.

Programs/Classes/Activities where one registers as an individual for sessions up to 12 weeks --\$20-\$50 per person

Programs/ Activities where registration occurs as a team or group --up to \$200 per team or group

Camps--\$25-\$30 per person per day or \$70-\$100 per person per week

One Time/Day Events (i.e. dances, movie and a makeover, etc.) \$5-\$20 per person

Community Center Rules and Rental Procedures

General Information

- The Community Center and specific rooms within the Community Center are available to rent on a first come, first serve basis.
- The Millersville Community Center may be reserved by individuals, businesses, or organizations for social gatherings and meetings. All requests for reservations must be made by an individual who is 21 years of age or older.
- Reservations are accepted up to one calendar year in advance and are available on a first come, first serve basis. Inquiries may be made by telephone, but reservations must be made in person. Reservations are not considered complete and in the books until the deposit has been paid and the rental agreement has been signed by the renter and the Community Center Coordinator. The balance of the rental amount if renting meeting rooms 105, 106, or 107, including refundable security deposit, is due no less than 14 business days prior to the rental date (30 days, if paying by check). If renting the Reception Hall or full facility the full amount shall be made no less than 30 days prior to the event. If full payment is not made by this time, the Community Center Coordinator will consider the reservation canceled and will rent the facility to another individual, business, or organization, if requested. Reservations made less than 30 days prior to the rental date will be required to pay the full amount in cash at the time the reservation is made.
- The City reserves the right to limit rentals to individuals or groups.
- Cancellations must be made at least 30 days prior to the rental date if renting all or part of the facility on an hourly rate (60 days prior if daily rental). If a cancellation is made at least 30 days for hourly rentals (60 days for daily rentals) prior to the rental date, a holding fee of \$50 will apply, in the case where the deposit is less than \$50, the deposit amount will be the holding fee.
- Security deposits can be paid with cash, check, money order or credit card. However, the Reception Hall and full facility must have a credit card on file. There is a fee added to each credit card transaction. If a check is used for payment of the meeting rooms 105, 106, or 107, it must be paid no less than 30 days prior to the rental date. If renting the Reception Hall or full facility, the deposit must be paid no less than 60 days prior to the rental date. Provided that the facility and surrounding area is cleaned properly with no damage, the deposit will be refunded by mail in approximately 2-3 weeks
- No tobacco, alcohol or drug use is permitted at any time in the Community Center. Smoking and tobacco use is permitted outside in the designated area across the bridge. All waste generated from the use of tobacco products shall be disposed of properly.
- The use of rollerblades, skates, shoes with wheels, (HEELYS), scooters, bicycles, tricycles, etc. is strictly prohibited anywhere in the Community Center, on exterior sidewalks, porches, bridge, walking trail or amphitheater stage.
- Cleats or spikes may not be worn anywhere in the Community Center. Taps on shoes or tap shoes may only be worn on the dance floor.
- Children shall be supervised and shall not be allowed to play in the kitchen or hallways.
- No animals are allowed inside the Community Center with the exception of Therapeutic animals, Seeing Eye Dogs or Police Canines.

- The playing of amplified music inside the building will be permitted with prior approval of the Community Center Coordinator. The renter must indicate that amplified music will be used on the rental agreement. The renter must observe all City sound/noise regulations. The City of Millersville may require additional permits and fees.
- Parking is restricted to designated areas only. Overnight parking is not permitted. Damages done to City property or the building as a result of vehicles will be charged against the refundable deposit and additional charges will be invoiced to the renter.
- City staff will not distribute or promote information on rentals and uses held in City community buildings, therefore, please ensure flyers, invitations, and other promotional materials list renters' contact information.
- The City reserves the right to restrict or limit access to the building during the course of the rental.
- In the absence of the Community Center Coordinator, the City Manager or his/her designee shall take on the responsibilities of the coordinator.

Reservation Guidelines and Procedures

- Set-up/Clean-up: Your rental time must include time for set-up and clean-up. Please be considerate of scheduled groups before and after your rental time. Rental schedules are set to allow park crews adequate time to inspect the facility between reservations. Exceeding reservation hours will result in extra charges. Please leave the Community Center clean and in the same or better condition than you found it. You will need to follow the steps on the clean-up checklist at the conclusion of your event. The security deposit will not be refunded if the areas designated in the agreement are damaged or not properly cleaned.
- Rental times for the Community Center are 8:00 a.m. to 4 p.m. and 4p.m. to midnight. Renters may request to be allowed in the building one hour early at 7:00 a.m. or remain one hour later until 1:00 a.m. at a rate of 1.5 times the regular hourly rate. No renters or guests may be in the building between the hours of 1:00 a.m. and 7:00 a.m. If anyone is in the building outside of the rental hours specified on the renter's agreement, the renter will be charged the price of an additional daily rental and be responsible for any damages incurred.
- Fire Regulations: Fires are restricted to the outdoor grills. The use of fireworks or pyrotechnics is strictly prohibited in any park location. Candles of the drip-less variety that are completely contained (i.e. globes) may be used inside the Reception Hall. Please make sure that all flames are properly monitored and extinguished.
- Decorations: Tacks, nails, screws, duct tape, scotch tape, and masking tape are not permitted on walls or floors. The use of 3M self-stick hooks or poster putty are recommended when attaching decorations to the wall. No decorations are allowed which would damage or discolor the facility or grounds. Decorations must be approved by the Community Center Coordinator. Use of helium filled balloons must be securely tied to weights. Failure to remove all decorations after the event will result in the cost of cleaning crew being retained from renters deposit.
- The Renter, as Indicated by Agreement: The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for all guests attending the event. The renter is responsible for the room(s), (if specified in the agreement), Kitchen (if specified in the agreement) lobby, hallways, restrooms, and any area outside used during your event.

Size of event: For events of 100 persons or greater, facility maintenance/cleaning person shall be required at a rate of \$20 per hour, off-duty police officers at \$35/hour per officer.

- Event Open to the Public: For events that are open to the public, with or without ticket sales or admissions, a special event permit application must be completed.
- Teen Parties: All events for teens must be concluded by 11:30 p.m.; any event going past 11:30 p.m. will require express written permission of the Community Center Coordinator and may require additional adult chaperones. Teen events are limited to a maximum of 50 teenagers. Two adult chaperones (age 21 or older) are required for every 25 teens in attendance; chaperones are required for the duration of the rental. The Community Center Coordinator reserves the right to verify age and identity of adult chaperones by means of photo identification. Enough lighting for safety purposes shall remain on for the party.
- Kitchen: The kitchen is to be used for the warming of food and food preparation only. Any food/beverage items left over are to be disposed of immediately following the rental period as indicated on the agreement. Fees may be withheld for the deposit if City staff time is required to dispose of any leftover food or trash. The use of the Kitchen is guaranteed with the rental of the Reception Hall and may be permitted with rental of the meeting rooms at the discretion of the Community Center Coordinator.
- Vendors: Vendors are not allowed during any rental without prior approval of the Community Center Coordinator. If vendors are permitted, there will be a \$20 per vendor/vendor booth fee. Additionally, should the sale of concessions be permitted, lessee shall provide the Community Center Coordinator with a copy of the Sumner County Health Department certificate for each concessionaire no less than 10 business days prior to the event.
- Alcohol: Alcohol is strictly prohibited on the grounds of the Millersville Community Center and all city-owned properties. Renters are responsible for their guests and if the renter or persons within their group are found to be in violation of this policy, the renter and their guests will be immediately removed from the property and they will forfeit their deposit and be banned from future rentals.
- Damages: The renter agrees to reimburse the City of Millersville for all costs incurred to repair damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and was caused by the renter, sponsoring organization, and/or attendees. Reimbursement of such expenses that are in excess of the refundable deposit will be invoiced to the renter.
- Video Surveillance: The Millersville Community Center and other city-owned properties are under 24-hour video surveillance.

