

**Millersville Board of Commissioners
Rescheduled Regular Meeting Agenda
Tuesday March 20, 2018
5:30 p.m. at City Hall**

1. Call to Order.
2. Invocation and Pledge to the Flag.

PUBLIC HEARINGS

- a) Ordinance 18-689 Amending The Millersville Code of Ordinances, Chapter 18 Buildings and Building Regulations and Chapter 34 Fire Prevention and Protection to update the City's Building codes.
- b) Ordinance 18-691 Rezoning 7673, 7677, 7679, and 7683 South Swift Road, Robertson County Map 126 Parcel 055.00 from Residential R-3 to Residential R-5.

REGULAR MEETING

3. Acceptance of the February 2018 Financials.
4. Discussion and approval of contract with OHM for the Surveying and ROW identification for the Multi-modal Project Phase I.
5. Approval of Ordinance 18-689 Amending the Millersville Code of Ordinances, Chapter 18 Buildings and Building Regulations and Chapter 34 Fire Prevention and Protection to update the City's Building codes. Second and Final Reading (Roll Call Vote)
6. Approval of Ordinance 18-691 Rezoning 7673, 7677, 7679, and 7683 South Swift Road, Robertson County Map 126 Parcel 055.00 from Residential R-3 to Residential R-5. Second and Final Reading (Roll Call Vote)
7. Approval of Ordinance 18-692 Amending Chapter 90 of the Code pertaining to Article I Sec. 90-7 Definitions, Sec. 90-18 Accessory use regulations, and Article III Division 2 Residential Districts Sec. 90-152 through 157 and Sec. 90-174 and adding Sec. 90-175. First Reading.
8. Approval of Resolution 18-R-02 Repealing and Replacing Resolution 15-R-04 Take Home Vehicle Policy
9. Direction to Staff related to new Judge.
10. Citizen Comments: Limited to 3 minutes per speaker.
11. Commissioner Comments and Other Board Reports
12. City Manager Comments.
13. Adjournment.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

10 -General Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000	General Fund - Farmers Bk	179,622.38
1001	Reserve Fund MM-Farmers Bk	2,162,486.11
1004	Renew Crew - Farmers Bk	2,067.67
1009	Police Explorers - Farmers Bk	716.21
1010	Christmas For Kids-Farmers Bk	4,718.46
1012	Health Care Account-Farmers Bk	107,396.33
Total Checking/Savings		2,457,007.16

Current Assets

1013	General Escrow Acct-Farmers Bk	3,937.00
1110	Cash on Hand - Petty Cash	55.98
1111	Cash on Hand - Cash Drawers	300.00
1112	Petty Cash - PD	400.00
1113	Petty Cash - Cctr	115.00
1201	Allow for Bad Debts	(20,198.75)
1205	Intergovernmental Receivable	57,939.48
1210	Prop.Tax Receivable - Current	35,967.00
1211	Prop.Tax Receivable - Delinq	47,891.02
1212	Prop.Tax Recvble-Next Yr Levy	860,555.00
1222	A/R-Other (Mowing/liens)	3,388.25
Total Current Assets		990,349.98

Total Current Assets 3,447,357.14Other AssetsTransfers

1620	Due To / From Sewer Fund	33,824.24
1630	Due To / From Street Fund	(26,323.07)
1640	Due To / From Solid Waste Fund	16,165.37
1650	Due To / From Drug Fund	(455.43)
1660	Due To / From Stormwater Fund	9,060.71
Total Transfers		32,271.82

Total Other Assets 32,271.82

TOTAL ASSETS 3,479,628.96

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BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

10 -General Fund

BALANCE

LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2004	A/P-State Traffic Fines&Fees	6,350.40
2007	GF Escrow Pending Acct	3,937.00
2010	Renew Crew Donations	2,067.67
2012	Police Exp Donations	716.21
2014	Christmas For Kids Donations	4,718.46
2015	Healthcare EAP Account	107,382.91
2017	Ovrpmt-Court/to be refunded	2.50
2020	Deposit - Fire Hydrants	1,250.00
2022	Deposit - Comm.Ctr Rental	6,605.00
2110	Retirement - Employee	4,571.26
2114	MedChild - Employee	(264.37)
2116	MedSpouse - Employee	7.84
2118	MedFam - Employee	1,829.18
2124	DentalChild - Employee	68.28
2126	DentalSpouse - Emp	(129.82)
2128	DentalFam - Employee	307.17
2130	Vision - Employee	149.25
2132	Vision & 1 - Employee	406.63
2134	VisionFam - Employee	102.99
2136	Heart - Employee	220.10
2138	Hospital - Employee	(127.47)
2140	Accident - Employee	28.81
2142	Life Ins/LICOA - Emp	177.72
2143	Life Ins/CINC - Emp	(25.38)
2144	Cancer - Employee	14.80
2148	Disability - Employee	545.27
2150	Pre-Paid Legal - Emp	522.29
2200	Deferred Revenue	860,555.00
Total Current Liabilities		1,001,989.70

Total Current Liabilities 1,001,989.70Long Term Liabilities

TOTAL LIABILITIES 1,001,989.70

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Equity

2710	Fund Balance-Unreserved	594,783.77
2760	Fund Balance-Unassigned	1,588,945.28
	Net Income	293,910.21

Total Equity 2,477,639.26

3-16-2018

CITY OF MILLERSVILLE

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BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

10 -General Fund

BALANCE

TOTAL LIABILITIES & EQUITY

3,479,628.96

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10 -General Fund

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Property Tax - Current						
10-3000 Sumner Co. - Current	615,893	169,719.29	558,087.29	0.00	57,805.71	90.61
10-3002 Robertson Co. - Current	244,662	45,902.00	222,689.00	0.00	21,973.00	91.02
TOTAL Property Tax - Current	860,555	215,621.29	780,776.29	0.00	79,778.71	90.73
Property Tax - Delinq.						
10-3010 Sumner Co. - Delinq	0	2,559.23	19,145.91	0.00	19,145.91	0.00
10-3012 Robertson Co. - Delinq	0	288.00	2,358.00	0.00	2,358.00	0.00
10-3015 Interest - Property Tax	5,000	626.20	4,343.26	0.00	656.74	86.87
TOTAL Property Tax - Delinq.	5,000	3,473.43	25,847.17	0.00	20,847.17	516.94
Local Tax						
10-3020 Local Sales Tax - Sumner	290,000	0.00	149,232.80	0.00	140,767.20	51.46
10-3021 Local Sales Tax - Robt	160,000	15,373.36	111,008.88	0.00	48,991.12	69.38
10-3022 Wholesale Beer Tax	107,000	7,299.80	72,233.92	0.00	34,766.08	67.51
10-3023 Cable TV Franchise Tax	55,000	7,503.73	12,825.68	0.00	42,174.32	23.32
10-3025 Business Tax-City	25,000	638.87	7,520.10	0.00	17,479.90	30.08
10-3027 Beer Privilege Tax	1,000	0.00	847.67	0.00	152.33	84.77
10-3028 Wholesale Liquor Tax	10,000	957.52	7,399.95	0.00	2,600.05	74.00
10-3029 Hotel/Motel Tax	0	327.25	1,400.44	0.00	1,400.44	0.00
TOTAL Local Tax	648,000	32,100.53	362,469.44	0.00	285,530.56	55.94
State Tax						
10-3030 State Sales Tax	525,000	56,914.53	369,355.77	0.00	155,644.23	70.35
10-3031 State Income Tax (Hall's Tax)	0	0.00	9,263.27	0.00	9,263.27	0.00
10-3032 State Beer Tax	3,100	0.00	1,625.84	0.00	1,474.16	52.45
10-3033 State-City Street/Petroleum	13,000	1,081.07	8,654.37	0.00	4,345.63	66.57
10-3034 State Telecommunications Tax	600	729.97	729.97	0.00	129.97	121.66
10-3035 Bank Excise Tax	1,200	0.00	0.00	0.00	1,200.00	0.00
10-3036 TVA Gross Receipts	85,000	0.00	52,045.16	0.00	32,954.84	61.23
TOTAL State Tax	627,900	58,725.57	441,674.38	0.00	186,225.62	70.34
Payment in Lieu of Taxes						
10-3099 Sewer In Lieu of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
TOTAL Payment in Lieu of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
Court Fines & Fees						
10-3200 City Court Fines & Costs	320,000	18,140.00	137,555.75	0.00	182,444.25	42.99
10-3202 City Court Litigation Tax	23,000	1,815.00	13,241.25	0.00	9,758.75	57.57
10-3205 Sumner Co. Court Fines	7,000	753.91	7,247.77	0.00	247.77	103.54
10-3206 Robertson Co. Court Fines	1,500	906.77	2,462.87	0.00	962.87	164.19
10-3220 Police Reports	100	3.00	34.10	0.00	65.90	34.10
10-3221 Police Dept-Other	1,000	0.00	1,887.50	0.00	887.50	188.75
10-3222 PD Tow/Storage Fees	5,000	65.00	995.00	0.00	4,005.00	19.90
TOTAL Court Fines & Fees	357,600	21,683.68	163,424.24	0.00	194,175.76	45.70

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

10 -General Fund

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Licenses & Permits						
10-3301 Beer License	0	0.00	750.00	0.00	750.00	0.00
10-3302 Building Permits	30,000	2,786.00	29,309.00	0.00	691.00	97.70
10-3304 Burn Permits	500	45.00	290.00	0.00	210.00	58.00
10-3320 Other Permits	0	150.00	150.00	0.00	150.00	0.00
TOTAL Licenses & Permits	30,500	2,981.00	30,499.00	0.00	1.00	100.00
Other Revenue						
10-3499 Engineering Fees/P&Z	5,000	380.00	6,352.60	0.00	1,352.60	127.05
10-3500 Planning & Zoning Fees	5,000	800.00	3,830.00	0.00	1,170.00	76.60
10-3501 Interest Earnings	4,000	0.00	3,166.79	0.00	833.21	79.17
10-3504 Miscellaneous Income	10,000	552.55	6,968.62	0.00	3,031.38	69.69
10-3505 Insurance Proceeds	0	0.00	8,989.44	0.00	8,989.44	0.00
10-3506 Sale of Assets (Auction)	2,500	0.00	1,596.95	0.00	903.05	63.88
10-3507 Seizures/Auction	1,000	0.00	0.00	0.00	1,000.00	0.00
10-3510 Fire Dept-Other	0	0.00	45.00	0.00	45.00	0.00
10-3522 Community Center	25,000	3,150.00	19,090.00	0.00	5,910.00	76.36
10-3524 Community Ctr-Special Events	2,500	0.00	1,072.00	0.00	1,428.00	42.88
10-3530 Fire Inspection Fees	6,000	0.00	60.00	0.00	5,940.00	1.00
10-3600 Grant Proceeds	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL Other Revenue	66,000	4,882.55	51,171.40	0.00	14,828.60	77.53
Transfers						
10-3710 From Fund Balance-General Fund	145,551	0.00	0.00	0.00	145,551.00	0.00
10-3711 From Fund Bal-Street Oper Exp	65,574	0.00	0.00	0.00	65,574.00	0.00
10-3712 From Fund Bal-GF/Loan Proceeds	390,782	0.00	0.00	0.00	390,782.00	0.00
TOTAL Transfers	601,907	0.00	0.00	0.00	601,907.00	0.00
TOTAL REVENUE	3,222,462	339,468.05	1,855,861.92	0.00	1,366,600.08	57.59

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

10 -General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-410-1100 Salaries - Administrative	170,712	11,195.78	103,273.86	0.00	67,438.14	60.50
10-410-1101 Overtime - Administrative	500	43.47	463.47	0.00	36.53	92.69
10-410-1105 Salaries - City Commission	24,850	2,050.00	16,650.00	0.00	8,200.00	67.00
10-410-1108 Longevity Pay	4,900	0.00	4,817.50	0.00	82.50	98.32
TOTAL Salaries	200,962	13,289.25	125,204.83	0.00	75,757.17	62.30
Other Personnel Costs						
10-410-1200 SS & Medicare	15,374	1,015.91	9,426.43	0.00	5,947.57	61.31
10-410-1300 Employee Health Insurance	39,684	1,776.33	19,619.86	0.00	20,064.14	49.44
10-410-1400 Retirement	3,338	220.25	1,991.94	0.00	1,346.06	59.67
10-410-1500 Unemployment Insurance	192	0.00	0.00	0.00	192.00	0.00
TOTAL Other Personnel Costs	58,588	3,012.49	31,038.23	0.00	27,549.77	52.98
Other Expenses						
10-410-2000 Other Medical Expense	0	83.50	83.50	0.00	83.50	0.00
10-410-2002 Education & Training	4,500	0.00	2,361.28	0.00	2,138.72	52.47
10-410-2014 Worker's Comp. Insurance	900	0.00	1,099.32	0.00	199.32	122.15
10-410-2016 Liability & Property Ins.	94,800	0.00	98,407.00	0.00	3,607.00	103.80
10-410-2100 Utilities	19,000	2,364.48	11,828.45	0.00	7,171.55	62.26
10-410-2102 Telephone&Internet	5,600	625.28	4,052.26	0.00	1,547.74	72.36
10-410-2104 Gas, Oil, Diesel Fuel	400	26.36	93.13	0.00	306.87	23.28
10-410-2106 Publicity,Subscripts & Dues	11,000	758.09	9,544.02	0.00	1,455.98	86.76
10-410-2202 Vehicle Repair&Maintenance	500	0.00	140.00	0.00	360.00	28.00
10-410-2206 Bldg Repair & Maintenance	12,000	263.67	4,485.39	0.00	7,514.61	37.38
10-410-2207 City Property Maintenance	0	0.00	292.05	0.00	292.05	0.00
10-410-2210 Contractual Services	64,606	941.38	27,207.98	0.00	37,398.02	42.11
10-410-2300 Operating Supplies	3,500	223.42	2,799.38	0.00	700.62	79.98
10-410-2302 Office Supplies	2,000	113.04	1,321.70	0.00	678.30	66.09
10-410-2310 Miscellaneous/Sundry	2,000	205.67	1,528.95	0.00	471.05	76.45
10-410-2312 Minor Equipment	11,900	651.17	3,612.43	0.00	8,287.57	30.36
10-410-2316 Postage & Machine Rental	3,500	0.00	258.00	0.00	3,242.00	7.37
10-410-2326 Recording Documents	100	0.00	70.00	0.00	30.00	70.00
10-410-2332 Meals & Entertainment	2,000	121.84	1,836.87	0.00	163.13	91.84
10-410-2700 Donations	2,500	0.00	2,500.00	0.00	0.00	100.00
10-410-2745 Property TR Match-Summer	1,500	0.00	583.00	0.00	917.00	38.87
10-410-2750 Property TR Match-Robt	800	0.00	0.00	0.00	800.00	0.00
10-410-4000 Professional Services	5,000	0.00	2,225.50	0.00	2,774.50	44.51
10-410-4014 Legal Services	30,000	3,392.00	13,552.00	0.00	16,448.00	45.17
10-410-4016 Accounting & Auditing	4,000	0.00	1,375.00	0.00	2,625.00	34.38
10-410-6000 Building Improvements	113,600	0.00	169.50	0.00	113,430.50	0.15
10-410-7002 Txfr To Street (for Oper Ex	65,574	0.00	0.00	0.00	65,574.00	0.00
TOTAL Other Expenses	461,280	9,769.90	191,426.71	0.00	269,853.29	41.50
TOTAL Administration	720,830	26,071.64	347,669.77	0.00	373,160.23	48.23