Community Center Clean-up Checklist

- _____ Remove all decorations
- _____ Remove all table coverings
- _____ Wipe down all tables
- _____ Mop up any liquid spills on floor
- _____ Sweep floor of debris
- _____ Dust mop floor
- _____ Empty refrigerator and freezer of your items
- _____ Wipe up any spills in the refrigerator & freezer
- _____ Clean microwave oven
- _____ Clean caterer's cart
- _____ Clean Kitchen counters & sink
- _____ Pick up trash on the porches
- _____ Check restrooms for cleanliness
- _____ Sinks, toilets, baby changing stations are cleaned and in order
- _____ Bag up all trash & remove to dumpster, placed inside trash receptacle, inside enclosure
- _____ Hall floors are sweep and clean of spills

****Personal items found will be held at the Community Center 5 business days before donated.



City of Millersville

Community Center Rental Agreement

Date of Application: _____ Rental Date: _____

Time you will arrive to set up: _____ Time you will complete clean-up: _____

Name of Person Reserving Facility (Please Print): _____

Address _____ City: _____ State: _____ Zip Code: _____

Primary Phone No. _____ E-mail: _____

If Organization, Please Give Name: _____ Expected Attendance: _____

City of Millersville Resident: ☐ YES ☐ NO Will Amplified Music, DJ, or Loudspeaker Be Used: ☐ YES ☐ NO

Purpose for which Facility is Requested: _____

Room Requested: ☐ Room 107 (up to 20 people) ☐ Room 105 (up to 25 people) ☐ Room 106 (up to 40 people)

☐ Reception Hall (220, seated at rounds) ☐ Full Interior Facility ☐ Full Interior Facility + Amphitheatre

NOTICE: USE OF PARK FACILITIES IS GOVERNED AND RESTRICTED BY THE CITY OF MILLERSVILLE.

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, the Millersville Public Library, their staff, commissions, boards, or agents will not be held responsible for any injury or damage which may occur to me, my guests, and/or members of the above named organization and/or property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person, and the suit is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless and to provide defense counsel to defend the City at Renter's expense. I (We) understand that in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be free of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fees. I (We) understand that failure to lock the doors upon exiting will result in forfeiture of deposit and I will be responsible for any resulting damages. I (We) understand that the possession or consumption of alcoholic beverages on the premises by myself or my guests will result in forfeiture of deposit and we will be required to immediately vacate the premises. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for all areas we access.

Signature _____ Date: _____

Community Ctr. Coordinator Approval: _____ Date: _____

RESERVATION WILL NOT BE COMPLETE UNTIL CONTRACT HAS BEEN RETURNED AND ALL REQUIRED FEES HAVE BEEN PAID

Deposit Amount Due _____ Deposit Amount Paid _____ Date Paid _____ Payment Form _____ Received By _____

Rent Amount Due _____ Rent Amount Paid _____ Date Paid _____ Payment Form _____ Received By _____

Cleanup Inspected by _____ Additional Required? _____ Deposit Refunded _____

City of Millersville Community Center

Recurring Monthly Rental Agreement

Date of Application _____ Rental Days: _____ Rental times: _____ From: _____ To: _____
(in months)

Time you will arrive to set up: _____ Time you will complete clean-up: _____

Printed Name of Person Reserving Facility (Please Print): _____

Address _____ City: _____ State: _____ Zip Code: _____

Home Number: _____ Work Number _____ Cell Number _____

E-Mail: _____

If Organization, Please Give Name: _____ Expected Attendance: _____

City of Millersville Resident: ☐ YES ☐ NO Will Amplify Music, DJ, or Loudspeaker Be Used: ☐ YES ☐ NO

Purpose for which Facility is requested: _____

Room Requested: ☐ Room 107 (up to 20 people) ☐ Room 105 (up to 25 people) ☐ Room 106 (up to 40 people)

☐ Reception Hall (220, seated at rounds)

NOTICE: USE OF PARK FACILITIES IS GOVERNED AND RESTRICTED BY THE CITY OF MILLERSVILLE

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, the Millersville Public Library, their staff, commissions, boards, or agents will not be held responsible for any injury or damage which may occur to me, my guests, and/or members of the above named organization and/or property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person, and the suit is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless and to provide defense counsel to defend the City at Renter's expense. I (We) understand that in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be free of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fees. I (We) understand that failure to lock the doors upon exiting will result in forfeiture of deposit and I will be responsible for any resulting damages. I (We) understand that the possession or consumption of alcoholic beverages on the premises by myself or my guests will result in forfeiture of deposit and we will be required to immediately vacate the premises. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for all areas we access.

Signature _____ Date: _____

Community Ctr. Coordinator Approval _____ Date _____

RESERVATION WILL NOT BE COMPLETE UNTIL CONTRACT HAS BEEN RETURNED AND ALL REQUIRED FEES HAVE BEEN PAID

Deposit Amount Due _____ Deposit Amount Paid _____ Date Paid _____ Payment Form _____ Received By _____

Rent Amount Due _____ Rent Amount Paid _____ Date Paid _____ Payment Form _____ Received By _____

Rental Amount Due _____ Rental Amount Paid _____ Date Paid _____ Payment Form _____ Received _____



City of Millersville Room Layout for Rentals

Contact Name: _____ Rental Date: _____

Room Requested: _____ Phone # _____

Rental Time (Include Set-Up & Clean-Up Times): _____ to _____

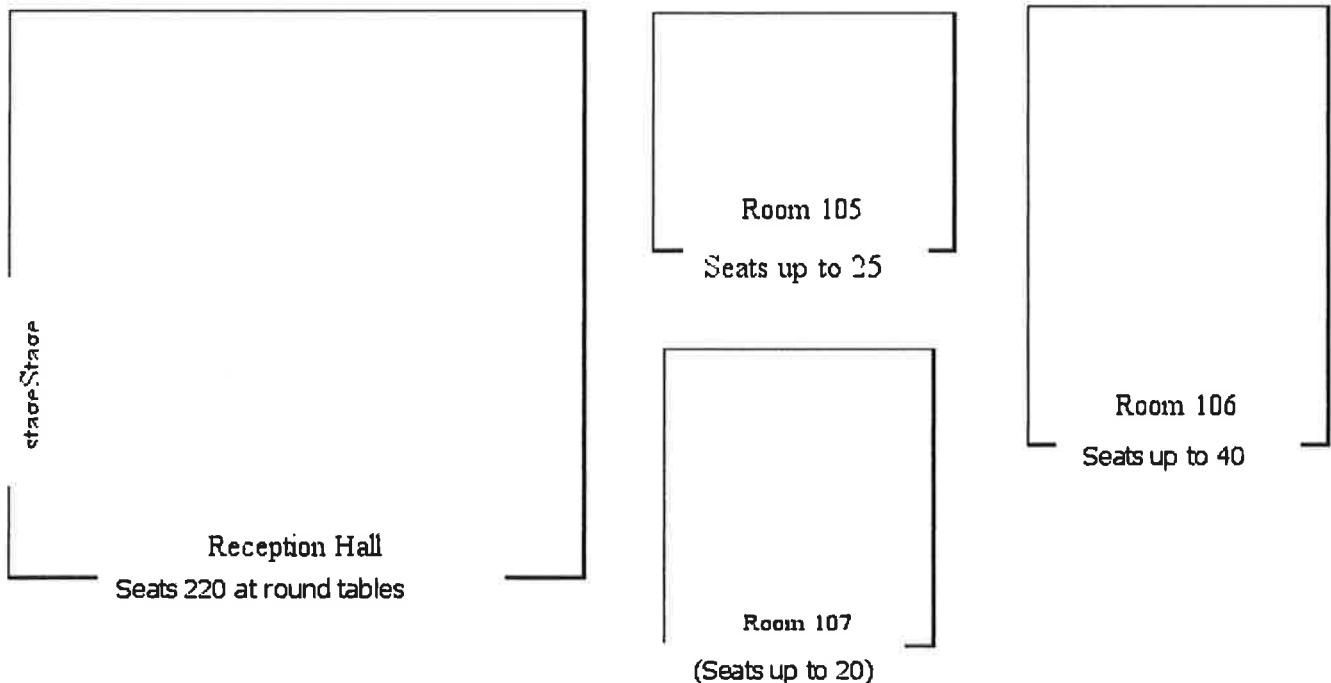
Number of Tables needed: _____ Round —20 tables (seat 8-10) _____ Rectangular- 10 tables (seats 4-6)

Number of Chairs needed: _____ Podium: Yes ☐ No ☐

*****Set-up instructions are to be made no less than 30 days prior to event. Layout changes of less than 7**

business days will result in a \$75 change fee. ** Please check items to be included in room rental:

☐ Microphone ☐ Coffee Pot (not provided; coffee, filters, cups, and condiments) ☐ Video/projector



Pavilion Rules and Rental Procedures

General Information

- Pavilions are available to the community free of charge on a first come, first serve basis so long as no reservations have been posted by the City of Millersville or the Community Center Coordinator. If a reservation has been posted then the pavilion is unavailable during the hours on the posting.
- Millersville Pavilions may be reserved by individuals, businesses, or organizations for social gatherings and meetings. All requests for reservations must be made by an individual who is 21 years of age or older.
- Reservations are accepted up to one calendar year in advance and are available on a first come, first serve basis. Inquiries may be made by telephone but reservations must be made in person. All reservations made more than 60 days in advance are required to pay a \$10 non-refundable holding fee to reserve a pavilion. The balance of the rental amount, including refundable security deposit, is due no less than 14 business days prior to the rental date (30 days, if paying by check). If full payment is not made by this time, the Community Center Coordinator will consider this reservation cancelled and will rent the facility to another individual, business, or organization, if requested. Reservations made less than 14 business days prior to the rental date will be required to pay the full amount ~~in cash~~, money order or credit card at the time the reservation is made.
- The City reserves the right to limit rentals to individuals or groups.
- Cancellations must be made at least 14 days prior to the rental date. If a cancellation is made at least 14 days prior to the rental date, a full refund will be given, with the exception of a \$10 holding fee.
- Security deposits can be paid with cash, check, money order or credit card. If a check is used, security deposits must be paid no less than 30 days prior to the rental. A fee will be applied to all credit card transactions. Provided that the pavilion and surrounding area is cleaned properly with no damage, the deposit will be refunded by mail in approximately 2-3 weeks.
- There will be no refunds due to inclement weather. You must call to reschedule your rental within 2 business days of the original rental date. The rescheduled date shall be within 1 calendar year.
- No alcohol, tobacco, or drug use is permitted at any time in the pavilions or the surrounding park areas. Smoking is allowed in the designated smoking area across the bridge.
- The use of inflatable play structures is not permitted in City-owned parks.
- The use of play structures that require water is strictly prohibited. Examples include inflatable water slides, slip and slides, pools, etc.
- The playing of amplified music will require the completion of an application for a variance of sound regulations to be completed and advance approval by the Community Center Coordinator no less than 10 business days prior to the reservation. The renter must observe all City sound/noise regulations. The City of Millersville may require additional permits and fees.

Reservation Guidelines and Procedures

- Set-up/Clean-up: Your rental time must include time for set-up and clean-up. Please be considerate of scheduled groups before and after your rental time. Rental schedules are set to allow park crews adequate time to inspect the facility between reservations. Exceeding reservation hours will result in extra charges. Please leave the park clean and in the same or better condition than you found it. You will need to wipe tables, return tables to the correct position in the pavilion, and properly dispose of trash. Please also make sure to properly extinguish grill fires. You will need to follow the steps on the clean-up checklist at the conclusion of your event. The security deposit will not be refunded if the area designated in the agreement are damaged or not properly cleaned.
- Excessive Water or Electrical Use: There will be additional charges for excessive use of utilities.
- Fire Regulations: Fires are restricted to the outdoor grills. The use of fireworks or pyrotechnics is strictly prohibited in any park location.
- The Renter, as Indicated by Agreement: The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for all guests attending the event. The renter is responsible for the pavilion, adjacent grill(s) and surrounding grounds.
- Financial gain/Exchange of Money: Money cannot be collected by the renter or anyone for parking or entrance into the facility during the rental. There shall be absolutely no exchange of money, tickets, or any other form of financial gain allowed during the rental.
- Damages: The renter agrees to reimburse the City of Millersville for all costs incurred to repair damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and was caused by the renter, sponsoring organizations, and/or attendees. The presence of cigarette or smokeless tobacco waste on the grounds may also be considered damages. Reimbursement of such expenses that are in excess of the refundable deposit will be invoiced to the renter.

Pavilion clean-up checklist

Applicants are responsible for the clean-up of their event/activity or for designating a responsible person for such. All items must be met in order to receive a refund of the security deposit.

- _____ Remove all decorations and promotional materials
- _____ Clean all debris off of pavilion tables
- _____ Wipe down tables
- _____ Make sure tables are placed back in their original position(s)
- _____ Pick up trash and/or debris from all grounds in and immediately around the pavilion
- _____ Make sure that all grill fires are completely extinguished
- _____ Make sure that water is turned completely off with no dripping of water
- _____ Empty all trash cans, bag up all other trash and remove to dumpsters, placed inside trash receptacle, inside enclosure

Personal items found will be held at the Community Center for 5 business days before being donated



City of Millersville Pavilion Rental Agreement

Date of Application: _____ Rental Date: _____

Times Facility will be needed (please include set-up, rehearsal, and clean-up): Start: _____ Finish: _____

Printed name of person reserving facility: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Cell number: _____ Work Number: _____ Home number: _____

Are you a Resident of Millersville ☐ Yes ☐ No If Organization, provide Name: _____

Purpose for which Facility is requested: _____ Est. Attendance: (not to exceed 30) _____

Pavilion 1 (playground side) ☐

Pavilion 2 ☐

The Pavilion rental may be ½ day (8:00 a.m. to 12:30 p.m. or 1:00 p.m. To Dusk) or Full day

Deposit: Resident and Not For Profits \$15.00 - Non Resident \$20.00 - Commercial \$30.00

Rental Rates: Resident and Not For Profit ½ day \$15.00 - Full day \$25.00

Rental Rates: Non Resident ½ day \$20.00 - Full Day \$40.00

Rental Rates: Commercial ½ day \$30.00 - Full Day \$60.00

NOTICE: Use of Park Facilities is Governed and Restricted by the City of Millersville

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, the Millersville Public Library, their staff, commissions, boards, or agents will not be held responsible for any injury or damage which may occur to me, my guests, and/or members of the above named organization and/or property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person, and the suit is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless and to provide defense counsel to defend the City at Renter's expense. I (We) understand that in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be free of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fees. I (We) understand that failure to lock the doors upon exiting will result in forfeiture of deposit and I will be responsible for any resulting damages. I (We) understand that the possession or consumption of alcoholic beverages on the premises by myself or my guests will result in forfeiture of deposit and we will be required to immediately vacate the premises. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for all areas we access.

Signature _____ Date: _____

Community Ctr. Coordinator Approval: _____ Date: _____

Fee Information: Pavilion rental may be ½ day (8 a.m. -12:30 p.m. or 1 p.m. to Dusk) or Full day 8 a.m. to Dusk

Deposit: Resident \$15 / Not for Profit \$15 / Non-Resident \$20 / Commercial \$30

Rental Rates: Resident and Not for Profit ½ Day \$15 / Full Day \$25

Non-Resident ½ Day \$20 / Full Day \$40 / Commercial ½ Day \$30 / Full Day \$60

Deposit Rec'd _____ Rent Paid _____ Deposit Refunded: _____



Amphitheater Rental Policies and Procedures

General Information

- The Millersville Amphitheater may be reserved by individuals, businesses, or organizations for events. All requests for reservations must be made by an individual who is 21 years of age or older.
- Reservations are accepted up to one calendar year in advance and are available on a first come, first serve basis. Inquiries may be made by telephone, but reservations must be made in person. Reservations are not considered complete and in the books until the deposit have been paid and the rental agreement has been signed by the renter and the Community Center Coordinator. The balance of the rental amount is due no less than 60 days before the rental date. Reservations made less than 60 days prior to the event will be required to pay the full amount in cash at the time of the reservation is made.
- The City reserves the right to limit rentals to individuals or groups.
- Cancellations must be made at least 60 days prior to the rental date. If a cancellation is made at least 60 business days prior to the rental date, a full refund will be given with the exception of a \$50 holding fee.
- Security deposits must be paid no less than 60 days prior to the event. Provided that the facility and surrounding area is cleaned properly with no damage, the deposit will be refunded by mail in approximately 2-3 weeks.
- No alcohol use is permitted at any time in the amphitheater. Smoking and tobacco use is limited to the designated area across the bridge from the community center. The use of rollerblades, skates, shoes with wheels (HEELYS), scooters, bicycles, tricycles, etc. is strictly prohibited anywhere on the sidewalks, stage, bridge, or walking trail.
- Parental supervision of children is recommended at all times.
- All animals are to be on a leash. No animals are allowed to go at large in the park. You are required to clean up after your pet.
- The playing of amplified music may result in additional permits or fees from the City of Millersville.
- Parking is restricted to designated area only. Overnight parking is not permitted. Damages done to City property or the building as a result of vehicles will be charged against the refundable deposit and additional charges will be invoiced to the renter.
- City staff will not distribute or promote information on rentals and uses held in city community building. Therefore, please ensure flyers, invitations, and other promotional materials list renter's contact information.
- The City reserves the right to restrict or limit access to the building and grounds during the course of the rental.