10 -General Fund
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-411-1100 Salaries - Bldg/Codes	25,634	2,400.00	17,808.93	0.00	7,825.07	69.47
10-411-1101 Overtime - Bldg/Codes	1,000	0.00	230.36	0.00	769.64	23.04
10-411-1108 Longevity Pay	100	0.00	65.00	0.00	35.00	65.00
TOTAL Salaries	26,734	2,400.00	18,104.29	0.00	8,629.71	67.72
Other Personnel Costs						
10-411-1200 SS & Medicare	1,961	183.60	1,373.13	0.00	587.87	70.02
10-411-1300 Employee Health Insurance	8,061	592.11	4,795.10	0.00	3,265.90	59.49
10-411-1400 Retirement	789	60.22	330.20	0.00	458.80	41.85
10-411-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	10,859	835.93	6,498.43	0.00	4,360.57	59.84
Other Expenses						
10-411-2002 Education & Training	2,500	0.00	70.00	0.00	2,430.00	2.80
10-411-2014 W.Comp Insurance	1,875	0.00	79.24	0.00	1,795.76	4.23
10-411-2102 Telephone/Internet	1,500	91.94	700.72	0.00	799.28	46.71
10-411-2104 Gas & Oil	1,000	74.10	316.27	0.00	683.73	31.63
10-411-2106 Publicity,Subscriptions&Due	2,000	0.00	55.00	0.00	1,945.00	2.75
10-411-2202 Vehicle Repair&Maintenance	2,000	0.00	0.00	0.00	2,000.00	0.00
10-411-2210 Contracting Services	14,500	847.50	997.50	0.00	13,502.50	6.88
10-411-2300 Operating Supplies	2,000	89.99	217.32	0.00	1,782.68	10.87
10-411-2302 Office Supplies	1,000	0.00	309.91	0.00	690.09	30.99
10-411-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2312 Minor Equipment	3,000	0.00	1,509.06	0.00	1,490.94	50.30
10-411-2316 Postage	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2324 Clothing & Uniforms	500	280.00	557.50	0.00	57.50	111.50
10-411-4000 Professional Services	5,000	32.00	32.00	0.00	4,968.00	0.64
TOTAL Other Expenses	38,875	1,415.53	4,844.52	0.00	34,030.48	12.46
TOTAL Building/Codes	76,468	4,651.46	29,447.24	0.00	47,020.76	38.51

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

10 -General Fund
DEPARTMENT - Municipal Court

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Salaries</u>						
10-412-1100 Salaries - Court Clerk	32,394	2,491.20	20,292.50	0.00	12,101.50	62.64
10-412-1101 Overtime - Court Clerk	100	0.00	11.68	0.00	88.32	11.68
10-412-1108 Longevity Pay	200	0.00	200.00	0.00	0.00	100.00
TOTAL Salaries	32,694	2,491.20	20,504.18	0.00	12,189.82	62.72
<u>Other Personnel Costs</u>						
10-412-1200 SS & Medicare	2,478	190.58	1,568.60	0.00	909.40	63.30
10-412-1300 Employee Health Insurance	8,061	592.11	4,795.10	0.00	3,265.90	59.49
10-412-1400 Retirement	632	48.58	367.78	0.00	264.22	58.19
10-412-1500 Unemployment Insurance	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	11,219	831.27	6,731.48	0.00	4,487.52	60.00
<u>Other Expenses</u>						
10-412-2002 Education & Training	500	0.00	7.86	0.00	492.14	1.57
10-412-2014 W.Comp Insurance	75	0.00	65.29	0.00	9.71	87.05
10-412-2300 Operating Supplies	2,260	0.00	1,813.04	0.00	446.96	80.22
10-412-2302 Office Supplies	300	0.00	26.64	0.00	273.36	8.88
10-412-4014 City Judge	6,000	0.00	3,500.00	0.00	2,500.00	58.33
TOTAL Other Expenses	9,135	0.00	5,412.83	0.00	3,722.17	59.25
TOTAL Municipal Court	53,048	3,322.47	32,648.49	0.00	20,399.51	61.55

10 -General Fund
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-421-1100 Salaries - Dispatch/Records	34,158	3,262.55	24,864.67	0.00	9,293.33	72.79
10-421-1101 Overtime - Dispatch	0	0.00	455.63	0.00	455.63	0.00
10-421-1105 Salaries - Police	573,134	42,118.53	348,949.22	0.00	224,184.78	60.88
10-421-1106 Overtime - Police	20,000	705.01	14,436.73	0.00	5,563.27	72.18
10-421-1108 Longevity Pay	4,450	0.00	4,250.00	0.00	200.00	95.51
TOTAL Salaries	631,742	46,086.09	392,956.25	0.00	238,785.75	62.20
Other Personnel Costs						
10-421-1200 SS & Medicare	48,328	3,322.63	28,590.33	0.00	19,737.67	59.16
10-421-1300 Employee Health Insurance	118,797	9,412.48	65,589.56	0.00	53,207.44	55.21
10-421-1400 Retirement	12,318	926.32	6,452.10	0.00	5,865.90	52.38
10-421-1500 Unemployment Insurance	1,100	0.00	119.52	0.00	980.48	10.87
TOTAL Other Personnel Costs	180,543	13,661.43	100,751.51	0.00	79,791.49	55.80
Other Expenses						
10-421-2000 Other Medical Expense	1,200	0.00	875.50	0.00	324.50	72.96
10-421-2002 Education & Training	3,000	0.00	1,878.00	0.00	1,122.00	62.60
10-421-2014 W.Comp Insurance	40,463	0.00	24,570.70	0.00	15,892.30	60.72
10-421-2100 Utilities	600	38.80	305.41	0.00	294.59	50.90
10-421-2102 Telephone	7,000	782.28	5,312.85	0.00	1,687.15	75.90
10-421-2104 Gas, Oil, Diesel Fuel	30,000	3,169.42	20,686.94	0.00	9,313.06	68.96
10-421-2106 Publicity,Subscriptions & Dues	2,500	73.50	1,256.19	0.00	1,243.81	50.25
10-421-2200 Repair & Maintenance	500	0.00	0.00	0.00	500.00	0.00
10-421-2202 Vehicle Repair&Maintenance	25,000	2,203.47	11,024.58	0.00	13,975.42	44.10
10-421-2204 Equip Repair & Maintenance	5,000	0.00	564.00	0.00	4,436.00	11.28
10-421-2210 Contractual Services	7,255	60.00	5,255.43	0.00	1,999.57	72.44
10-421-2212 SCECC Contractual Svc	171,000	38,320.30	68,687.42	0.00	102,312.58	40.17
10-421-2300 Operating Supplies	7,000	16.11	2,019.83	0.00	4,980.17	28.85
10-421-2302 Office Supplies	4,000	56.74	2,715.50	0.00	1,284.50	67.89
10-421-2310 Miscellaneous/Sundry	1,500	203.86	2,119.30	0.00	619.30	141.29
10-421-2312 Minor Equipment-Police	20,451	0.00	18,086.15	0.00	2,364.85	88.44
10-421-2316 Postage	700	0.00	0.00	0.00	700.00	0.00
10-421-2322 Interest Expense	0	0.00	2,255.82	0.00	2,255.82	0.00
10-421-2324 Clothing & Uniforms	8,000	1,989.95	5,148.14	0.00	2,851.86	64.35
10-421-2332 Meals & Entertainment	0	0.00	54.03	0.00	54.03	0.00
10-421-4002 Vehicle Towing Service	3,000	425.00	1,520.00	0.00	1,480.00	50.67
10-421-6000 Capital Project/Tow Lot	25,000	0.00	23,244.74	0.00	1,755.26	92.98
10-421-6004 Debt Svc-Police Car Lease	34,241	0.00	31,984.31	0.00	2,256.69	93.41
10-421-6014 Machinery&Equipment-Police	32,000	0.00	31,820.12	0.00	179.88	99.44
TOTAL Other Expenses	429,410	47,339.43	261,384.96	0.00	168,025.04	60.87
TOTAL Police Dept	1,241,695	107,086.95	755,092.72	0.00	486,602.28	60.81

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

10 -General Fund
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-422-1100 Salaries - Fire Department	100,926	7,347.15	62,620.00	0.00	38,306.00	62.05
10-422-1105 Volunteer Pay	47,000	0.00	23,581.00	0.00	23,419.00	50.17
10-422-1108 Longevity Pay	1,000	0.00	1,000.00	0.00	0.00	100.00
TOTAL Salaries	148,926	7,347.15	87,201.00	0.00	61,725.00	58.55
Other Personnel Costs						
10-422-1200 SS & Medicare	14,912	516.32	6,045.12	0.00	8,866.88	40.54
10-422-1300 Employee Health Insurance	29,885	608.39	16,576.12	0.00	13,308.88	55.47
10-422-1400 Retirement	1,968	140.49	1,043.52	0.00	924.48	53.02
10-422-1500 Unemployment Insurance	96	0.00	0.00	0.00	96.00	0.00
TOTAL Other Personnel Costs	46,861	1,265.20	23,664.76	0.00	23,196.24	50.50
Other Expenses						
10-422-2002 Education & Training	7,000	2,751.30	5,718.01	0.00	1,281.99	81.69
10-422-2014 W.Comp Insurance	10,414	0.00	5,693.35	0.00	4,720.65	54.67
10-422-2100 Utility Services	7,500	1,498.14	4,666.48	0.00	2,833.52	62.22
10-422-2102 Telephone	3,000	156.41	1,258.40	0.00	1,741.60	41.95
10-422-2104 Gas, Oil, Diesel Fuel	6,000	559.28	3,238.85	0.00	2,761.15	53.98
10-422-2106 Publicity,Subscripts & Dues	3,000	0.00	1,770.50	0.00	1,229.50	59.02
10-422-2202 Vehicle Repair&Maintenance	20,000	86.00	12,641.53	0.00	7,358.47	63.21
10-422-2204 Equip. Repair & Maintenance	6,000	50.96	2,450.31	0.00	3,549.69	40.84
10-422-2206 Bldg Repair & Maint - Sta 2	2,000	165.03	1,398.31	0.00	601.69	69.92
10-422-2210 Contractual Services	14,155	1,681.50	11,098.85	0.00	3,056.15	78.41
10-422-2300 Operating Supplies	7,000	106.09	3,263.07	0.00	3,736.93	46.62
10-422-2302 Office Supplies	1,000	0.00	1,458.04	0.00	458.04	145.80
10-422-2310 Miscellaneous/Sundry	1,000	0.00	200.79	0.00	799.21	20.08
10-422-2312 Minor Equipment-Fire	10,000	0.00	5,627.29	0.00	4,372.71	56.27
10-422-2314 Minor Equip-Turnout Gear	9,000	2,524.00	6,960.92	0.00	2,039.08	77.34
10-422-2316 Postage	0	0.00	18.00	0.00	18.00	0.00
10-422-2324 Clothing & Uniforms	4,000	360.00	1,653.08	0.00	2,346.92	41.33
10-422-2332 Meals & Entertainment	300	0.00	184.16	0.00	115.84	61.39
10-422-4026 Promotional/Fire Prevention	0	0.00	490.00	0.00	490.00	0.00
10-422-6000 Building Improvements-Sta2	4,000	900.00	900.00	0.00	3,100.00	22.50
10-422-6004 Debt Svc-Fire Engine	45,531	0.00	7,346.68	0.00	38,184.32	16.14
10-422-6014 Machinery & Equipment-Fire	415,782	0.00	16,693.45	0.00	399,088.55	4.01
TOTAL Other Expenses	576,682	10,838.71	94,730.07	0.00	481,951.93	16.43
TOTAL Fire Dept	772,469	19,451.06	205,595.83	0.00	566,873.17	26.62

10 -General Fund
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-440-1100 Salaries - Development Svcs	35,750	2,750.00	22,000.02	0.00	13,749.98	61.54
10-440-1108 Longevity Pay	50	0.00	32.50	0.00	17.50	65.00
TOTAL Salaries	35,800	2,750.00	22,032.52	0.00	13,767.48	61.54
Other Personnel Costs						
10-440-1200 SS & Medicare	2,735	200.54	1,606.03	0.00	1,128.97	58.72
10-440-1300 Employee Health Insurance	9,738	709.47	5,750.66	0.00	3,987.34	59.05
10-440-1400 Retirement	697	53.62	375.98	0.00	321.02	53.94
10-440-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	13,218	963.63	7,732.67	0.00	5,485.33	58.50
Other Expenses						
10-440-2000 Other Medical Expense	0	0.00	55.00	0.00	55.00	0.00
10-440-2002 Education & Training	4,000	0.00	1,037.60	0.00	2,962.40	25.94
10-440-2010 P&Z (& Recording Fees)	500	0.00	51.00	0.00	449.00	10.20
10-440-2014 W.Comp Insurance	120	0.00	110.86	0.00	9.14	92.38
10-440-2102 Telephone/Internet	1,000	57.92	462.58	0.00	537.42	46.26
10-440-2104 Gas & Oil	1,000	49.30	327.03	0.00	672.97	32.70
10-440-2106 Publicity,Subscriptions&Due	1,000	0.00	332.00	0.00	668.00	33.20
10-440-2202 Vehicle Repair&Maintenance	1,000	0.00	54.33	0.00	945.67	5.43
10-440-2210 Contracting Services	22,500	210.00	260.00	0.00	22,240.00	1.16
10-440-2300 Operating Supplies	1,000	44.77	44.77	0.00	955.23	4.48
10-440-2302 Office Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2312 Minor Equipment	3,000	0.00	299.99	0.00	2,700.01	10.00
10-440-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
10-440-2324 Clothing & Uniforms	500	0.00	0.00	0.00	500.00	0.00
10-440-2332 Meals & Entertainment	100	0.00	0.00	0.00	100.00	0.00
10-440-4000 Professional Services	5,000	694.50	2,464.85	0.00	2,535.15	49.30
10-440-4014 Legal Services	0	224.00	3,664.00	0.00	3,664.00	0.00
TOTAL Other Expenses	43,220	1,280.49	9,164.01	0.00	34,055.99	21.20
TOTAL Development Services	92,238	4,994.12	38,929.20	0.00	53,308.80	42.21

10 -General Fund
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-444-1100 Salaries - Parks	32,772	2,490.08	20,586.61	0.00	12,185.39	62.82
10-444-1101 Overtime - Parks	1,500	141.84	1,642.98	0.00	142.98)	109.53
10-444-1108 Longevity Pay	150	0.00	150.00	0.00	0.00	100.00
TOTAL Salaries	34,422	2,631.92	22,379.59	0.00	12,042.41	65.02
Other Personnel Costs						
10-444-1200 SS & Medicare	2,507	182.75	1,552.33	0.00	954.67	61.92
10-444-1300 Employee Health Insurance	11,088	811.15	6,572.30	0.00	4,515.70	59.27
10-444-1400 Retirement	639	49.87	403.52	0.00	235.48	63.15
10-444-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	14,282	1,043.77	8,528.15	0.00	5,753.85	59.71
Other Expenses						
10-444-2002 Education & Training	1,000	15.00	324.40	0.00	675.60	32.44
10-444-2014 W.Comp Insurance	110	0.00	66.08	0.00	43.92	60.07
10-444-2100 Utilities	17,000	1,452.46	8,667.94	0.00	8,332.06	50.99
10-444-2102 Telephone&Internet	1,000	379.34	1,909.11	0.00	909.11)	190.91
10-444-2106 Publicity, Subscriptions,Du	100	0.00	0.00	0.00	100.00	0.00
10-444-2204 Equip Repair&Maintenance	0	0.00	45.94	0.00	45.94)	0.00
10-444-2206 Bldg Repair & Maintenance	5,000	0.00	394.88	0.00	4,605.12	7.90
10-444-2207 Parks Property Maintenance	5,000	775.00	902.50	0.00	4,097.50	18.05
10-444-2210 Contractual Services	8,000	645.00	6,153.77	0.00	1,846.23	76.92
10-444-2300 Operating Supplies	2,000	93.89	804.18	0.00	1,195.82	40.21
10-444-2302 Office Supplies	1,000	9.29	299.76	0.00	700.24	29.98
10-444-2310 Miscellaneous/Sundry	1,000	17.95	287.28	0.00	712.72	28.73
10-444-2312 Minor Equipment-C.Center	1,000	294.97	1,938.56	0.00	938.56)	193.86
10-444-2324 Clothing&Uniforms	100	0.00	0.00	0.00	100.00	0.00
10-444-3000 Special Events	10,000	29.95	10,002.17	0.00	2.17)	100.02
10-444-4000 Professional Services	0	55.00	55.00	0.00	55.00)	0.00
10-444-6000 Building Imp's-C.Ctr	10,000	0.00	0.00	0.00	10,000.00	0.00
10-444-6004 Debt Svc-Comm.Ctr Loan Pmt	132,700	11,373.43	89,809.15	0.00	42,890.85	67.68
10-444-6018 Park Dev/Playgrounds&Imp's	22,000	0.00	0.00	0.00	22,000.00	0.00
TOTAL Other Expenses	217,010	15,141.28	121,660.72	0.00	95,349.28	56.06
TOTAL Community Ctr/Parks	265,714	18,816.97	152,568.46	0.00	113,145.54	57.42
TOTAL EXPENDITURES	3,222,462	184,394.67	1,561,951.71	0.00	1,660,510.29	48.47
REVENUE OVER/(UNDER) EXPENDITURES	0	155,073.38	293,910.21	0.00	293,910.21)	0.00

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

20 -Sewer Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000	Sewer Fund - Farmers Bank	176,425.99
1001	Phase II Sewer - Farmers Bk	582,881.20
1005	Sewer Fund MM-Farmers Bk	394,568.27
1010	Petty Cash - Cash on Hand	300.00
	Total Checking/Savings	1,154,175.46

Current Assets

1100	Cash Reserves - State of TN	24.00
1200	Accounts Receivable	83,512.51
1201	Allowance For Uncollectible	(148,756.76)
1202	A/R - KVS Bad Debt	45,432.44
1203	A/R - Incode Bad Debt	119,504.22
1204	UNAPPLIED CREDITS	(8,982.69)
1220	A/R - Other	68,491.00
1260	Postage Dep (Utility Billing)	1,830.40
1300	Inventory Asset	15,783.75
	Total Current Assets	176,838.87

Total Current Assets	1,331,014.33
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Other AssetsFixed Assets

1400	Land - City Hall	47,268.00
1401	Buildings	97,853.91
1402	Furniture & Equipment	286,041.72
1403	Vehicles	243,962.96
1406	Sewer Collection System	8,708,899.22
1450	Net Pension Asset	21,213.00
1455	Deferred Outflows for Pension	12,130.69
1499	Accumulated Depreciation	(4,068,154.77)
	Total Fixed Assets	5,349,214.73

Transfers

1610	Due To / From General Fund	(33,824.24)
1630	Due To / From Street Fund	197.33
1640	Due To / From Solid Waste Fund	(70,891.25)
1660	Due To / From Stormwater Fund	(25,229.19)
	Total Transfers	(129,747.35)

Total Other Assets	5,219,467.38
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TOTAL ASSETS	6,550,481.71
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3-16-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

20 -Sewer Fund

BALANCE

LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2030 REFUNDS PAYABLE	15.23
2109 Accrued Compensated Absences	6,667.57
2250 Deferred Inflows for Pension	22,500.00
Total Current Liabilities	29,182.80

Total Current Liabilities	29,182.80
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Long Term LiabilitiesLong Term Liabilities

TOTAL LIABILITIES	29,182.80
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Equity

2700 Retained Earnings	187,982.44
2710 Fund Balance/Net Assets	969,115.93
2713 Net Assets/Capital & Debt	5,225,785.44
Net Income	161,565.10

Total Equity	6,544,448.91
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TOTAL LIABILITIES & EQUITY	6,573,631.71
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*** AMOUNT OUT OF BALANCE ***	23,150.00
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

20 -Sewer Fund

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Sewer Revenue						
20-3000 Operating Revenue-Sewer	930,000	86,184.00	631,887.29	0.00	298,112.71	67.94
20-3001 Tap Fees	25,000	3,050.00	12,200.00	0.00	12,800.00	48.80
TOTAL Sewer Revenue	955,000	89,234.00	644,087.29	0.00	310,912.71	67.44
Other Revenue						
20-3400 Sewer Permits/Fees	50	0.00	0.00	0.00	50.00	0.00
20-3501 Interest Income	3,500	0.00	1,907.20	0.00	1,592.80	54.49
20-3503 Sewer Tank/Pump Pkgs	40,000	3,000.00	25,559.53	0.00	14,440.47	63.90
20-3504 Miscellaneous Income	23,000	2,688.04	20,364.66	0.00	2,635.34	88.54
20-3506 Sale of Assets	5,000	0.00	5,084.40	0.00	84.40	101.69
20-3610 SRF Loan Proceeds	518,000	0.00	0.00	0.00	518,000.00	0.00
TOTAL Other Revenue	589,550	5,688.04	52,915.79	0.00	536,634.21	8.98
Transfers						
20-3701 From Fund Balance-Sewer Fund	158,061	0.00	0.00	0.00	158,061.00	0.00
TOTAL Transfers	158,061	0.00	0.00	0.00	158,061.00	0.00
TOTAL REVENUE	1,702,611	94,922.04	697,003.08	0.00	1,005,607.92	40.94

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
20-522-1100 Salaries - Sewer	144,518	11,166.06	91,483.34	0.00	53,034.66	63.30
20-522-1101 Overtime - Sewer	15,000	299.70	4,258.71	0.00	10,741.29	28.39
20-522-1108 Longevity Pay	5,000	0.00	3,565.00	0.00	1,435.00	71.30
TOTAL Salaries	164,518	11,465.76	99,307.05	0.00	65,210.95	60.36
Other Personnel Costs						
20-522-1200 SS & Medicare	12,586	784.22	6,806.59	0.00	5,779.41	54.08
20-522-1300 Employee Health Insurance	62,130	3,940.63	35,552.38	0.00	26,577.62	57.22
20-522-1400 Retirement	3,208	193.74	1,493.50	0.00	1,714.50	46.56
20-522-1500 Unemployment Insurance	210	0.00	0.00	0.00	210.00	0.00
TOTAL Other Personnel Costs	78,134	4,918.59	43,852.47	0.00	34,281.53	56.12
Other Expenses						
20-522-2002 Education & Training	5,000	0.00	0.00	0.00	5,000.00	0.00
20-522-2014 Worker's Comp Insurance	5,264	0.00	6,447.61	0.00	1,183.61	122.48
20-522-2016 Liability & Property Ins.	6,000	0.00	6,011.00	0.00	11.00	100.18
20-522-2100 Utilities	14,000	1,217.77	8,028.25	0.00	5,971.75	57.34
20-522-2102 Telephone	900	88.37	705.49	0.00	194.51	78.39
20-522-2104 Gas, Oil, Diesel Fuel	8,000	773.79	3,631.14	0.00	4,368.86	45.39
20-522-2106 Publicity, Subscripts & Dues	3,500	73.50	2,457.66	0.00	1,042.34	70.22
20-522-2200 System Rep&Maintenance	10,000	0.00	10,316.15	0.00	316.15	103.16
20-522-2202 Vehicle Repair&Maintenance	6,000	1,069.11	10,163.44	0.00	4,163.44	169.39
20-522-2204 Equip. Repair & Maintenance	2,500	99.71	502.00	0.00	1,998.00	20.08
20-522-2206 Bldg Repair & Maintenance	0	49.00	181.34	0.00	181.34	0.00
20-522-2210 Contractual Services	10,000	90.23	8,965.04	0.00	1,034.96	89.65
20-522-2300 Operating Supplies	16,824	278.03	14,332.30	0.00	2,491.70	85.19
20-522-2302 Office Supplies	2,000	151.97	468.13	0.00	1,531.87	23.41
20-522-2310 Miscellaneous/Sundry	4,500	502.72	4,967.04	0.00	467.04	110.38
20-522-2312 Minor Equipment-Sewer	3,000	125.96	1,118.84	0.00	1,881.16	37.29
20-522-2316 Postage	3,000	0.00	0.00	0.00	3,000.00	0.00
20-522-2324 Clothing & Uniforms	2,000	0.00	1,928.09	0.00	71.91	96.40
20-522-2334 Rental Equip. & Machinery	1,000	0.00	0.00	0.00	1,000.00	0.00
20-522-2706 Payments In Lieu Of Taxes	25,000	0.00	0.00	0.00	25,000.00	0.00
20-522-2708 Depreciation	180,000	0.00	0.00	0.00	180,000.00	0.00
20-522-4000 Professional Services	5,000	0.00	1,062.00	0.00	3,938.00	21.24
20-522-4004 Sewage Transport-G'ville	105,000	0.00	52,921.84	0.00	52,078.16	50.40
20-522-4006 Sewage Treatment-Metro	270,000	0.00	130,180.80	0.00	139,819.20	48.22
20-522-4008 WHUD Readings	11,000	0.00	5,546.50	0.00	5,453.50	50.42
20-522-4010 Pretreatment (Odor Control)	27,000	864.75	16,740.75	0.00	10,259.25	62.00
20-522-4016 Accounting & Auditing	5,500	0.00	1,375.00	0.00	4,125.00	25.00
20-522-5006 Debt Svc-State Rev Loan	23,971	0.00	0.00	0.00	23,971.00	0.00
20-522-6000 Buildings/Improvements	40,000	0.00	0.00	0.00	40,000.00	0.00
20-522-6002 Syst Upgrade-Ph1/Investigat	518,000	0.00	26,886.05	0.00	491,113.95	5.19
20-522-6006 Pumps (System rfm)	110,000	0.00	41,926.25	0.00	68,073.75	38.11
20-522-6014 Machinery&Equipment-Swr	36,000	0.00	35,415.75	0.00	584.25	98.38
TOTAL Other Expenses	1,459,959	5,384.91	392,278.46	0.00	1,067,680.54	26.87
TOTAL Sewer	1,702,611	21,769.26	535,437.98	0.00	1,167,173.02	31.45

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

20 -Sewer Fund
DEPARTMENT - Sewer

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% OF YEAR COMPLETED: 66.67	
					BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,702,611	21,769.26	535,437.98	0.00	1,167,173.02	31.45
REVENUE OVER/ (UNDER) EXPENDITURES	0	73,152.78	161,565.10	0.00 (161,565.10)	0.00

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

30 -Street Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 State Street Aid Fund-Farmers	250,328.81
1002 Road Maint.Fund-Farmers Bank	25,452.90
Total Checking/Savings	275,781.71

Current Assets

1300 Inventory	2,629.94
Total Current Assets	2,629.94

Total Current Assets	278,411.65
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Other AssetsTransfers

1610 Due To / From General Fund	26,323.07
1620 Due To / From Sewer Fund	(197.33)
1640 Due To / From Solid Waste Fund	(3.54)
Total Transfers	26,122.20

Total Other Assets	26,122.20
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TOTAL ASSETS	304,533.85
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent LiabilitiesLong Term Liabilities

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Equity

2700 Retained Earnings	(126,501.87)
2720 Fund Balance-Nonspendable	2,629.94
2740 Fund Balance-Committed	546,666.89
Net Income	(118,261.11)