Reservation Guidelines and Procedures

- Set-up/Clean-up: Your rental time must include time for set-up and clean-up. Please be considerate of scheduled groups before and after your rental time. Rental schedules are set to allow park crews adequate time to inspect the facility between reservations. Exceeding reservation hours will result in extra charges. Please leave the amphitheater clean and in the same or better condition than you found it. You will need to follow the steps on the clean-up checklist at the conclusion of your event. The security deposit will not be refunded if the area designated in the agreement are damaged or not properly cleaned.
- The Renter as Indicated by Agreement: The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for all guests attending the event. The renter is responsible for the area specified in the agreement.
- Size/Nature of Event: For events of more than 100 persons or events open to the public (with or without paid admissions), the lessee may be required to obtain a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence. Should the renter be required to get an insurance policy, the renter must be named as insured and the City of Millersville must be listed as an additional insured. The policy shall show that the policy is in effect for the duration of the rental and must be submitted to the Community Center Coordinator no less than 10 business days prior to the event. Also, for an event of this size, facility maintenance/cleaning person shall be required at a rate of \$20 per hour, off-duty police officers at \$35/hour per officer, emergency services staff at \$35/hour per staff member. Renter may also be required to obtain additional restroom facilities (1 chemical toilet per 350 expected attendees).
- Events Open to the Public: For events open to the public, with or without ticket sales, a Special Event Permit Application must be completed.
- Vendors: The sale of goods, including concessions, is not allowed during any rental without prior approval of the Community Center Coordinator. If vendors are permitted, the fee shall be \$20 per vendor/vendor booth. Concessionaires must be completely self-contained, and renter is responsible for providing electricity, hand sinks, and any other equipment that may be deemed necessary by the City of Millersville and the Sumner County Health Department and provide such permits to the Community Center Coordinator no less than 10 business days prior to the event. Other vendors must also be completely self-contained, and renter is responsible for providing utilities to them.
- Responsibilities of Renter: Renter shall arrange, provide, and pay for all materials, personnel and services necessary for the safe and efficient presentation of events at the Millersville Amphitheater. Prohibitions for use of the facilities are as following:
 - No Tobacco, including smokeless tobacco
 - No Fireworks, No confetti, glitter or rice (birdseed is permitted)
 - Nothing shall be attached or affixed to any tree or plant, fence, building or other part of the Amphitheater or its amenities without prior approval
 - No digging, transplanting or disturbance of vegetation
 - No vehicles on the grass or sidewalks
 - No gasoline, distillate or other petroleum products or other substance or materials of an explosive or flammable nature, including candles, are not permitted
 - No item shall be laid on the grass that might cause damage to it.
- Electricity: Electricity is provided at the amphitheater. The cost of additional electrical supply is the sole responsibility of the renter. The renter will take all necessary precautions to protect the existing electrical service from overload and damage. Electrical panels may not be modified by any outside electrician. It is the responsibility of the renter to inspect equipment for compatibility. If the renter's equipment is not compatible, the renter's equipment must be modified. Modifying the City's electrical panels will result in a fine. Renter is responsible for any and all necessary repairs to the Millersville Amphitheater electrical panel as a result of renter's modification.

- **Renter's Property:** The City of Millersville shall assume no responsibility for any property placed on or in its facilities or grounds. Further, the City of Millersville, its officers, agents, employees, and volunteers, are released and discharged from any and all liability for loss, injury, or damage to person or property that may be sustained by the use of occupancy of the facility and its environs.
- **Warranties:** Renter warrants that the event will be suitable for the audience in attendance and will not contain profanity, nudity, or adult themes and content. Renter agrees, represents and warrants that nothing contained in the program, performance, and exhibition or in any other way connected with renter's activities under this agreement shall violate or infringe upon any copyright, patent, right of privacy, or other statutory or common law right of any person, firm, or corporation. Further, renter warrants that all programs performances, concerts, etc. to be performed under the "application" involving works protected by statutory or common law copyrights or other proprietary law have been duly licensed or otherwise authorized by the owners of such works or legal representatives thereof. Renter further agrees to indemnify, defend, and hold harmless the City of Millersville, its officers, agents, volunteers and employees, from any and all claims, fees, expenses or costs including legal fees asserted or incurred with regard to such warranty.
- **Misrepresentation of Event:** Any misrepresentation as to the nature of the event, the number of attendees expected, contact, or payment information, or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of all fees paid, and may also result in denial of future permit requests and/or legal action.
- **Abusing Policies:** The Community Center Coordinator or the City of Millersville reserves the right to refuse any group the privilege of using the Amphitheater and other Parks facilities due to abuse of the policies of the facility or the City. In addition, any group charged with an occurrence of abuse may be barred from making any further reservations and any future reservations may be canceled in the sole discretion of the City.
- **Weather:** The Millersville Amphitheater is an outdoor venue subject to changing and inclement weather conditions. No refund will be made due to weather.
- **Advertising:** Advertising/announcements or ticket sales shall not be made public prior to approval of the "Agreement" by the Community Center Coordinator. Renter must receive prior approval to hang any banner or signage on Amphitheater of City property.
- **Good Neighbor Letter:** The event organizer will be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following: Date, time, and location of event, name address, and phone number of event organizer, and name address, and phone number for the Community Center Coordinator. Event organizers should inform all businesses and residents within a two-block radius of the event. The event organizer must provide the Community Center Coordinator with a copy of the letter and a mailing list of whom received the letter no less than 14 days prior to the event.
- **Damages:** The renter agrees to reimburse the City of Millersville for all costs incurred to repair damages including, but not limited to, the facility, furnishings, fixtures, grounds and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations, and/or attendees. Reimbursement of such expenses that are in excess of the refundable deposit will be invoiced to the renter.
- In the absence of the Community Center Coordinator, any documentation necessary should be presented to the City Manager or his/her designee.

Amphitheater Clean-up Checklist

Applicants are responsible for the clean-up of their event/activity or for designating a responsible person for such. All items must be met in order to receive a full refund of the security deposit.

- _____ Remove all decorations and promotional materials
- _____ Sweep floors in pavilions
- _____ Clean all debris off of pavilion tables
- _____ Close all electrical panels
- _____ Take down any temporary fencing
- _____ Remove all temporary restroom facilities
- _____ Remove all concession trailers, tents, etc.
- _____ Pick up trash and/or debris from all grounds in and immediately around the amphitheater
- _____ Check permanent restrooms for cleanliness (sinks, toilets, baby changing stations, and floors should be free of debris)
- _____ Empty all trash cans, bag up all other trash and remove to dumpsters, placed inside trash receptacle, inside enclosure

***Personal items found will be held at the Community Center for 5 business days before being donated.



City of Millersville Amphitheater Rental Agreement

Date of Application: _____ Event Date: _____

Times Facility will be needed (please include set-up, rehearsal, and clean-up): Start: _____ Finish: _____

Printed name of person reserving facility: _____

Address: _____ City: _____ State: _____

Cell number: _____ - _____ - _____ Email: _____ Home number: _____ - _____ - _____

Are you a Resident of Millersville ☐ Yes ☐ No If Organization, provide Name: _____

Purpose for which Facility is requested: _____ Estimated Attendance: _____

Will Admission be charged? ☐ Yes ☐ No

Will Concessions be sold? ☐ Yes ☐ No

NOTICE: USE OF PARK FACILITIES IS GOVERNED AND RESTRICTED BY THE CITY OF MILLERSVILLE

I, (We) assume full responsibility for any damages to the City of Millersville equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Millersville, Millersville Public Library and its staff, Commissions, boards, or agents will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or personal property during our requested use of the facility. Further, in the event the City is sued due to a personal injury claim to a third person and the result is based on the activity that occurred, and not the condition of the premises, Renter agrees to hold the City harmless and to provide defense counsel to defend the City at Renter's expense. I (We) understand that in order to receive the refundable damage and security deposit, the rental facility and surrounding areas must be free of damage, clean, free of trash and debris, and the tables must be in their original locations. I (We) also understand that there will be a \$25.00 return check fee and that I (We) will be responsible for all costs of collections including court costs and attorney fee. I understand that the possession or consumption of alcoholic beverages on the premises by myself or my guests will result in forfeiture of deposit and we will be required to immediately vacate the premises. I certify that I am at least 21 years of age. I agree that I (We) am/are responsible for the following areas: the amphitheater, restrooms, and pavilions.

Signature: _____ Date: _____

Community Ctr. Coordinator Approval: _____ Date: _____

RESERVATION WILL NOT BE COMPLETED UNTIL CONTRACT HAS BEEN RETURNED TO COMMUNITY CENTER COORDINATOR AND ALL REQUIRED FEES HAVE BEEN PAID.