Total Equity	304,533.85
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TOTAL LIABILITIES & EQUITY	304,533.85
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30 -Street Fund

% OF YEAR COMPLETED: 66.67

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	178,000	10,150.07	84,653.68	0.00	93,346.32	47.56
30-3032 State Gas 1989 Tax	0	1,619.24	13,553.18	0.00	13,553.18	0.00
30-3034 State Gas 3 Cent Tax	0	3,000.33	25,123.56	0.00	25,123.56	0.00
30-3036 State Gas 2017 Tax	0	3,026.90	18,362.29	0.00	18,362.29	0.00
30-3100 Road Maintenance Fees	7,000	300.00	3,824.25	0.00	3,175.75	54.63
30-3501 Interest Earned	450	0.00	362.19	0.00	87.81	80.49
TOTAL Street Revenue	185,450	18,096.54	145,879.15	0.00	39,570.85	78.66
<u>Transfers</u>						
30-3710 From Gen Fund-Street Oper Exp	65,574	0.00	0.00	0.00	65,574.00	0.00
30-3711 From Fund Balance-Street Fund	203,000	0.00	0.00	0.00	203,000.00	0.00
TOTAL Transfers	268,574	0.00	0.00	0.00	268,574.00	0.00
<u>TOTAL REVENUE</u>	454,024	18,096.54	145,879.15	0.00	308,144.85	32.13

30 -Street Fund

DEPARTMENT - Street

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
30-431-1100 Salaries - Street	49,598	1,920.00	23,153.34	0.00	26,444.66	46.68
30-431-1101 Overtime - Street	500	0.00	1,008.19	0.00	508.19	201.64
30-431-1108 Longevity Pay	100	0.00	100.00	0.00	0.00	100.00
TOTAL Salaries	50,198	1,920.00	24,261.53	0.00	25,936.47	48.33
Other Personnel Costs						
30-431-1200 SS & Medicare	3,832	146.14	1,842.39	0.00	1,989.61	48.08
30-431-1300 Employee Health Insurance	8,061	592.11	2,975.54	0.00	5,085.46	36.91
30-431-1400 Retirement	1,730	56.52	448.25	0.00	1,281.75	25.91
30-431-1500 Unemployment Insurance	96	0.00	48.00	0.00	48.00	50.00
TOTAL Other Personnel Costs	13,719	794.77	5,314.18	0.00	8,404.82	38.74
Other Expenses						
30-431-2000 Other Medical Expense	0	0.00	135.50	0.00	135.50	0.00
30-431-2002 Education & Training	0	497.70	497.70	0.00	497.70	0.00
30-431-2014 Worker's Comp. Insurance	1,657	0.00	1,849.83	0.00	192.83	111.64
30-431-2016 Liability & Property Ins.	700	0.00	1,893.00	0.00	1,193.00	270.43
30-431-2104 Gas, Oil, Diesel Fuel	3,000	257.93	1,210.38	0.00	1,789.62	40.35
30-431-2106 Publicity, Subscriptions & Dues	0	0.00	209.05	0.00	209.05	0.00
30-431-2110 Street Lighting	35,000	2,880.06	20,246.16	0.00	14,753.84	57.85
30-431-2200 Repair & Maintenance	450	0.00	20.11	0.00	429.89	4.47
30-431-2202 Vehicle Repair&Maintenance	0	2,613.00	2,894.92	0.00	2,894.92	0.00
30-431-2204 Equip. Repair & Maintenance	2,000	911.39	996.11	0.00	1,003.89	49.81
30-431-2206 Bldg Repair & Maintenance	0	0.00	189.38	0.00	189.38	0.00
30-431-2208 Street Repair & Maintenance	8,000	350.70	350.70	0.00	7,649.30	4.38
30-431-2210 Contractual Services	0	0.00	260.47	0.00	260.47	0.00
30-431-2300 Operating Supplies	1,000	53.89	276.47	0.00	723.53	27.65
30-431-2306 Salt Supplies	5,000	0.00	0.00	0.00	5,000.00	0.00
30-431-2308 Rock, Gravel & Sand	1,800	0.00	0.00	0.00	1,800.00	0.00
30-431-2310 Miscellaneous/Sundry	500	0.00	229.00	0.00	271.00	45.80
30-431-2312 Minor Equipment-Street	1,000	208.98	2,448.98	0.00	1,448.98	244.90
30-431-2318 Sign Parts & Supplies	45,000	3,155.00	12,319.10	0.00	32,680.90	27.38
30-431-2324 Clothing & Uniforms	0	0.00	436.45	0.00	436.45	0.00
30-431-4000 Professional Services	5,000	512.00	1,394.50	0.00	3,605.50	27.89
30-431-4014 Legal Services	5,000	0.00	0.00	0.00	5,000.00	0.00
30-431-6014 Machinery&Equipment-Str	0	0.00	25,000.00	0.00	25,000.00	0.00
30-431-6020 Street Paving	200,000	2,130.00	161,706.74	0.00	38,293.26	80.85
30-431-6025 Streetscape Capital Proj.	75,000	0.00	0.00	0.00	75,000.00	0.00
TOTAL Other Expenses	390,107	13,570.65	234,564.55	0.00	155,542.45	60.13
TOTAL Street	454,024	16,285.42	264,140.26	0.00	189,883.74	58.18
TOTAL EXPENDITURES	454,024	16,285.42	264,140.26	0.00	189,883.74	58.18
REVENUE OVER/(UNDER) EXPENDITURES	0	1,811.12	(118,261.11)	0.00	118,261.11	0.00

3-16-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

40 -Solid Waste Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Solid Waste Fund - Farmers Bk	455,065.61
Total Checking/Savings	455,065.61

Current Assets

1200 Accounts Receivable	37,281.39
1201 Allowance for Bad Debt	(23,971.42)
1203 A/R - Incode Bad Debt	29,436.21
1300 Inventory	4,473.20
Total Current Assets	47,219.38

Total Current Assets	502,284.99
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Other AssetsTransfers

1610 Due To / From General Fund	(16,165.37)
1620 Due To / From Sewer Fund	70,891.25
1630 Due To / From Street Fund	3.54
Total Transfers	54,729.42

Total Other Assets	54,729.42
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TOTAL ASSETS	557,014.41
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2200 Deferred Revenue	36,981.50
Total Current Liabilities	36,981.50

Total Current Liabilities	36,981.50
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Long Term Liabilities

TOTAL LIABILITIES	36,981.50
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3-16-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

40 -Solid Waste Fund

BALANCE

Equity

2700	Retained Earnings	11,025.92
2720	Fund Balance-Nonspendable	4,473.20
2730	Fund Balance-Restricted	460,420.66
	Net Income	44,113.13

Total Equity	520,032.91
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TOTAL LIABILITIES & EQUITY	557,014.41
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

40 -Solid Waste Fund

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>User Fees</u>						
40-3000 User Fees	410,000	35,511.66	287,684.58	0.00	122,315.42	70.17
TOTAL User Fees	410,000	35,511.66	287,684.58	0.00	122,315.42	70.17
<u>Other Revenue</u>						
40-3500 Sale of Recyclables	2,000	0.00	1,535.40	0.00	464.60	76.77
40-3501 Interest Income	650	0.00	389.61	0.00	260.39	59.94
TOTAL Other Revenue	2,650	0.00	1,925.01	0.00	724.99	72.64
<u>Transfers</u>						
40-3711 From Fund Balance-SW Fund	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL Transfers	150,000	0.00	0.00	0.00	150,000.00	0.00
TOTAL REVENUE	562,650	35,511.66	289,609.59	0.00	273,040.41	51.47

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

40 -Solid Waste Fund
DEPARTMENT - Solid Waste

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
40-432-1100 Salaries - Solid Waste	81,871	6,371.15	51,747.44	0.00	30,123.56	63.21
40-432-1101 Overtime - Solid Waste	1,500	0.00	971.61	0.00	528.39	64.77
40-432-1108 Longevity Pay	1,800	0.00	3,072.50	0.00	1,272.50	170.69
TOTAL Salaries	85,171	6,371.15	55,791.55	0.00	29,379.45	65.51
Other Personnel Costs						
40-432-1200 SS & Medicare	6,263	485.28	4,245.85	0.00	2,017.15	67.79
40-432-1300 Employee Health Insurance	8,061	592.11	4,795.10	0.00	3,265.90	59.49
40-432-1400 Retirement	1,596	86.86	689.83	0.00	906.17	43.22
40-432-1500 Unemployment Insurance	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	15,968	1,164.25	9,730.78	0.00	6,237.22	60.94
Other Expenses						
40-432-2014 Worker's Comp. Insurance	2,702	0.00	2,521.72	0.00	180.28	93.33
40-432-2016 Liability & Property Ins.	2,500	0.00	2,802.00	0.00	302.00	112.08
40-432-2104 Gas, Oil, Diesel Fuel	5,000	268.05	3,361.96	0.00	1,638.04	67.24
40-432-2106 Publicity, Subscript's & Due	3,000	0.00	3,000.00	0.00	0.00	100.00
40-432-2202 Vehicle Repair & Maintenance	1,500	0.00	1,787.84	0.00	287.84	119.19
40-432-2204 Equip. Repair & Maintenance	4,000	0.00	185.68	0.00	3,814.32	4.64
40-432-2206 Bldg Repair & Maintenance	0	0.00	133.32	0.00	133.32	0.00
40-432-2210 Contractual Services	3,500	0.00	4,722.49	0.00	1,222.49	134.93
40-432-2300 Operating Supplies	1,000	14.97	14.97	0.00	985.03	1.50
40-432-2302 Office Supplies	200	0.00	0.00	0.00	200.00	0.00
40-432-2310 Miscellaneous/Sundry	200	0.00	316.66	0.00	116.66	158.33
40-432-2312 Minor Equipment-S.Waste	100	0.00	0.00	0.00	100.00	0.00
40-432-2316 Postage	3,500	0.00	0.00	0.00	3,500.00	0.00
40-432-2324 Clothing & Uniforms	1,000	0.00	195.99	0.00	804.01	19.60
40-432-4002 Contractual Svc-Waste Ind.	262,270	21,614.68	153,326.57	0.00	108,943.43	58.46
40-432-4016 Accounting & Auditing	1,000	0.00	0.00	0.00	1,000.00	0.00
40-432-4026 Disposal Fees	17,000	306.41	7,604.93	0.00	9,395.07	44.73
40-432-6014 Machinery & Equipment-SW	150,000	0.00	0.00	0.00	150,000.00	0.00
40-432-7000 Reserve Account	3,039	0.00	0.00	0.00	3,039.00	0.00
TOTAL Other Expenses	461,511	22,204.11	179,974.13	0.00	281,536.87	39.00
TOTAL Solid Waste	562,650	29,739.51	245,496.46	0.00	317,153.54	43.63
TOTAL EXPENDITURES	562,650	29,739.51	245,496.46	0.00	317,153.54	43.63
REVENUE OVER/ (UNDER) EXPENDITURES	0	5,772.15	44,113.13	0.00	44,113.13	0.00

3-16-2018

CITY OF MILLERSVILLE

PAGE: 1

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

50 -Drug Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Drug Fund - Farmers Bank	53,332.57
1001 Drug Fund Escrow Acct-Farmers	62,685.81
Total Checking/Savings	116,018.38

Current Assets

1110 Cash on Hand - Petty Cash	245.00
Total Current Assets	245.00

Total Current Assets 116,263.38Other AssetsTransfers

1610 Due To / From General Fund	455.43
Total Transfers	455.43

Total Other Assets 455.43

TOTAL ASSETS 116,718.81

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LIABILITIES & EQUITY

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Current LiabilitiesCurrent Liabilities

2002 DF Escrow Pending Acct	62,685.81
Total Current Liabilities	62,685.81

Total Current Liabilities 62,685.81Long Term Liabilities

TOTAL LIABILITIES 62,685.81

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Equity

2700 Retained Earnings	22,726.66
2730 Fund Balance-Restricted	28,601.02
Net Income	2,705.32

Total Equity 54,033.00

3-16-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

50 -Drug Fund

BALANCE

TOTAL LIABILITIES & EQUITY

116,718.81

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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

50 -Drug Fund

% OF YEAR COMPLETED: 66.67

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	5,000	243.54	5,246.35	0.00 (246.35)	104.93
50-3222 Impound Storage Fees	8,000	70.00	570.00	0.00	7,430.00	7.13
TOTAL Drug Fines/Fees	13,000	313.54	5,816.35	0.00	7,183.65	44.74
<u>Other Drug Revenue</u>						
50-3501 Interest Income	30	0.00	46.26	0.00 (16.26)	154.20
50-3504 Miscellaneous Income	0	0.00	10.00	0.00 (10.00)	0.00
50-3507 Seizure/Auction	10,000	0.00	6,047.00	0.00	3,953.00	60.47
TOTAL Other Drug Revenue	10,030	0.00	6,103.26	0.00	3,926.74	60.85
<u>Transfers</u>						
TOTAL REVENUE	23,030	313.54	11,919.61	0.00	11,110.39	51.76

50 -Drug Fund
DEPARTMENT - Drug

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Other Expenses						
50-451-2312 Minor Equipment-Drug	19,700	0.00	8,209.11	0.00	11,490.89	41.67
50-451-2320 Bank Service Charge	40	0.00	40.00	0.00	0.00	100.00
50-451-2712 Other Drug Related Expenses	3,290	0.00	965.18	0.00	2,324.82	29.34
TOTAL Other Expenses	23,030	0.00	9,214.29	0.00	13,815.71	40.01
TOTAL Drug	23,030	0.00	9,214.29	0.00	13,815.71	40.01
TOTAL EXPENDITURES	23,030	0.00	9,214.29	0.00	13,815.71	40.01
REVENUE OVER/ (UNDER) EXPENDITURES	0	313.54	2,705.32	0.00 (2,705.32)	0.00

BALANCE SHEET

AS OF: FEBRUARY 28TH, 2018

60 -Stormwater Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Stormwater Fund - Farmers Bk	29,381.65
Total Checking/Savings	29,381.65

Current Assets

1200 Accounts Receivable	14,188.36
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,754.00
Total Current Assets	25,179.53

Total Current Assets	54,561.18
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Other AssetsTransfers

1610 Due To / From General Fund	(9,060.71)
1620 Due To / From Sewer Fund	25,229.19
Total Transfers	16,168.48

Total Other Assets	16,168.48
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TOTAL ASSETS	70,729.66
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent LiabilitiesLong Term Liabilities

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Equity

2700 Retained Earnings	36,677.79
Net Income	34,051.87

Total Equity	70,729.66
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TOTAL LIABILITIES & EQUITY	70,729.66
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60 -Stormwater Fund

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Stormwater Revenue						
60-3000 Stormwater Fees	153,000	12,921.44	103,620.47	0.00	49,379.53	67.73
TOTAL Stormwater Revenue	153,000	12,921.44	103,620.47	0.00	49,379.53	67.73
Other Revenue						
60-3400 Stormwater Permits/Fees	500	0.00	500.00	0.00	0.00	100.00
60-3501 Interest Income	45	0.00	34.71	0.00	10.29	77.13
TOTAL Other Revenue	545	0.00	534.71	0.00	10.29	98.11
TOTAL REVENUE	153,545	12,921.44	104,155.18	0.00	49,389.82	67.83

60 -Stormwater Fund
DEPARTMENT - Stormwater Fund

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
60-461-1100 Salaries - Stormwater	63,107	3,941.45	38,438.45	0.00	24,668.55	60.91
60-461-1101 Overtime-Stormwater	0	0.00	134.94	0.00	134.94	0.00
60-461-1108 Longevity Pay	0	0.00	297.50	0.00	297.50	0.00
TOTAL Salaries	63,107	3,941.45	38,870.89	0.00	24,236.11	61.60
Other Personnel Costs						
60-461-1200 SS & Medicare	4,828	295.96	2,904.44	0.00	1,923.56	60.16
60-461-1400 Retirement	0	84.06	732.43	0.00	732.43	0.00
TOTAL Other Personnel Costs	4,828	380.02	3,636.87	0.00	1,191.13	75.33
Other Expenses						
60-461-2002 Education & Training	500	0.00	6.00	0.00	494.00	1.20
60-461-2014 Work Comp Insurance	2,083	0.00	0.00	0.00	2,083.00	0.00
60-461-2104 Gas & Oil	500	0.00	0.00	0.00	500.00	0.00
60-461-2106 Publicity, Subscriptions & Dues	4,000	0.00	3,760.00	0.00	240.00	94.00
60-461-2202 Vehicle Repair & Maintenance	500	0.00	0.00	0.00	500.00	0.00
60-461-2210 Contractual Services	0	0.00	1,902.35	0.00	1,902.35	0.00
60-461-2300 Operating Supplies	500	0.00	114.97	0.00	385.03	22.99
60-461-2302 Office Supplies	500	0.00	511.17	0.00	11.17	102.23
60-461-2310 Miscellaneous/Sundry	1,000	0.00	500.00	0.00	500.00	50.00
60-461-2312 Minor Equipment	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2316 Postage	2,000	0.00	0.00	0.00	2,000.00	0.00
60-461-2324 Clothing & Uniforms	500	0.00	18.99	0.00	481.01	3.80
60-461-2332 Meals & Entertainment	0	0.00	45.07	0.00	45.07	0.00
60-461-4000 Professional Services	25,000	0.00	19,755.00	0.00	5,245.00	79.02
60-461-4014 Legal Services	0	0.00	32.00	0.00	32.00	0.00
60-461-4016 Accounting & Auditing	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-6000 System Imp's/Repair	10,000	0.00	950.00	0.00	9,050.00	9.50
60-461-7000 Reserve	36,527	0.00	0.00	0.00	36,527.00	0.00
TOTAL Other Expenses	85,610	0.00	27,595.55	0.00	58,014.45	32.23
TOTAL Stormwater Fund	153,545	4,321.47	70,103.31	0.00	83,441.69	45.66
TOTAL EXPENDITURES	153,545	4,321.47	70,103.31	0.00	83,441.69	45.66
REVENUE OVER/(UNDER) EXPENDITURES	0	8,599.97	34,051.87	0.00	34,051.87	0.00



City of Millersville Summary and Recommendation

Item # 4

SUBJECT: Discussion and approval of contract with OHM for the Surveying and ROW identification for the Multi-modal Project Phase I.

BACKGROUND: This is an addendum to the NEPA Contract to start the field survey and ROW identification. The Budget Amendment has been done

RECOMMENDATIONS: Approval of Addendum

ATTACHMENTS None at this time

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager



Comments if any:

Fiscal Impact if any: None at this time.

Other

☐

Attorney if applicable

☐

Comments if any:



City of Millersville Summary and Recommendation

Item # 5

SUBJECT: Approval of Ordinance 18-689 Amending the Millersville Code of Ordinances, Chapter 18 Buildings and Building Regulations and Chapter 34 Fire Prevention and Protection to update the City's Building codes. Second and Final Reading (Roll Call Vote)

BACKGROUND: This Ordinance passed First Reading and it amends our Code of Ordinances to adopt most of the 2015 Building Code and illustrates those sections we have chosen not to.

RECOMMENDATIONS: Approval

ATTACHMENTS Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager

☒

Comments if any:

Fiscal Impact if any: None at this time.

Other

☐

Attorney if applicable

☒

Comments if any:

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 18-689

AN ORDINANCE TO AMEND THE MILLERSVILLE CODE OF ORDINANCES, CHAPTER 18, *BUILDINGS AND BUILDING REGULATIONS* AND CHAPTER 34, *FIRE PREVENTION AND PROTECTION* TO UPDATE THE CITY'S BUILDING CODES.

WHEREAS, the City of Millersville's Building Official recommend adopting the following changes to the building codes; and

WHEREAS, the related offices within the State of Tennessee require adopting subsequent and updated codes every six years.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee, that the Millersville Code of Ordinances, Chapter 18 and Chapter 34, be amended as follows in Exhibit A made a part of this Ordinance.

THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Passed First Reading _____

Public Hearing _____

Passed Second Reading _____

BOARD OF COMMISSIONERS

By: _____
Tim Lassiter, Mayor

ATTEST

By: _____
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

By: _____
Robert G. Wheeler, Jr., City Attorney

Holly Murphy

From: Michael Barr
Sent: Friday, February 09, 2018 9:29 AM
To: Caryn Miller
Cc: Brandon Head; Josh Palmer; Holly Murphy
Subject: FW: Proposed Ordinance for Replacing the '06 IBC with '15 IBC

Please see the below from the State's Fire Marshal's Office.

Also, Mr. Planer asked about a "survey" of some sort that was to have been completed and submitted. He will send it to Chief Head.

Michael

From: Tim Planer [mailto:Tim.Planer@tn.gov]
Sent: Friday, February 09, 2018 7:23 AM
To: Michael Barr <development@cityofmillersville.com>
Subject: RE: Proposed Ordinance for Replacing the '06 IBC with '15 IBC

Good Morning Michael,

It all looks great. Only change is in Section 18-181 (d), the Residential Building code section. The 2009 code is now obsolete with the publishing of the 2018 code. The minimum standard is now the 2012 for all codes, even the energy code.

Please let me know if I may be of any further assistance.

Thanks,
Tim



Tim Planer

Residential Building Supervisor
Department of Commerce and Insurance
Fire Prevention Division – TN State Fire Marshal's Office
Electrical, Residential, and Marina Section
Davy Crockett Tower, 9th Floor
500 James Robertson Parkway
Nashville, TN 37243-0565
p. 615-741-7170 d. 615-532-8361 c. 615-306-9416
tim.planer@tn.gov | www.tn.gov/fire

Help us serve you better. Please take a few moments to let us know how we are doing and what we can do better by filling out the following survey
<https://www.surveymonkey.com/s/HHTVRJS>

From: Michael Barr [<mailto:development@cityofmillersville.com>]
Sent: Thursday, February 08, 2018 3:55 PM
To: Tim Planer
Cc: Brandon Head; Caryn Miller; Josh Palmer
Subject: Proposed Ordinance for Replacing the '06 IBC with '15 IBC

*** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. ***

Mr. Planer,

Per your request from our phone conversation today, please see the attached City Commission Meeting Agenda with the proposed Ordinance and provide any comments. This Ordinance was workshopped by the City Commission on Feb. 05, 2018 with the first reading expected Feb. 20, 2018.

Let us know if you have any questions or concerns.

Have a super afternoon!

Michael Barr

Development Services Director
City of Millersville
1246 Louisville Hwy
Millersville, TN 37072
615-859-0880 x104
development@cityofmillersville.com

Visit our website www.cityofmillersville.com



This communication is considered public record.

EXHIBIT A

Section 1:

Amending Section 18-31, (a) and (b) to read as follows:

Sec. 18-31. *International Building Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Building Code, 2015 edition*, together with appendices B, *Board of Appeals*; G, *Flood-Resistant Construction*; I, *Patio Covers* and J, *Grading* is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 1612.3 Insert: City of Millersville

Section 1612.3 Insert: January 15, 2008

- (b) **Amendments to the 2015 IBC**

Delete Chapter 11 in its entirety (accessibility) and replace with 2010 Edition of the American with Disabilities Act.

- (c) Delete all other appendices.

- (d) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 2:

Amending Section 18-61, (a) and (b) to read as follows:

Sec. 18-61. The adopted electrical code to be the same as the current state adopted code; ~~effect of conflict; official.~~

- (a) ~~The *International Code Council Electrical Code—Administrative Provisions, 2006 edition* is hereby adopted by reference with the following revision as if copied fully in this section:~~

~~Section 101.1 Insert: City of Millersville~~

- (b) ~~Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.~~

Section 3:

Amending Section 18-81, (a) and (b) to read as follows:

Sec. 18-121. The *International Swimming Pool and Spa Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Swimming Pool and Spa Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section

Section 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 4:

Amending Section 18-121, (a) and (b) to read as follows:

Sec. 18-121. The *International Existing Building Code, 2015 edition*, adopted; effect of conflict; official.

- (c) The *International Existing Building Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section

Section 101.1 Insert: City of Millersville

Section 1301.2 Insert: (January 5, 1982)

- (d) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 5:

Amending Section 18-151, (a) and (b) to read as follows:

Sec. 18-151. The *International Fuel Gas Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Fuel Gas Code, 2015 edition* is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 108.4 Insert: (Civil Penalties) (\$50.00 per day) (the authority of the court of the City of Millersville)

Section 108.5 Insert: (less than \$50.00 or more than \$50.00 per day)

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 6:

Amending Section 18-181, (a) and (b) to read as follows:

[Ordinance 18-689]

Sec. 18-181. The *International Residential Code for One- and Two-Family Dwellings, 2006 edition*, adopted; effect of conflict; official.

- (a) The *International Residential Code for One- and Two-Family Dwellings, 2015 edition* together with appendices A, *Sizing and Capacity of Gas Piping*; E, *Manufactured Housing used as Dwellings*; H, *Patio Covers*; J, *Existing Buildings and Structures*; L, *Permit Fees*; M, *Home Daycare/R-3 Occupancy*; N, *Venting Methods*; is hereby adopted by reference with the following revisions as if copied fully in this section.

Section 101.1 Insert: City of Millersville

Section P2603.5.1 Insert: (18 inches; a minimum of 18 inches below grade with all state rules and regulation requirements met.)

- (b) Section R313.2 One and two family automatic sprinkler systems. Delete per TCA 68-120-101.
- (c) Section R313.1 Townhome automatic fire sprinkler systems amend per State Fire Marshal rule 0780-02-23. Shall not be required in three or fewer stories with less than 5,000 gross square feet and three or fewer stories if each unit is separated by a two hour fire wall.
- (d) Section N1101-N1104 Deleted and replaced with: N1101.1 Scope. The provisions of the 2012 International Energy Conservation Code shall regulate the energy efficiency for the design and construction of buildings regulated by this code.
- (e) Delete Chapters 34 - 43 of the 2015 IRC and replace with the edition of the NEC as adopted and enforced by the State Fire Marshall's Office.
- (f) Delete all other appendices.
- (g) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 7:

Amending Section 18-211, (a) and (b) to read as follows:

Sec. 18-211. The *International Mechanical, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Mechanical Code, 2015 edition* is hereby adopted by reference with the following revision as if copied fully in this section.

Section 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 8:

Amending Section 18-171, (a) and (b) to read as follows:

Sec. 18-171. The *International Plumbing Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Plumbing Code, 2015 edition* is hereby adopted by reference with the following revision as if copied fully in this section:

Section 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 8:

~~Repeal Article XI. *Swimming Pool Code* as it is replaced in full with *Appendix G. Swimming Pools, Spas and Hot Tubs*, of the *International Residential Code for One and Two Family Dwellings, 2006 edition*, as listed above in section 5 of this ordinance.~~

Section 9:

Amending Section 18-331, (a) and (b) to read as follows:

Sec. 18-331. The *International Property Maintenance Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Property Maintenance Code, 2015 edition* is hereby adopted by reference as if copied fully in this section with the following revisions:

Section 101.1 Insert: City of Millersville.

Section 302.4 Insert: over eight (8) inches

Section 304.14 Insert: from first day of March to the last day of October

Section 602.3 Insert: from the first day of September to the last day of the following May

Section 602.4 Insert: from the first day of September to the last day of the following May

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

Section 10:

Adding Section 18-351, (a), (b) and (c) to read as follows:

Sec. 18-351. The *International Energy Conservation Code, 2012 edition*, adopted; effect of conflict; official.

- (a) The *International Energy Conservation Code, 2012 edition* is hereby adopted by reference with the following revisions as if copied fully in this section:
Section: 101.1 Insert: City of Millersville

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

- (c) When reference in the code adopted by this section is made to a certain official named therein, that designated official of the city who has duties corresponding to those of the named official in such code shall be deemed to be the responsible official insofar as enforcing the provisions of such code are concerned.

Section 11:

Amending Section 34-71, (a), (b) and (c) to read as follows:

Sec. 18-31. *International Fire Code, 2015 edition*, adopted; effect of conflict; official.

- (a) The *International Fire Code, 2015 edition*, together with appendices D, is hereby adopted by reference with the following revisions as if copied fully in this section:

Section 101.1 Insert: City of Millersville

Section 109.4 Insert: "civil penalty", "\$50.00 per violation", "the authority of the court of the City of Millersville".