Deposit Amount Due: \$ _____ Deposit Amount Paid: \$ _____ Date Paid: _____

Rental Amount Due: \$ _____ Rental Amount Paid: \$ _____ Date Paid: _____

Deposit Rec'd by: _____ Date: _____ Rental Rec'd by: _____ Date: _____

Deposited Refunded: \$ _____ Date: _____

Additional insurance required: _____ Date received: _____

Health Department Certification Required: ☐ Yes ☐ No If yes, date received: _____



SPECIAL EVENT HANDBOOK AND APPLICATION

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City of Millersville Partnership through Sponsorship Program

Goals:

- Identify the City's cost of conducting and hosting festivals and events
- Continue to provide City support of festivals and events.
- Ensure the City receives recognition of this support.
- How the Program works
- A sponsorship program available to festivals and community events
- Administered by the City of Millersville
- Events that meet program criteria and guidelines are eligible for a waiver of up to 75% of the City fee.
- The Organizer shall pay the approved percentage of fees within 60 days prior to the date of the event.
- This program waives a percentage of facility fees only and does not apply to Security, Emergency Medical, Park staffing, or sanitation requirements

Criteria

- The Organization applying must be a 501c3 Not for Profit Organization. Documentation should be attached to the application.
- The event shall occur in a park, park facility, or public space owned by the City of Millersville.
- The event complies with policies and procedures set forth by the City of Millersville.
- The event is open and accessible to the public.
- The event's past history and performance is in good standing with the City of Millersville.
- The City of Millersville logo must be prominently displayed on all event promotional materials.
- An itemized budget showing all estimated revenues and expenditures shall be submitted with the permit application. A final statement of revenues and expenses must be submitted within 10 day of the event.
- Proceeds shall benefit a charitable or community organization recognized by the City of Millersville.
- The City of Millersville shall evaluate and approve/decline sponsorship on a case by case basis.

Application Process

Special event/festival organizers must complete and submit a Special Event Permit Application to the Community Center Coordinator for the City of Millersville no less than 90 days prior to the event (but not more than 364 days prior to the event). A meeting with the event organizers and representatives from the City of Millersville and the Community Center Coordinator may be scheduled to review the application. Once the review of the application is complete, the Community Center Coordinator will determine all additional requirements for the City to issue a Special Event Permit. In the absence of the Community Center Coordinator, organizers will work with the City Manager or his/her designee.

For an application and further information, please contact:

City of Millersville Community Center Coordinator
1181 Louisville Highway
Millersville, TN 37072
615-448-6959

Special Event Permit Application Instructions

These instructions are provided to assist you in the completion of the Special Event Permit Application and associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, do not hesitate to contact the Community Center Coordinator. All information must be typed or legible printed in ink. Return application to:

City of Millersville
1246 Louisville Highway
Millersville, TN 37072

Special Event Permit Application

All events require the Special Event Permit Application to be completed. You may be required to complete other forms depending on the type and size of your event. Following are descriptions of each section on the Special Event Permit Application. Please refer to these descriptions while completing your application. If at any time, you require additional space, please provide the information on a separate sheet of paper and write "see Attached" on the application form. When additional sheets are used, please place the name and date of the event at the top of EACH additional sheet.

Applicant Information

- Event Name: Enter the name of your event. This name should be the one that you are using to advertise your event.
- Event Location: Enter the desired location of the event.
- Event Producer: Enter the name of the organization, corporation, neighborhood group, etc. that is producing the event. If the organization, corporation, or group contracts with a firm or agency to produce the event, the event producer is the firm/agency contracted. If the event will be self-produced then it would be the name of the organization, corporation, neighborhood group, etc.
- Representing: If the applicant is a contracted firm/agency, enter the name of the organization, corporation, neighborhood group, etc. that contracted you to produce the event.
- Primary Contact: Enter the name of the primary person who is to be contacted regarding the application or event. In some cases, you may be requested to provide additional contact names and phone numbers for emergencies that may arise during the event.
- Address, City, State, and Zip: Enter the mailing address information of the event producer in these blanks.
- Phone (Day, Night, and Cell & Fax): Enter the primary contact's telephone numbers. It is important that the City can contact these person(s) at all times during the event.

Event Information

- Event Type: Check the box that applies to your type of event on the application.
- Event Duration (Starting Date, Ending Date): Enter the dates that the event will be open and closed for attendance.
- Peak Attendance: Enter the highest number of attendees you expect at one time during the event.
- Hours of Operation: Enter the days and hours for each day the event site will be open.
- Site Preparation: Enter the starting date and time that you will start to prepare the event site. If no preparation is necessary, enter the starting date and time of the event.
- Dismantling and Cleanup: This is the date and time it will take to dismantle and clean up the event site.
- Event Description: Briefly describe the event, including any unique characteristics.
- Event Features: Check all needs, services, or features that will be part of the event.
- Admission: Indicate whether or not an admission fee will be charge or ticket sold. If so, indicate the amount.

Event Location:

Please list the requested location of your event.

Site Map Requirement

Regardless of event location, a site map must be submitted showing the location of the event features.

Please review the Site Map Requirements section on the application for all items that are required. Upon request and availability, Parks and Recreation will furnish a map to scale of the event location.

Inclement Weather/Cancellation Policy

Describe your inclement weather or cancellation policy. Also provide alternative dates, times and locations.

Security

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd and traffic control. If security is being provided, complete the Security Section of the application.

Requirement: The applicant/event producer shall provide the type and location of the event availability, of sufficient City police personnel, and other factors will determine the amount of security required at any event. The Millersville Police Department staff assigned to a particular event will have the sole discretion in all matters regarding security, traffic, and crowd control at special events in the City of Millersville. The City of Millersville, in consultation with the Millersville Police Department, will establish the required security staffing level in accordance to the submitted Special Event Permit Application. The required security staff's duties will not include any of the following responsibilities:

- Gate security
- Security for VIPs/celebrities
- Security of money handling areas(s)
- Stage Security
- Overnight security or security outside event hours
- Private parking lot security

Security for event equipment, trailers, and supplies, etc.

The event producer will be responsible for procuring additional security personnel through the city of Millersville for any of the aforementioned responsibilities if they deem it necessary. If fees are applicable, the applicant /event producer will be charged for police services at the rate of \$35 per hour

Emergency Medical Assistance

Depending on the size and nature of your event, the event producer may be required to provide emergency medical assistance for the event patrons.

Requirements: The City of Millersville, in consultation with the representatives of the Millersville Fire Department, will determine the level of emergency medical staffing to be required. City of Millersville Firefighter/EMT's should be used in providing necessary Emergency Medical staffing for such events and may result in additional costs to the event producer.

Vendor

List all vendors; also list the products or services that they will provide at the event.

Requirements: The event producer is required to pay to the City of Millersville a \$20 Event Vendor Permit Fee for each vendor being provided by the event producer. This Permit Event Fee is applicable to events lasting 3 days or less. Events lasting more than 3 days will require the procurement of an additional Special Event Vendor Permit. If food will be served, the event organizer must call the Sumner County Health Department or Robertson County Health department (dependent upon event location) to discuss rules and regulation. The event organizer will also need to mail a list of all vendors to the Health Department in advance of the event. This will help them in scheduling inspections. The Health Department will mail a package containing all Health Department rules and regulation related to food service to the event organizer. It is the event organizer's responsibility to provide each food vendor with a copy of Health Department rules and regulations. Health Department officials will do an onsite inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

Tents/Temporary Structures

Complete information regarding the use of tents or temporary structures.

Requirements: Any applicant/producer wanting to erect a tent or temporary structure as part of their event must complete the Tent/Temporary Structure Application from the City of Millersville. The City reserves the right to have any and all temporary structures inspected for compliance with life safety codes.

Electrical Service

If electrical service is being provided for booths, cooking equipment, etc. complete the Electrical Service Section of the application.

Requirements: Providing for your electrical needs has certain limitation, depending on where the event is held. The cost of additional electrical supply is the sole responsibility of the renter. The renter will take all necessary precautions to protect the existing electrical service from overload and damage. Electrical panels may not be modified by any outside electrician. It is the responsibility of the renter to inspect equipment for compatibility. If the renter's equipment is not compatible, the renter's equipment must be modified. Modifying the City's electrical panels will result in a fine. Renter is responsible for any and all necessary repairs to the Amphitheater electrical panels as a result of renter's modification.

Restroom Facilities

If restroom facilities are being provided, complete the Restroom Facilities section of the application.

Requirements: The applicant/event producer is required to provide one chemical-type toilet for every 350 people expected at an event.

Clean-Up Plan and Procedures

Any event producer holding an event in a city park or other public property is responsible for clean-up of debris from said property. If your event will require clean-up, complete the Clean-Up Plans & Procedures section on the application.

Requirements: The event producer is responsible for submitting a clean-up plan, which must include a drawing/map of the festival area showing the location and type of trash receptacles, name(s) of individual(s) and group(s) responsible for cleaning during and after the festival/event; and location where all waste including cooking oils will be disposed. If the event producer fails to perform adequate clean up or cause damage to City property or facilities, the producer will automatically forfeit their compliance assurance deposit. The festival/event producer is responsible for clean-up and removal of debris from all affected areas.