- (b) Any matter in the code adopted by this section which is contrary to ordinances in existence on April 20, 2010 shall prevail and to that extent, any provision of such existing ordinance in conflict with such code is hereby repealed in that respect only.

- (c) When reference in the code adopted by this section is made to a certain official named therein, that designated official of the city who has duties corresponding to those of the named official in such code shall be deemed to be the responsible official insofar as enforcing the provisions of such code are concerned.

Section 12:

Sec. 18-XXX. *NFPA 101 Life Safety Code, 2015 edition*.,



City of Millersville Summary and Recommendation

Item # 6

SUBJECT: Approval of Ordinance 18-691 Rezoning 7673, 7677, 7679, and 7683 South Swift Road, Robertson County Map 126 Parcel 055.00 from Residential R-3 to Residential R-5. Second and Final Reading (Roll Call Vote)

BACKGROUND: This Ordinance passed First Reading. This was also unanimously approved by the Planning Commission

RECOMMENDATIONS: Approval

ATTACHMENTS Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager

☒

Comments if any:

Fiscal Impact if any: None at this time.

Other

☐

Attorney if applicable

☒

Comments if any:

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 18-691

AN ORDINANCE TO REZONE 7673, 7677, 7679, AND 7683 SOUTH SWIFT ROAD (A SINGLE PARCEL), ROBERTSON COUNTY MAP 126 PARCEL 055.00, FROM RESIDENTIAL R-3 TO R-5; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, a parcel of land, identified as Robertson County Map 126 Parcel 055.00, is currently zoned Residential District R-3; and

WHEREAS, the owner of this parcel requests the City rezone this property to Residential R-5; and

WHEREAS, the proposed zoning designation is complimentary to other residential zoning designations in the vicinity; and

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

WHEREAS, the Planning Commission voted by majority to recommend the rezoning of this parcel to Residential R-5 on February 13, 2018.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Millersville, Tennessee, that:

The single parcel within the City of Millersville, Tennessee specifically identified by the addresses of 7673, 7677, 7679, and 7683 South Swift Road, Robertson County Map 126 Parcel 055.00 is hereby rezoned from Residential R-3 to Residential R-5. (Legal Description attached hereto as part of the Ordinance)

SECTION 2. All Ordinances or parts thereof in conflict herewith be and the same are hereby repealed.

SECTION 3. 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: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

Approved as to form and legality:

By: _____
Robert G. Wheeler, Jr., City Attorney

Legal Description of Robertson County Map 126 Parcel 055.00 aka 7673, 7677, 7679, and 7683 South Swift Road, Millersville, TN

A tract of land in the Eleventh Civil District of Robertson County, Tennessee, and more particularly described as follows according to a survey by Caldwell Engineering & Surveying dated March 13, 2017:

Beginning at a corner post, being the northeast corner of Owen as described in Book 1437, Page 328, R.O.R.C., TN, and being the southeast corner of the herein described tract, thence with Owen N 83 degrees 17' 06" W 500.47' to an iron pin (old), thence with Howard Chapel Church as described in Book 53, Page 73, and Book 254, Page 149, RORC, TN N 28 degrees 29' 04" E 185.58' to an iron pin (new) in the right-of-way (25' from center) of S. Swift Road, thence with the right-of-way along a curve to the left with a radius of 741.65', a delta of 14 degrees 57' 29", a tangent of 97.36', and a length of 193.62' to an iron pin (new), thence S 67 degrees 43' 18" E 272.66' to an iron pin (new) in an old fence, thence with Binkley as described in Book 1676, Page 151, RORC, TN S 26 degrees 53' 58" W 25.17' to the point of beginning, and containing 1.027 acres, more or less.

Being the same property as described in Book 315, Page 660 RORC, TN.



City of Millersville Development Services

Summary & Recommendation

Date: February 21, 2018

Reviewer: Michael Barr, Development Services Director

Subject: Rezoning of the parcel known as 7673, 7677, 7679, and 7683 South Swift Rd (RC Map 126 Parcel 055.00) from R-3 to R-5

Background: The applicant is requesting to rezone the subject parcel from Residential District R-3 to Residential R-5 in conjunction with a Minor Subdivision Plat. This rezoning will allow for the platting and development of a total of four single family homes on this approximately one acre parcel. The proposed Subdivision Plat's resulting lots conform to this requested Residential R-5 zoning district's standards. The parcel currently contains one single family house and two (previously three) single-wide mobile homes. The property owner is proposing to remove the remaining mobile homes and build three new single family homes. This proposed zoning is complimentary and transitional with other residential parcels in the immediate area.

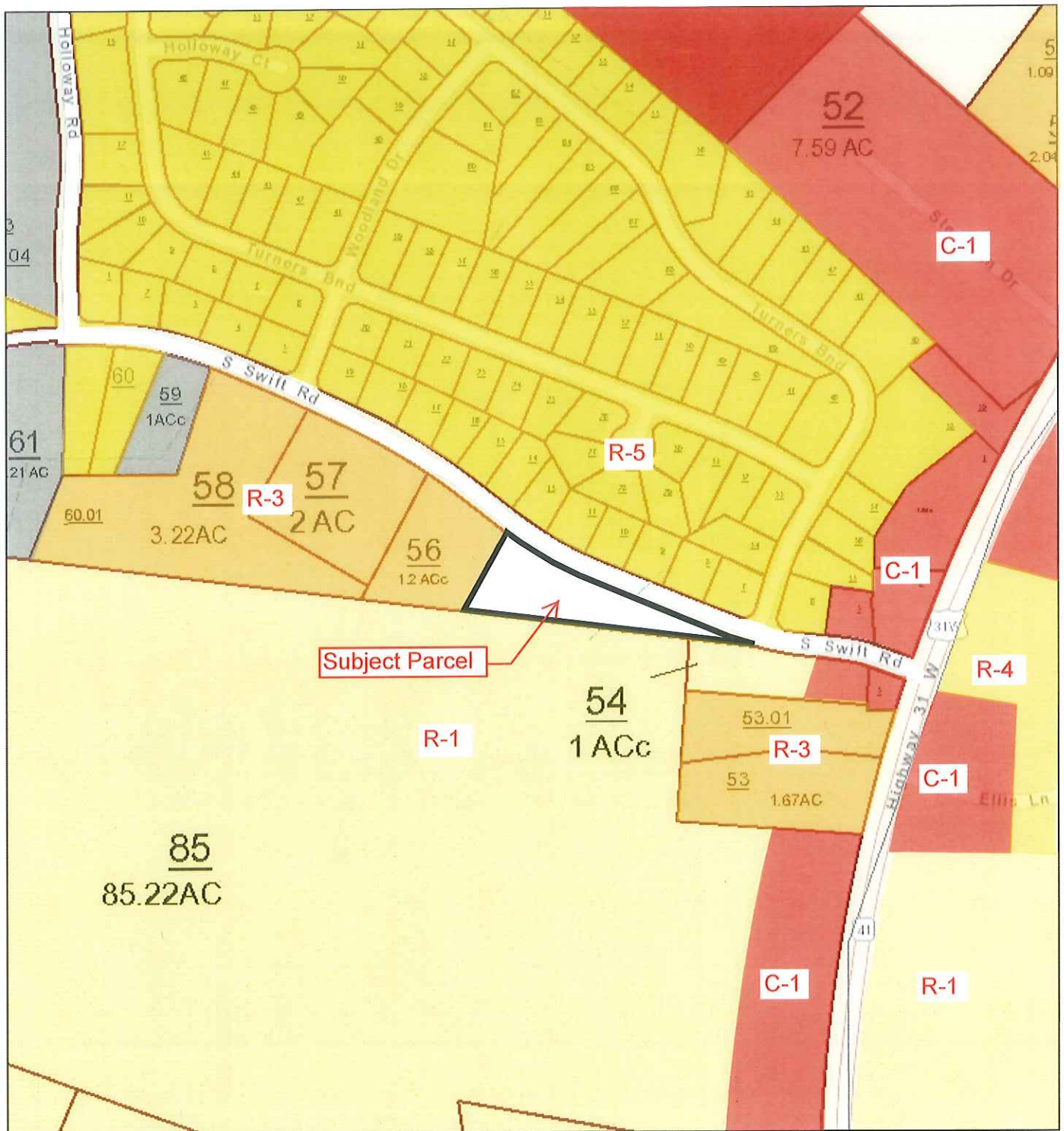
Attachments: Ordinance with Legal Description
Parcel Map with Zoning Overlay

Public Notice Sign Posted: Yes

Recommendation: Approval by the City Commission to approve the amendment to the City's Zoning Map for this parcel to Residential R-5.

Conditions, if any: None

Robertson County - Parcel: 126 055.00





City of Millersville Summary and Recommendation

Item # 7

SUBJECT: Approval of Ordinance 18-692 Amending Chapter 90 of the Code pertaining to Article I Sec. 90-7 Definitions, Sec. 90-18 Accessory use regulations, and Article III Division 2 Residential Districts Sec. 90-152 through 157 and Sec. 90-174 and adding Sec. 90-175. First Reading.

BACKGROUND: This Ordinance addresses many issues in the Code that are related to inconsistencies with accessory structures This was also unanimously approved by the Planning Commission. This is First Reading

RECOMMENDATIONS: Approval

ATTACHMENTS Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any: None at this time.

Other ☐ _____

Attorney if applicable ☒ **Comments if any:**

CITY OF MILLERSVILLE, TENNESSEE

ORDINANCE 18-692

AN ORDINANCE AMENDING THE MILLERSVILLE CODE OF ORDINANCES CHAPTER 90 ARTICLE I SECTION 7 DEFINITIONS, ACCESSORY BUILDING OR STRUCTURE AND FARM-TYPE STRUCTURE; AND SECTION 18 ACCESSORY USE REGULATIONS; AND ARTICLE III DIVISION 2 RESIDENTIAL DISTRICTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Governing Body of the City of Millersville reviews its Code of Ordinances from time to time to ensure that the laws of the City meet the requirements and desires of the City Commission; and

WHEREAS, the Governing Body for the City of Millersville has identified the need for changes to Chapter 90 of the Code pertaining to Article I Sec. 90-7 Definitions, Sec. 90-18 Accessory use regulations, and Article III Division 2 Residential Districts Sec. 90-152 through 157 and Sec. 90-174 and adding Sec. 90-175; and

WHEREAS, the definitions for residential accessory structures and farm-type structures are being classified and clarified.

WHEREAS, Accessory use regulations are being changed to reflect the new Sec. 90-175 Design review standards for residential accessory structure and farm-type structure location, size, height, and exterior material.

WHEREAS, standards and details pertaining to residential accessory structures and farm-type structures in residential zoning districts are being removed from Sec. 90-152 through 157 and Sec. 90-174 and being reorganized and restructured in the new Sec. 90-175.

WHEREAS, the Planning Commission voted by majority on September 12, 2017 to recommend the amendments to Chapter 90 Section 7 Definitions and Article III Division 2 Residential districts.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLERSVILLE that the amendment to Chapter 90 of its Code of Ordinances shall be made in accordance with Exhibit A attached hereto and made part of Ordinance 18-692 as if copied verbatim.

SECTION 2. All Ordinances or parts thereof in conflict with the attachment hereto be, and the same is hereby repealed.

SECTION 3. 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: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

Approved as to Form and legality:

By: _____
Robert G. Wheeler, Jr., City Attorney



City of Millersville Development Services Department

Summary & Recommendation

Date: August 8, 2017

Reviewer: Michael Barr, Development Services Director

Subject: Amend Chapter 90 Various Sections regarding Residential Accessory Structure Standards and creating a new Section 90-175 for Residential Accessory Structures.

Background: City Staff has identified numerous confusing and conflicting language and standards for Residential Accessory Structures throughout the different zoning classes. In order to make these standards and regulations easier to understand and more uniform for the multiple zoning districts, Staff has created a new separate section that covers all residential districts. This new section is separated into 4 basic subsections setting standards by location, size, height, and exterior finishes. Additionally, Staff has categorized and better defined accessory and farm-type structures in Section 90-7 Definitions.

Attachments: Proposed Chapter 90 Various Sections with underline and strikethrough changes.

Recommendation: Approval by the Planning Commission to recommend this Zoning Amendment for Approval to the City Commission.

Conditions, if any: n/a

Exhibit "A"

Chapter 90 - ZONING

ARTICLE I. - IN GENERAL

Sec. 90-7. – Definitions.

Accessory building or structure means a subordinate building, the use of which is incidental to that of a principle building and located on the same lot therewith. Accessory buildings or structures include storage sheds, workshops, gazebos, pergolas, detached garages, carports, and other structures for similar uses. Accessory structures are not connected to the principle. Classes of accessory buildings and structures, generally based on size, include:

- (1) Shed accessory structures are 120 square feet or less in size and not on a permanent foundation.
- (2) Minor accessory structures include any shed accessory structure on a permanent foundation and any accessory structure greater than 120 square feet but less than 250 square feet in size.
- (3) Major accessory structures are 250 square feet or greater in size.

Types of accessory structures include:

- (1) Storage sheds which may be designed with electricity for lights and small appliances and tools only.
- (2) Workshops which may be designed with electricity for lights, large appliances, tools and machinery, heating and air conditioning and with plumbing.
- (3) Gazebos and pergolas are covered structures without being enclosed and may be designed with electricity for lights.
- (4) Detached garages are covered and enclosed structures designed to accommodate interior vehicle parking and may be used for storage and workshop purposes.
- (5) Carports are covered structures with open sides designed for vehicle parking. No exposed metal framed carports are permitted in any residential district.
- (6) Shipping containers and semi-trailers are not accessory structures.
- (7) No accessory structures may be used for residential occupancy.

Farm-type or barn structure means a building primarily located on farms and is used for many bona fide agricultural or farming purposes, notably for the housing of livestock, storage of crops, storage of equipment, and as a covered workplace. Farm type structures are also used to describe buildings such as tobacco and dairy barns and silos. Farm-type and barn structures generally exceed 500 square feet in area.

Sec. 90-18. - Accessory use regulations.

The use of land, buildings, and other structures permitted in each of the districts established by this chapter are designed by listing the principal uses. In addition to such principal uses, accessory uses which are customarily incidental to the permitted principal uses are also permitted in each district. Each accessory use shall:

- (1) Be customarily incidental to the principal use established on the same lot.
- (2) Be subordinate to and serve such principal use.
- (3) Be subordinate in area, intent, and purpose to such principal use.
- (4) Contribute to the comfort, convenience, or necessity of users of such principal use.
- (5) An accessory structure on any residential lot shall comply with the provisions set forth in section 90-~~474~~175, Design review standards.

- (6) Farm-type structures, as permitted in section 90-~~174~~175, shall be allowed without having a principal residential structure on the parcel. Farm-type structures may be used as standalone structures.

ARTICLE III. - DISTRICTS

DIVISION 2. - RESIDENTIAL DISTRICTS

Sec. 90-152. - Large lot residential district R-1.

- (a) *Intent.* The intent of the large lot district R-1 is to set standards for residential development in areas that are severely limited in potential for development due to fragile soils, steep slopes and difficulties in providing infrastructure.
- (b) *District regulations.* Within the residential R-1 districts, as shown on the municipal zoning map, the following regulations shall apply:
- (1) *Uses permitted.* Permitted uses in the R-1 district are as follows:
- Single-family dwellings, excluding mobile homes.
 - Customary home occupations conducted within the principal structure, but only by a person resident of the premises; provided, however, that not more than one person who is not a resident of the premises, is employed.
 - Accessory uses or structures customarily incidental to residential uses.
 - Farming uses, excluding the keeping of chickens and pigs.
 - One in-law apartment or accessory apartment contained within the single family residence and connected by means of a functioning interior doorway.
- (2) *Special exceptions.*
- One in-law or accessory apartment meeting the following restrictions:
 - Permitted occupants are limited to relatives of the homeowner, related by blood, marriage or adoption, or caregivers providing services to the occupants of the principle residence.
 - The principal residence must be owner occupied.
 - All utilities must share a common meter with the principal residence.
 - The apartment must be connected to the principle residence by means of a shared wall, garage or other similar structure, or a breezeway no longer than 20 feet in length between structures.
 - The apartment must be contained within the building envelope, as determined by the setback requirements for a principle residential structure.
 - The apartment may not be used for rental purposes.
 - The apartment must be approved by the city for residential use before it may be occupied.
 - Violation of the provisions for an in-law or accessory apartment shall subject the owner to a fine of up to \$50.00 per day for each day the violation occurred.
- (3) *Uses prohibited.* Prohibited uses in the R-1 district are mobile homes and uses not specifically permitted.
- (4) *Lot area, lot width, yards and building area.* The principal structure ~~or accessory structures~~ in the R-1 district shall be located to comply with the following requirements:
- Lot area, lot width, rear and side yards.

Minimum lot area for dwelling	5 acres
Minimum lot width at building line for residences	300 feet
Minimum rear yard	50 feet
Minimum side yard	50 feet

- b. *Front yards.* All principal ~~and accessory~~ structures in the R-1 district shall be set back from the right-of-way of streets the minimum distance shown below, or shall conform with the existing setback lines, according to their classifications as indicated on the latest municipal thoroughfare plan:

Arterial streets	75 feet
Collector and connector streets	75 feet
Minor streets	75 feet

- c. *Building area.* On any tract or lot in the R-1 district, the area occupied by all structures ~~including accessory structures~~ shall not exceed ten percent of the total area. ~~Accessory structures shall not cover more than ten percent of any required rear yard.~~
- (5) *Height.* Height regulations in the R-1 district shall apply to principal structures.
- (6) *~~Location of a~~ Accessory structures.* Accessory structures in the R-1 district shall be regulated by Section 90-175. as follows:
- a. ~~Accessory structures shall not be erected in any front yard.~~
- b. ~~Accessory structures shall be located at least ten feet from all lot lines and from any building on the same lot.~~

Sec. 90-153. - Low density residential district R-2.

- (a) *Intent.* The intent of the low density residential district R-2 is to provide for very low density residential development generally on tracts of land not considered to be subdivisions; and also, to limit development in lands not suited for development by reason of soil, geologic, infrastructure, topographic, or other limitations.
- (b) *District regulations.* Within the residential R-2 districts, as shown on the municipal zoning map, the following regulations shall apply:
- (1) *Uses permitted.* Permitted uses in the R-2 district are as follows:
- a. Single-family dwellings, excluding mobile homes.
- b. Customary home occupations conducted within the principal structure, but only by a person resident of the premises; provided, however, that not more than one person who is not a resident of the premises is employed.

- c. One unilluminated temporary large realty sign not exceeding 100 square feet in area, with no dimension exceeding 12 feet, at each major approach to a subdivision advertising the sale of houses or lots. The display of such sign shall be limited to a period of one year; any remaining nonconforming sign may be removed by the city at the expense of the owner.
- d. One unilluminated temporary on-site sign not exceeding 16 square feet in area, advertising the sale of farm or garden products for the duration of the harvest season.
- e. Other signs as regulated in subdivision III, division 11, article III of this chapter.
- f. Farming uses, excluding the keeping of chickens, pigs, or cattle.
- g. Accessory uses or structures customarily incidental to the permitted uses of this subsection (b)(1).
- h. One in-law apartment or accessory apartment contained within the single family residence and connected by means of a functioning interior doorway.

(2) *Special exceptions.*

- a. One in-law or accessory apartment meeting the following restrictions:
 - 1. Permitted occupants are limited to relatives of the homeowner, related by blood, marriage or adoption, or caregivers providing services to the occupants of the principle residence.
 - 2. The principal residence must be owner occupied.
 - 3. All utilities must share a common meter with the principal residence.
 - 4. The apartment must be connected to the principle residence by means of a shared wall, garage or other similar structure, or a breezeway no longer than 20 feet in length.
 - 5. The apartment must be contained within the building envelope, as determined by the setback requirements for a principle residential structure.
 - 6. The apartment may not be used for rental purposes.
 - 7. The apartment must be approved by the city for residential use before it may be occupied.
 - 8. Violation of the provisions for an in-law or accessory apartment shall subject the owner to a fine of up to \$50.00 per day for each day the violation occurred.

(3) *Uses prohibited.* Prohibited uses in the R-2 district are mobile homes and uses not specifically permitted or permitted as special exceptions.

(4) *Lot area, width, yards, and building area.* The principal structure ~~or accessory structures~~ in the R-2 district shall be located to comply with the following requirements:

- a. *Lot area, lot width, rear and side yards.*

Minimum lot area for dwelling	2½ acres
Minimum lot width at building line for residences	250 feet
Minimum rear yard	30 feet
Minimum side yard	25 feet

- b. *Front yards.* All principal ~~and accessory~~ structures in the R-2 district shall be set back from the right-of-way lines of streets the minimum distance shown as follows, or shall conform with the

exiting setback lines, according to their classifications as indicated on the latest municipal thoroughfare plan:

Arterial streets	50 feet
Collector and connector streets	50 feet
Minor streets	50 feet

- c. *Building area.* On any lot or tract in the R-2 district, the area occupied by all structures, ~~including accessory structures,~~ shall not exceed ten percent of the total area. ~~Accessory structures shall not cover more than 20 percent of any required rear yard.~~
- (5) *Height.* Principal structures in the R-2 district shall not exceed three stories nor 35 feet in height, unless each side yard is increased over the required minimum by five feet for every five feet or fraction thereof of additional height. ~~No accessory structure shall exceed two stories in height.~~
- (6) ~~Location of a~~ *Accessory structures.* Accessory structures in the R-2 district shall be regulated by Section 90-175, located as follows:
 - a. ~~With the exception of signs, accessory structures shall not be erected in any required front yard.~~
 - b. ~~Accessory structures shall be located at least ten feet from all lot lines and from any building on the same lot.~~

Sec. 90-154. - Medium density residential district R-3.

- (a) *Intent.* The intent of the medium density residential district R-3 is to provide a low density residential environment having good access to public water, schools, and other community facilities, but well separated from heavy traffic and other incompatible activities.
- (b) *District regulations.* Within the residential R-3 districts, as shown on the municipal zoning map, the following regulations shall apply:
 - (1) *Uses permitted.* Permitted uses in the R-3 district are as follows:
 - a. Single-family dwellings, excluding mobile homes.
 - b. The taking of boarders or the renting or leasing of rooms by the family resident on the premises; provided, however, that not over 50 percent of the total floor area is used for such purpose.
 - c. Customary home occupations conducted within the principal structure, but only by a person resident of the premises; provided, however, that not more than one person who is not a resident of the premises, is employed.
 - d. One unilluminated temporary large realty sign not exceeding 100 square feet in area, with no dimension exceeding 12 feet, at each major approach to a subdivision advertising the sale of houses or lots. The display of such sign shall be limited to a period of one year; any remaining nonconforming sign may be removed by the city at the expense of the owner.
 - e. One unilluminated temporary on-site sign not exceeding 16 square feet in area, advertising the sale of farm or garden products for the duration of the harvest season.
 - f. Other signs as regulated in subdivision III, division 11, article III of this chapter.
 - g. Farming uses, excluding the keeping of chickens, pigs, and cattle.

- h. Accessory uses or structures customarily incidental to the permitted uses of this subsection (b)(1).
 - i. One in-law apartment or accessory apartment contained within the single family residence and connected by means of a functioning interior doorway.
- (2) *Accessory uses or structures customarily incidental to the permitted uses.* Within the residential R-3 district, the following uses may be permitted as special exceptions in accordance with section 90-58:
- a. Duplex
 - b. Multifamily dwellings in accordance with additional regulations in subdivision III, division 11, article III of this chapter.
 - c. Planned developments in accordance with additional regulations in section 90-311.
 - d. Municipal, county, state, or federal uses, except storage facilities.
 - e. Similar uses or structures subject to such conditions as the board of zoning appeals may require in order to preserve and protect the character of the district in which the use is to be located.
 - f. One in-law or accessory apartment meeting the following restrictions:
 - 1. Permitted occupants are limited to relatives of the homeowner, related by blood, marriage or adoption, or caregivers providing services to the occupants of the principle residence.
 - 2. The principal residence must be owner occupied.
 - 3. All utilities must share a common meter with the principal residence.
 - 4. The apartment must be connected to the principle residence by means of a shared wall, garage or other similar covered structure, or by a breezeway no longer than 20 feet in length between structures.
 - 5. The apartment must be contained within the building envelope, as determined by the setback requirements for a principle residential structure.
 - 6. The apartment may not be used for rental purposes.
 - 7. The apartment must be approved by the city for residential use before it may be occupied.
 - 8. Violation of the provisions for an in-law or accessory apartment shall subject the owner to a fine of up to \$50.00 per day for each day the violation occurred.
- (3) *Uses prohibited.* Prohibited uses in the R-3 district are mobile homes and uses not specifically permitted or permitted as special exceptions.
- (4) *Lot area, lot width, yards, and building area.* The principal structures in the R-3 district shall be located to comply with the following requirements:
- a. *Lot area, lot width, rear and side yards.*

Minimum lot area for dwelling; square feet	40,000
Minimum lot area for each additional dwelling unit; square feet	10,000
Minimum lot width at building line	
For residences	100 feet

Institutional uses	250 feet
Other permitted uses	150 feet
Setbacks:	
Front yard	
Arterial street	50 feet
Collector street	40 feet
Minor residential street	40 feet
Rear yard	30 feet
Side yard	20 feet

~~b. Accessory structures. Accessory structures shall be located at least five feet from all lot lines and from any building on the same lot.~~

c. *Front yards.* All principal ~~and accessory~~ structures in the R-3 district shall be set back from the right-of-way lines of streets the minimum distance shown below, or shall conform with the existing setback lines, according to their classifications as indicated on the latest municipal regional thoroughfare plan:

Arterial streets	50 feet
Collector and connector streets	50 feet
Minor streets	30 feet

d. *Building area.* On any lot or tract in the R-3 district, the area occupied by all structures, ~~including accessory structures,~~ shall not exceed 45 percent of the total area. ~~Accessory structures shall not cover more than 30 percent of any required rear yard.~~

(5) *Height.* Principal structures in the R-3 district shall not exceed three stories nor 35 feet in height, unless each side yard is increased over the required minimum by five feet for every five feet or fraction thereof of additional height. ~~No accessory structures shall exceed two stories in height.~~

(6) ~~Location of a~~ *Accessory structures.* Accessory structures in the R-3 district shall be regulated by Section 90-175. Location of accessory structures in the R-3 district shall be as follows:

~~a. With the exception of signs, accessory structures shall not be erected in any required front yard.~~

~~b. Accessory structures shall be located at least ten feet from all lot lines and from any building on the same lot.~~

Sec. 90-155. - Medium/high-density residential district R-4.

- (a) *Intent.* The intent of the medium/high-density residential district R-4 is to provide a medium density residential environment having good access to public water, sewer, schools, and other community facilities, but well separated from heavy traffic and other incompatible activities.
- (b) *District regulations.* Within the residential R-4 districts, as shown on the municipal zoning map, the following regulations shall apply:
 - (1) *Uses permitted.* Permitted uses in the R-4 district are as follows:
 - a. Single-family dwellings, excluding mobile homes.
 - b. The taking of boarders or the renting or leasing of rooms by the family resident on the premises; provided, however, that not over 50 percent of the total floor area is used for such purpose.
 - c. Customary home occupations conducted within the principal structure, but only by a person resident of the premises; provided, however, that not more than one person who is not a resident of the premises is employed.
 - d. One unilluminated temporary large realty sign not exceeding 100 square feet in area, with no dimension exceeding 12 feet, at each major approach to a subdivision advertising the sale of houses or lots. The display of such sign shall be limited to a period of one year; any remaining nonconforming sign may be removed by the city at the expense of the owner.
 - e. One unilluminated temporary on-site sign not exceeding 16 square feet in area, advertising the sale of farm or garden products for the duration of the harvest season.
 - f. Other signs as regulated in subdivision III, division 11, article III of this chapter.
 - g. Accessory uses or structures customarily incidental to the permitted uses of this subsection (b)(1).
 - h. One in-law apartment or accessory apartment contained within the single family residence and connected by means of a functioning interior doorway.
 - (2) *Special exceptions.* Within the residential R-4 district, the following uses may be permitted as special exceptions in accordance with section 90-58:
 - a. Duplex.
 - b. Multifamily dwellings in accordance with any additional regulations in section 90-435.
 - c. Planned developments in accordance with additional regulations in division 9 of this article.
 - d. Public and private schools offering general education courses.
 - e. Similar uses or structures subject to such conditions as the board of zoning appeals may require in order to preserve and protect the character of the district in which the use is to be located.
 - f. One in-law or accessory apartment meeting the following restrictions:
 - 1. Permitted occupants are limited to relatives of the homeowner, related by blood, marriage or adoption, or caregivers providing services to the occupants of the principle residence.
 - 2. The principal residence must be owner occupied.
 - 3. All utilities must share a common meter with the principal residence.
 - 4. The apartment must be connected to the principle residence by means of a shared wall or an enclosed breezeway no longer than 20 feet in length between structures.