Hold Harmless Clause

Once the application is processed and a determination is made as to its approval, there will be an agreement prepared which will also contain a hold harmless clause that must be signed by the agent duly authorized by the event application.

Carnival Rides/Inflatables

Approval for carnival rides and inflatables must be obtained as a separate permit from the City of Millersville within 14 days of the event. This office will, if requested, provide event sponsors with a list of companies that are insured and licensed to operate carnival rides. Required insurance is the responsibility of the contracted company owning the carnival rides and/or inflatables. The carnival ride/inflatables vendor must maintain commercial general liability insurance for the entire event, including set up and dismantling, with a minimum coverage of \$1,000,000.00 per occurrence. A certificate of insurance is required with the Special Event Permit Application. The certificate of insurance must list the City of Millersville as an additional insured.

Insurance

The applicant/event producer must comply with the following insurance requirements to be considered for a Special Event Permit. The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling. The following types of insurance at their own cost and expense:

- Comprehensive General Liability Insurance – If the applicant is a business or group, a Commercial Comprehensive General Liability Insurance Policy, or its equivalent, written on an occurrence basis, with a minimum of \$1,000,000.00 combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.
- Additional Insurance Requirements – The applicant/event producer and all vendors must list the City of Millersville as additional insured for the event on commercial comprehensive general liability insurance vendors for activities other than those specifically mentioned above, or to

increase the minimum acceptable limits of liability with reasonable notice to the applicant/event producer. The certificate of insurance must be submitted within 14 days of the event to the Community Center Coordinator, City Manager, or his/her designee.

Noise Variance

For all events that have live or amplified sound or music, the applicant/event producer must complete the Application of Amplified Sound. The event producer will be responsible for notifying adjacent property owners that amplified sound will be used with said event 15 days prior to the event. The event producer will also be required to provide a copy of the proposed good neighbor notification letter attached to the Application for Amplified Sound. The good neighbor letter shall include the following date, time and location of the event; the address and phone number for the City of Millersville. If the Special Event Permit and Amplified Sound are approved, the event producer shall provide a copy of the letter sent to neighbors and the mailing list used to the Community Center Coordinator no less than 10 days prior to the event.

Compliance Assurance Deposit

The event producer will be required to post a compliance assurance deposit with the City of Millersville. The normal compliance assurance deposit will be the regular deposit required for the particular facility for which you are requesting and the type of organization operating the special event (\$150-\$500). However, the City of Millersville reserves the right to assess a compliance assurance deposit greater than \$500.00 if it is deemed necessary based on the size, nature, time and duration of the event. The deposit will be returned to the event producer when it is determined that compliance with all terms of the Special Event Permit has been met.



City Millersville Special Event Permit Application

Application Information

Event Name: _____

Event Location: _____

Event Producer: _____

Representing: _____

The Primary Contact is the person who is to be contacted regarding the application or event.

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Please list the Primary Contact's Phone numbers)

Day: _____ Cell: _____ Night: _____ Fax: _____

Event Information:

Event Type: ☐ Festival/Event ☐ Concert ☐ Tournament
 ☐ Games/Rides ☐ Camp ☐ Photography
 ☐ Walk/Run ☐ Business Event ☐ Car Show
 ☐ Other _____

Event Duration

Start Date of Event: _____ End Date of Event: _____ Hours: _____

****If more than one day (limit 3 days) please submit hours for each day****

Total Attendance Expected: _____ Peak Attendance Expected: _____

Parking (Estimated number of vehicles that will be parking for the event): _____

Site Preparation (this is the time it will take to prepare the site. It is presumed the streets and/or sidewalks must be in order to prepare the site. If same time as event, enter starting date and time of event):

Prep Start Date: _____ Prep Start Time: _____

Dismantling and Clean-up Start Day _____ Clean-Up Start Time: _____

Please give a brief description of the event below:

Event Features: Check all the needs, services or features that will be part of the event:

☐ Inflatable Rental (required Insurance Information Form) ☐ Carnival Rides (required Insurance Information Form)

☐ Pony Rides (required Insurance Information Form) ☐ Street Closing

☐ Tents (required Tent/Temporary Structure Application) ☐ Emergency Medical Service

☐ Cleaning ☐ Security

☐ Restroom Facility ☐ Temporary Electrical Service

☐ Amplified Sound (required Noise Variance) ☐ Vendor

☐ Shelters ☐ Grill (Charcoal/Gas)

☐ Other: _____

Will an admission fee be charged: ☐ Yes ☐ No

If yes, How much: _____
Per person Family Senior Citizen/discounts

Event Location

City of Millersville Facility or Location: _____

Site Map Location

All events require a site map of affected area. Indicate exact placement of the following features, if applicable. Maps of any area of the city can be obtained from the City of Millersville.

- Gates (s)/Official Entrance(s)
- Restroom facilities and/or portable toilets
- Stages or other performance areas
- Dumpsters & trash containers
- Tent(s)
- Event Production tent(s)/Trailer(s)
- Vendor Booths
- Money Rooms
- Fencing
- All areas where food will be served or sold

- Street Barricades
- Security/Emergency
- Medical Tents
- Sign/Banner Placement
- Event Headquarters
- Command/Communication Center

Rain/Cancellation Policy

Is there a rain/storm policy for your event? If yes, please describe briefly:

Security

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd control.

Number of security personnel being provided: _____

Organization providing security: _____

Types of Security being provided:

- | | | |
|--|------------------------------|-------------------------------------|
| • Gate Security | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • Security for Celebrities | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • Event Area security | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • Money Handling Security | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • State Security | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • Parking Lot Security | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |
| • Security overnight for outside event hours | <input type="checkbox"/> Yes | <input type="checkbox"/> Not needed |

*****City of Millersville Police Department shall be the primary source for providing event security.**

Briefly Describe your Security Pan:

Emergency Medical Assistance

Depending on the size and nature of your event, the event may be required to provide emergency medical services for the event patrons.

Will Emergency Medical Assistance be provided: ☐ Yes ☐ No

If yes, completes information below:

Provider: _____ Phone: _____

Briefly Describe your Emergency Medical Assistance Plan: _____

Vendors

List Type of Vendor Booths (food, clothing, crafts, etc.):

Tents/Temporary Structures

Tents/Temporary structures require a Tent/Temporary Structure application. A site map showing the location of each Tent/Temporary Structure is also required.

Number of Tents/Temporary structures: _____

Name of Supply Company: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Electrical Service

Complete this section if electrical service will be needed at your event.

How will electrical service be supplied: ☐ Generator ☐ Public Utilities ☐ Both

Restroom Facilities

Number of Portable Facilities: _____ (Restroom Facilities are to be shown on event map)

Name of Supplying Company: _____ Phone: _____

Clean-up Plans & Procedures

Any event producer holding an event on City of Millersville Property is responsible for clean-up and removal of debris from affected property.

Name of Clean-Up Coordinator: _____

Who will clean up: _____

Number of Dumpsters: _____ Number of Trash Containers _____

*****Location of dumpsters and trash containers must be shown on the site map*****

Hold Harmless Clause: Applicant/Event Producer shall save and hold the City of Millersville, Millersville Public Library, its employees, boards, commissions, and agents harmless against all liability claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Millersville, or by any agents or any of the foregoing or by accident; or otherwise.

The undersigned agrees to the terms of this agreement as outlined by the City of Millersville.

The applicant ensures compliance with the following:

- The observance of all applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
- Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as is possible.

Permit applied for and all terms and stipulations agreed to by:

Signature

Date

*****Submission of this application does not constitute approval of the event. The applicant will be notified within 15 working days of submission if it is (1) approved (2) denied, or (3) additional information is required.**

Comments/Additional Needs:

Vendor Registration Form

City of Millersville
1246 Louisville Highway
Millersville, TN 37072

SECTION I: GENERAL BUSINESS INFORMATION

FEDERAL IDENTIFICATION NUMBER: Please enter either your Federal Employer Identification Number or Social Security Number.

FEIN: _____ or SSN: _____

LEGAL ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

PHONE: CELL: _____ HOME: _____ FAX: _____

E-MAIL: _____

PRIMARY CONTACT PERSON: _____

SECTION II: BUSINESS ASSESSMENT

LEGAL STRUCTURE OF THE ORGANIZATION

☐ Sole Proprietorship/Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Other

INSURANCE INFORMATION: Please check the type of insurance carried by your business

☐ General Liability ☐ Professional Liability ☐ Automotive ☐ Worker's Comp ☐ Other

Insurance Company: Please provide copy of current certificate with this application.

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Contact Person: _____

CLIENT REFERENCES:

Please provide at least 3 references:

Business Name, Address, and Phone number: _____

Business Name, Address, and Phone number: _____

Business Name, Address, and Phone number: _____

SECTION III: Affirmation

The undersigned affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operations of _____ (Business name or DBA, if sole proprietor) to the best of my knowledge and is in no way misleading.

Print Name: _____ Signature: _____ Date: _____

Hold Harmless Clause: Vendor shall save and hold the City of Millersville, Millersville Public Library, its employees, boards, commissions, and agents harmless against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker' compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder of the City of Millersville, Millersville Public Library, its employees, commissions, boards, volunteers, or agents or any of the foregoing; or by accident; or otherwise

The undersigned agrees to the terms of this agreement as outlined by the City of Millersville.

The applicant ensures compliance with the following

- The observance of all applicable laws and ordinances;
- Any stipulations or restrictions of the permit.

Signature of agent duly authorized by the event applicant to bind it

Date

Application for Variance from Amplified Sound Regulations

APPLICANT

Name: _____

Address: _____

Phone: Day: _____ Evening: _____ Cell: _____

If ORGANIZATION – Name of Chairperson/Executive Officer: _____

PROPOSED EVENT/ACTIVITY

Name of Event: _____

Date(s); _____ Times: _____ Estimated Attendance: _____

Desired Location: _____

Nature of Event/Activity; will live, amplified or recorded music be played? Describe in detail.

Have nearby property and business owners been notified 15 days in advance of the event?

☐ Yes ☐ No Attach copy of letter sent and mailing list used.

Applicant solemnly swears and affirms that all information given on this application is true and correct to the best of his/her knowledge and belief. Applicant further acknowledges and agrees that approval of the variance does not prohibit police officers and park personnel from responding to and acting on any complaints, including violations of approved variances.

I have read and understand the variance. If approved, I agree to comply with all terms, conditions, and restrictions imposed herein; I understand that this variance will automatically terminate if I or those attending the approved event fail to abide by the conditions of the aforesaid variance and may subject any and all persons in attendance to the provisions of amplified sound regulations.

Applicant Signature

Tent/Temporary Structure Application

APPLICANT INFORMATION

Date: _____ Location: _____

Applicant Name: _____ Phone: _____

Address: _____

State/City/Zip: _____

Tent/Structure to be erected: From: _____ To: _____

Tent Dimensions: Length: _____ Width: _____ Height: _____

Distance to Property Lines: Front: _____ Rear: _____ Nearest Side: _____

Proposed use of Tent: _____

Proposed occupancy Load (Capacity): _____

Are tarpaulins and all decorative materials treated to render the materials flame-resistant and self-extinguishing? ☐ Yes ☐ NO

Is your tent adequately guyed, staked, and fastened to withstand a wind pressure of not less than 20 lbs. per square foot to projected area? ☐ Yes ☐ No

Does the tent occupy more than 75% of the premises on which it is located? ☐ Yes ☐ No

Number of exits: Are Exits Designated? ☐ Yes ☐ No Width of Exits: _____

Does the Tent have Heating Equipment? ☐ Yes ☐ No

Does the Tent have Electrical Service? ☐ Yes ☐ No

Does the Tent have any Cooking Equipment? ☐ Yes ☐ No

Does the Tent have any Seating? ☐ Yes ☐ No

Does the tent contain any hay, straw, wood shavings or similar combustible materials? ☐ Yes ☐ No

I, _____, hereby certify that I am authorized by the owner of record to make this application as his agent, and that the questions answered above are correct to the best of my knowledge.

Approved By: _____ Date: _____

Special Use Permit Application

APPLICANT INFORMATION

Event Name: _____

Event Location: _____

Event Producer: _____ Representing: _____

Primary Contact: _____

The Primary Contact is the person is to be contacted regarding the application or event

Address: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

E-mail: _____

EVENT INFORMATION

Event Type: ☐ Inflatables ☐ Pony Rides ☐ Games/Rides ☐ Other: Please list: _____

Event Date: _____ Start Time: _____ End Time: _____

REQUIREMENTS

*A certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration for the Event and be issued by an insurance company, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the City of Millersville as an additional insured. No permit will be issued unless this certificate has been received. **Additional insurance coverage bases on the scope of the event.***

Deposit: \$ _____ Amount due by the following date: _____

Clean-up: Area must be left clean of all trash and be restored to the condition prior to the event.

Give a brief description of the event: _____

Amusement Device Operating Application

APPLICANT INFORMATION

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____

Daytime Phone: _____ Cell Phone: _____

E-mail: _____

Event Date: _____ Start Time: _____ End Time: _____

REQUIREMENTS

Copy of Amusement Device Permit from State of Tennessee and Certificate of Insurance (\$1,000,000.00 per occurrence) must be attached to this form. Additional insurance coverage based on the scope of the event may be required.

List all Devices:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Deposit: \$ _____ Amount Due by following date: _____

Clean-up: Area must be left clean of all trash and be restored to the condition prior to the event.

Give a brief description of the event: _____

Preferred Vendor Application

INSTRUCTION TO VENDORS:

Purpose

The City of Millersville is preparing a 'preferred list' of vendors to efficiently provide food and beverage service in the City parks Venues.

Establishment of Preferred List

The City of Millersville reserves the right to determine vendors on the preferred list. The City reserves the right to reject vendors where quality of service or reputation is concerned.

ADMINISTRATIVE REQUIREMENTS

General Information

Request to be placed on a 'preferred vendor list' must be submitted on following vendor registration form.

Completed application should be sent to:

City of Millersville, Community Center
1246 Louisville Highway
Millersville, TN 37072

All forms and certificates of insurance must be received prior to approval.

GENERAL CONDITIONS

To be considered for list, each vendor must meet the following conditions.

Use of Premise

- Vendor will guarantee and assume full and exclusive responsibility for all damages to property, fixtures, and equipment belonging to or used by the vendor at or in the vicinity of the facility if caused by its respective staff, volunteers, or attendees during the use of the facility.
- Vendor will comply with rules and regulations established and posted by the City of Millersville from time to time at the site for which MPR furnishes a copy to the vendor.
- Vendor will be responsible for placing all trash, garbage, and debris generated by the Vendor in dumpster provided by the CITY.

Insurance and Harmless Condition

The agreement shall require that the Vendor shall save and hold the City of Millersville, Millersville Public Library, its employees, board, commissions, and agents harmless against all liability, claims, and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused by the negligence of the permit holder of the City of Millersville, Millersville Public Library, or by any agents or any of the foregoing; or by accident; or otherwise. The Vendor also ensures compliance in the observance of all applicable laws and ordinance. Vendor further agrees to furnish an original Certificate of Insurance to the Community Center Coordinator in the sum of a minimum of \$1,000,000.00 combined single limit of liability per occurrence for bodily injury, personal injury, and property damage. If food or beverages is to be served, then product liability coverage must also be included with a minimum of \$1,000,000.00 per occurrence.

Licenses and Permits

The Vendor shall obtain and maintain all applicable permits and certificates required by City, County, and State laws and shall comply with all laws

Requirements for City Sponsorship/Partnership

In order to receive up to 75% waiver of charges for rental fees, the following information is required:

	Date Submitted
Proof of non-profit status	<hr/>
Line item budget showing all revenues and Expenditures (proposed budget must be submitted prior to event)	<hr/>
Final income statement must be submitted within 10 days after the event	<hr/>

How will the organization promote the City of Millersville as sponsor of the event?

Questions in regards to promotion ideas and requirements may be addressed to the
Community Center Coordinator at 615-448-6959

Facility Rental Rates

Room 107 - seats up to 20 Deposit \$50.00			
		Hourly	Daily
Resident/Not for profit		\$15.00	\$115.00
Non resident/commercial		\$20.00	\$155.00

Room 105 - seats up to 25 Deposit \$50.00			
		Hourly	Daily
Resident/Not for profit		\$20.00	\$155.00
Non resident/commercial		\$30.00	\$235.00

Room 106 - seats up to 40 Deposit \$100.00			
		Hourly	Daily
Resident/Not for profit		\$25.00	\$195.00
Non resident/commercial		\$50.00	\$375.00

Reception Hall - Deposit \$500.00 - 6 hour minimum			
		Hourly	Daily
Resident/Not for profit		\$40.00	\$500.00
Non resident/commercial		\$150.00	\$1,150.00

Full Facility - Deposit \$500.00 - 6 hour minimum			
		Hourly	Daily
Resident/Not for profit		\$70.00	\$625.00
Non resident/commercial		\$300.00	\$2,400.00

City recognized holiday rates

Room 107 - seats up to 20 Deposit \$60.00			
		Hourly	Daily
Resident/Not for profit		\$22.50	\$172.50
Non resident/commercial		\$30.00	\$232.50

Room 105 - seats up to 25 Deposit \$75.00			
		Hourly	Daily
Resident/Not for profit		\$30.00	\$232.50
Non resident/commercial		\$45.00	\$352.50

Room 106 - seats up to 40 Deposit \$150.00			
		Hourly	Daily
Resident/Not for profit		\$37.50	\$292.50
Non resident/commercial		\$75.00	\$562.50

Reception Hall - Deposit \$500.00 - 6 hour minimum			
		Hourly	Daily
Resident/Not for profit		\$105.00	\$750.00
Non resident/commercial		\$225.00	\$1,725.00

Full Facility - Deposit \$500.00 - 6 hour minimum			
		Hourly	Daily
Resident/Not for profit		\$105.00	\$937.50
Non resident/commercial		\$450.00	\$3,600.00

CITY OF MILLERSVILLE, TENNESSEE

RESOLUTION 22-R-12

**A RESOLUTION TO AMEND THE CITY'S ON- CALL POLICY AND
PROCEDURES IN REGARD TO PUBLIC WORKS**

WHEREAS, the City of Millersville (The City) has the responsibility to respond to calls by Public Works Personnel during off duty hours, and

WHEREAS, the Governing Body of The City has required personnel to cover on call hours and, has resulted in policy and procedure requiring more definition; and,

WHEREAS, the Governing Body of The City wishes to amend the policy to allow certain on-call employees to be adequately prepared and compensated for On Call duty;

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that the On Call Policy be amended (and reviewed annually), as stated in the attached hereto as ***Exhibit A:***

Section 1.

On-Call Employees:

An employee who is officially placed on call will be required to respond by phone to the caller or resident that is calling in a problem during after-hours, within 30 minutes of the notification. Then the On Call personnel will make all arrangements and effort to be at the residence within two hours if the issue qualifies for immediate response, in the city provided vehicle with the appropriate tools. On-call employees must respond to after-hour calls in their city-provided vehicle.

Restrictions and Rules.

An employee asked to cover On Call will be eligible for the take-home vehicle program and must live within **a Radius of 25 Miles of the Millersville City Hall** unless on-call privileges have been granted. With the approval and justification from the Department Head and Approval by the City Manager, this distance may be extended.

BE IT FURTHER RESOLVED BY THE CITY OF MILLERSVILLE, TENNESSEE, that this Resolution shall take effect from and after its final passage, the public welfare requiring such.

RESOLVED, this 18th Day of October 2022.

BOARD OF COMMISSIONERS

By: _____
David Gregory, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

Attachment A
Public Works on Call Checklist

Your Name: _____ PW Director Approval _____

Activity	Yes/NO	Remarks
Time Begins: _____ Time on scene _____		
Start the Call Out – Get Ticket number _____		
2. Received all the information from CAD. _____		
3. Within 30 Minutes made call at _____ a.m/p.m to Resident/Commercial customer: _____		
4. Provide the Customer your name and that you are calling from Millersville Public Works department. You are calling to confirm there is a problem in the home?		
5. Ask Customer for name and address to confirm the info?		
6. Ask what is the immediate problem		
7. Ask if there is water in the house?		
8. Ask if there is water coming out of the pump?		
9. If the Red light Flashing?		
10. I have told the Customer to take these actions:		
11. Turn off all water		
12. Do not drain any water from the tub, washing machine, sinks, commode, etc.		
13. Please stay away from the pump and the area.		
14. Tell the customer that you will be out to see about the problem in approximately _____ minutes Or Time: _____		
15. Drive to the Residence and check on the problem.		
16. Call for additional Help if Needed/ Call Director of Public Works if Needed.		
17. Provide this report and all paperwork to Director of Public works When you return to the shop.		
_____ Signature of PW On Call		

Time Finished: _____		
----------------------	--	--

Follow these Rules for a Successful On Call Tour:

1. On Call Duty Person will have a take home, City owned vehicle for the Week including back and forth to work each day.
2. This vehicle is for official business only
3. On Call Duty is expected for one week at a time per person. Equals seven (7) days in a row beginning on Thursday.
4. On Call is paid Fifty Dollars (\$50) for the week of on call duties and all hours worked will be compensated at time and a half of the person's hourly rate
5. Employees on Call will be paid their hourly rate per hour for any hours worked over forty (40) hours. Each on call person will plan to get On Call Duty once per month or once every 5 weeks.
6. On Call duty will also pay the employee a minimum of two (2) hours of time and a half hourly rate when called to a residence after hours.
7. On Call Duty personnel will be expected to respond by phone to the Caller within 30 minutes of the Call.
8. On Call personnel should plan their week while in the "on call" status, in order to respond within the appropriate time.
9. When you arrive at the home or residence, let the homeowner know you are there.
10. As long as the homeowner/resident is contacted within the 30-minute response time, the on call employee will make every effort to arrive on the scene within the next hour if the incident warrants response. Each time, the employee should give the resident an estimated time of arrival, even if it is first thing in the morning.

CITY OF MILLERSVILLE

RESOLUTION 22-R-13

**A RESOLUTION TO DECLARE ITEMS AS SURPLUS PROPERTY AND
AUTHORIZE THE SALE OR DISPOSAL OF PROPERTY THAT HAS
BEEN DEEMED SURPLUS, OUT OF SERVICE, SEIZED OR
ABANDONED.**

WHEREAS, the City of Millersville (The City) is in possession of property that is no longer in service and/or no longer needed, seized or abandoned; and

WHEREAS, it is in the best interest of The City to dispose of surplus, out of service, seized or abandoned property.

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that:

Section 1. The following items are hereby declared surplus, out of service, seized or abandoned property:

- 1) Six Firefighter Turn-out Gear Coats**
- 2) Six Firefighter Turn-out Gear Pants**
- 3) Five sets of Firefighter Boots**

Section 2: The City Manager may dispose of the property in a manner deemed appropriate. As a general rule, items of value shall be offered to the public for sale to the highest bidder. Items offered for sale but not purchased may be discarded.

Section 3: All money received from the sale of said property shall be deposited in the appropriate accounting fund.

RESOLVED, this 18th day of October, 2022.

BOARD OF COMMISSIONERS

By: _____
David Gregory, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

City of Millersville

Job Description for Finance Director

JOB SUMMARY: This employee is responsible for a broad range of administrative, accounting and support services under the direct supervision of the City Manager. The employee is responsible for managing all financial aspects of the City. Additionally, this employee is responsible for the cash management functions and the electronic transferring of City funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs, plans, organizes, assigns, and supervises all duties of the General Accounting Department.

- Responsible for managing all financial aspects of the city either directly or through support personnel.
- Responsible for accounting and financial records for all funds of the City.
- Responsible for risk management administrations including filings, premium administration, asset control and reporting;
- Responsible for the treasury function of the City;
- Prepare annual budgets and budgetary reporting funds of the City;
- Act when designated as the purchasing agent of the City as outlined in the City Charter;
- Other related duties may be assigned.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of accounting principles and procedures for governmental finance functions;
- Knowledge of general finance and management techniques and practices;
- Knowledge of office procedures, including methods and equipment used and related software;
- Advanced skills in Microsoft Office Excel and Word, data entry and use of a ten-key calculator;
- Strong organization skills and ability to work effectively with minimum supervision;
- Skilled active listener with ability to read with understanding and speak and write clearly and effectively;
- Ability to learn and accurately use applicable computer programs/software and office equipment including fax, scanner, copier machine, etc.;
- Ability to communicate effectively both verbally and in writing;
- Ability to perform mathematical computations accurately and quickly;
- Ability to work under pressure and deadlines with frequent interruptions and minimum supervision;
- Must have strong work ethic and excellent work and attendance records.

EDUCATION and/or EXPERIENCE:

- A bachelor's degree in Accounting and/or Business Administration, and
- 7+ years of accounting, finance and supervisory experience; OR
- A combination of education, training and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.
- Must have ability to become CMFO (Certified Municipal Financial Officer) within two years of assuming position, unless exempted by state statute. Strongly prefer CPA designation, and/or Masters in Business Administration in Accounting and/or Finance
- Must have the ability to be bonded;

LICENSES & CERTIFICATIONS: Valid driver's license.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in an open office setting, temperature controlled and well lit. The noise level is low to moderate.

Job Description Acknowledgment. I understand that ***this job description is not a contract of employment*** between the City of Millersville and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Millersville may assign other duties as needed. I have received a copy of the Finance Director job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Finance Director job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records.

Email to citymanger@cityofmillersville.com

September 22, 2022 @ 2PM

W. BOBBY COURT BID

1. Long Branch Construction \$132,000.00
2. Jarrett Builders \$205,100.00