5. The apartment must be contained within the building envelope, as determined by the setback requirements for a principle residential structure.
 6. The apartment may not be used for rental purposes.
 7. The apartment must be approved by the city for residential use before it may be occupied.
 8. Violation of the provisions for an in-law or accessory apartment shall subject the owner to a fine of up to \$50.00 per day for each day the violation occurred.
- (3) *Uses prohibited.* Prohibited uses in the R-4 district are mobile homes and uses not specifically permitted or permitted as special exceptions.
- (4) *Lot area, lot widths, yards, and building area.* The principal structures in the R-4 district shall be located to comply with the following requirements:
- a. *Lot area, lot width, rear and side yards.*

Minimum lot area dwelling; square feet	20,000
Minimum lot area for each additional dwelling unit; square feet	10,000
Minimum lot width at building line	
For residences	75 feet
Institutional uses	150 feet
Other permitted uses	100 feet
Setbacks:	
Front yard	
Arterial street	40 feet
Collector street	30 feet
Minor residential street	30 feet
Rear yard	20 feet
Side yard	15 feet

- b. *Front yard.* All principal ~~and accessory~~ structures in the R-4 district shall be set back from the right-of-way lines of streets the minimum distance shown as follows, or shall conform in the existing setback lines, according to their classifications as indicated on the latest municipal thoroughfare plan:

Arterial streets	40 feet
Collector and connector streets	25 feet
Minor streets	25 feet

- c. *Building area.* On any lot or tract in the R-4 district, the area occupied by all structures, ~~including accessory structures,~~ shall not exceed 45 percent of the total area. ~~Accessory structures shall not cover more than 30 percent of any required rear yard.~~
- (5) *Height.* Principal structures in the R-4 district shall not exceed three stories nor 35 feet in height, unless each side yard is increased over the required minimum of five feet for every five feet or fraction thereof of additional height. ~~No accessory structure shall exceed two stories in height.~~
- (6) ~~Location of a~~ *Accessory structures.* ~~Location of a~~ Accessory structures in the R-4 district shall be regulated by Section 90-175 as follows:
- a. ~~With the exception of signs, accessory structures shall not be erected in any required front or side yards.~~
- b. ~~Accessory structures shall be located at least five feet from all lot lines and from any building on the same lot.~~

Sec. 90-156. - High density residential district R-5.

- (a) *Intent.* The intent of the high density residential district R-5 is to provide a high density residential environment having good access to public water, sewer, schools, and other community facilities, but well separated from heavy traffic and other incompatible activities.
- (b) *District regulations.* Within the residential R-5 districts, as shown on the municipal zoning map, the following regulations shall apply:
- (1) *Uses permitted.* Permitted uses in the R-5 district are as follows:
- Single-family prefabricated, modular and site built dwellings.
 - Customary home occupations conducted within the principal structure, but only by a person resident of the premises; provided, however, that not more than one person who is not a resident of the premises is employed.
 - Signs as regulated in subdivision III, division 11, article III of this chapter.
 - Accessory uses or structures customarily incidental to the permitted uses of this subsection (b)(1).
 - One in-law apartment or accessory apartment contained within the single family residence and connected by means of a functioning interior doorway.
- (2) *Special exceptions.* Within the residential R-5 districts, the following uses may be permitted as special exceptions in accordance with section 90-58:
- Duplex.
 - Multifamily dwellings in accordance with additional regulations in subdivision III, division 11, article III of this chapter.
 - Planned developments in accordance with additional regulations in section 90-311.

- d. Similar uses or structures subject to such conditions as the board of zoning appeals may require in order to preserve and protect the character of the district in which the use is to be located.
- e. One in-law or accessory apartment meeting the following restrictions:
 - 1. Permitted occupants are limited to relatives of the homeowner, related by blood, marriage or adoption, or caregivers providing services to the occupants of the principle residence.
 - 2. The principal residence must be owner occupied.
 - 3. All utilities must share a common meter with the principal residence.
 - 4. The apartment must be connected to the principle residence by means of a shared wall or an enclosed breezeway no longer than 20 feet in length between structures.
 - 5. The apartment must be contained within the building envelope, as determined by the setback requirements for a principle residential structure.
 - 6. The apartment may not be used for rental purposes.
 - 7. The apartment must be approved by the city for residential use before it may be occupied.
 - 8. Violation of the provisions for an in-law or accessory apartment shall subject the owner to a fine of up to \$50.00 per day for each day the violation occurred.
- (3) *Uses prohibited.* Prohibited uses in the R-5 district are uses not specifically permitted or permitted as special exceptions.
- (4) *Lot area, lot width, yards, and building area.* The municipal structures in the R-5 district shall be located to comply with the following requirements:
 - a. *Lot area, lot width, rear and side yards.*

Minimum lot area for dwelling; square feet	10,000
Minimum lot width at building line (all permitted uses)	75 feet
Setbacks:	
Front yard	
Arterial street	30 feet
Collector street	25 feet
Minor residential street	25 feet
Rear yard	20 feet
Side yard	12 feet

- b. *Front yards.* All principal ~~and accessory~~ structures in the R-5 district shall be set back from the right-of-way lines of streets the minimum distance shown as follows, or shall conform with the

existing setback lines, according to their classifications as indicated on the latest municipal thoroughfare plan:

Arterial streets	30 feet
Collector and connector streets	25 feet
Minor streets	25 feet

- c. *Building uses.* On any lot or tract in the R-5 district, the area occupied by all structures, ~~including accessory structures,~~ shall not exceed 25 percent of the total area. ~~Accessory structures shall not cover more than ten percent of any required rear yard.~~
- (5) *Height.* Principal structures in the R-5 district shall not exceed two stories nor 25 feet in height, unless each side yard is increased over the required minimum of five feet for every five feet or fraction thereof of additional height. ~~No accessory structure shall exceed two stories in height.~~
- (6) *Location of a Accessory structures.* ~~Location of a~~ Accessory structures in the R-5 district shall be regulated by Section 90-175 as follows:
 - a. ~~With the exception of signs, accessory structures shall not be erected in any required front or side yard.~~
 - b. ~~Accessory structures shall be located at least five feet from all lot lines and from any building on the same lot.~~

Sec. 90-157. - Mobile home residential district R-5M.

- (a) *Intent.* The intent of the mobile home residential district R-5M is to provide a medium density residential environment having good access to public water, sewer, schools, and other community facilities, but well separated from heavy traffic and other incompatible activities.
- (b) *District regulations.* Within in the residential R-5M districts, and locations in the city not zoned as such but subject to nonconforming expansion, as allowed by law, the following regulations shall apply:
 - (1) *Uses permitted.* There are no permitted uses by right in the R-5M district.
 - (2) *Special exceptions.* Within the residential R-5M district, the following uses may be permitted as special exceptions in accordance with section 90-58:
 - a. Single mobile homes, prefabricated, and modular homes all developed with lots for sale as in a standard major subdivision of land.
 - b. Multifamily dwellings in accordance with additional regulations in subdivision III, division 11, article III of this chapter, and the residential design review ordinance [article III, division 2, subdivision II, of this chapter];
 - c. Accessory uses or structures customarily incidental to the permitted uses of this subsection are permitted when erected or constructed to the residential design review ordinance.
 - d. Customary home occupations conducted entirely within the principal structure on lots greater than 10,000 square feet (the incorporation of accessory structures supporting such business is strictly prohibited), and only by a resident of the premises; provided, however, that not more than one person who is not a resident of the premises is employed in the occupation.
 - (3) *Uses prohibited.* Prohibited uses in the R-5M district are uses not specifically permitted by right, or permitted special exception.

- (4) *Bulk regulations, lot area, lot width, yards, and building area.* The municipal structures in the R-5M district shall be located to comply with the following requirements:
- a. *Lot area, lot width, front, rear and side yards*
 1. Minimum lot area for dwelling 20,000 sq. ft.
 2. Minimum lot width at building line (all permitted uses) 150 feet
 3. Setbacks:
 - i. Front yards. All principal and accessory structures in the R-5M district shall be set back from the right-of-way lines of streets the minimum distance shown as follows, or shall conform with the existing setback lines, according to their classifications as indicated on the latest municipal thoroughfare plan. When this plan is lacking the specified data, city staff shall set the classification.
 Arterial streets 60 feet
 Collector and connector streets 50 feet
 Minor Streets 50 feet
 - ii. Rear yard 20 feet
 - iii. Side yard 24 feet
 4. Buffer and screening. A landscape buffer shall be provided along the perimeter of the site boundaries not less than 15 feet in width, except that a minimum buffer area from any public street shall be no less than 20 feet. Within the landscaped buffer, a continuous fence six to eight feet high shall be provided. Such fence shall be opaque in nature and decorative in design. The landscaped buffer shall be split evenly between this fence, and shall be incorporated with year-round evergreen trees at least four feet wide and four feet high at the time of its original planting. These plants are expected to achieve a height of six feet within in three years. No landscaped screen or fence shall be provided within 15 feet of any vehicle entrance and/or exit to the park.
 5. Mobile home park paved parking area for recreation vehicles. 150 square feet for every three units.
 6. Off-street parking for mobile home parks. Paved off-street parking may be grouped in bays either adjacent to streets, or in the interior of blocks, or on the mobile home lot. Such parking areas shall generally be located in close proximity to the dwelling units they are designed to serve. At least one parking space per dwelling unit shall be located so as to provide a maximum walking distance of 50 feet from the nearest entrance of the dwelling unit the space to serve. Further parking standards of subdivision II of division 11 of the article also apply.
 - b. *Building uses.* On any lot or tract in the R-5M district, the area occupied by all structures, ~~including accessory structures,~~ shall not exceed 25 percent of the total area. ~~Accessory structures shall not cover more than ten percent of any required rear yard.~~
- (5) *Height.* Principal structures in the R-5M district shall not exceed two stories, nor 25 feet in height unless each side yard is increased over the minimum of five feet for every five feet, or fraction thereof, of additional height. ~~No accessory structure shall exceed one story in height.~~
- (6) *Location of a Accessory structures.* ~~Location of a Accessory~~ structures in the R-5M district shall be regulated by Section 90-175 as follows:
- a. ~~With the exception of signs, accessory structures shall not be erected in any required front or side yard.~~

- ~~b. Accessory structures shall be located at least five feet from all lot lines from any building on the same lot, and be located solely in the rear yard.~~
- ~~c. All accessory structures are subject to the pertinent elements of the residential design review regulations.~~

(7) *Other provisions.* Special provisions for residential units in the R-5M district are as follows:

- a. All R-5M developments are required to install and maintain underground utilities as per section 4-113 of the subdivision regulations [Appendix A].
- b. All R-5M developments are required to build and maintain sidewalks on both sides of the street, built to the amended standards of the pedestrian ways provisions of the subdivision regulations (App. A, section 4-108, amended November 10, 2003).
 - 1. All residential units shall have walkway between the mobile home space and driveway. The walkway may consist of concrete, or separate stepping stones.
- c. All residential units permitted under this section shall be set upon a foundation constructed with concrete and/or veneered with stone, brick, or stucco. The underside shall be completely enclosed. In either case, a concrete stand with provisions for anchor points shall be utilized.
- d. Garbage cans, supplied by the city or otherwise, with tightfitting covers and tip-proof shall be maintained in good condition in quantities of no more than two cans per residential unit and be located within three feet from the residential unit, when not placed out for collection.
- e. Landscape treatment appropriate for use and location shall be required to the extent needed to provide a suitable setting for residential units. Twenty percent of the entire mobile home development must be landscaped with flora; gravel, rip-rap, and vacant mulch patches, do not towards this percentage. This landscaping is expected to be maintained as to thrive for the life of the park.
- f. As per Goal 6.2.4 of the Summer County Hazard Mitigation Plan, to which the city is a signatory, all new mobile home parks are required to "provide in-ground storm shelters at 36 square feet per mobile home space" and not located in a floodplain. These facilities must be constructed of concrete and built to protect those inside from inundation of water, pests, and vermin.

Subdivision II. - Residential Design Review Standards

Sec. 90-174. - Design review standards for principle residential structures.

(a) All applicable dwellings subject to residential design review shall:

- (1) Maintain a foundation constructed and/or veneered with stone, brick, or stucco in R-4 and R-5 Zoning.
- (2) Incorporate all attached structures and home-additions, including those affixed with a breezeway, with similar exterior construction materials as the pre-existing residence.
- (3) On property zoned R-3, R-4, and R-5, fences placed in the front yard shall not be constructed principally of wire, including chain link, barbed wire, razor wire, and electrified wire. Underground wire fences, such as invisible pet fences, are permitted.

~~(b) Design review standards for residential accessory buildings:~~

- ~~(1) All accessory buildings in Millersville, on a permanent foundation and/or possessing a footprint in excess of 120 square feet, shall:~~

- a. ~~Be located in the rear yard. Recreational and farm-type structures are permitted in the front yards of all R-1 and R-2 lots. Detached garages and carports, however, may be located in the side yards (not further than the plane of the home's furthest front façade) of all residentially zoned parcels provided that:~~
 - 1. ~~The garage or carport is constructed of similar exterior materials, on all sides.~~
 - 2. ~~The garage or carport is entirely constructed within the residential zone's building envelope established by the pertinent residential zone's setback lines.~~
 - b. ~~Not exceed the principal structure's uppermost height;~~
 - c. ~~Be constructed with exterior materials that match or blend with the materials of the principle structure. In cases where materials cannot be matched easily, then other designs using exterior materials of vinyl, stucco, cement fiber, or wooden clapboard may be substituted.~~
 - d. ~~Farm-type structures located in the Residential One (R-1) may be constructed with exteriors of vinyl, wood, metal or other materials approved by the planning commission.~~
 - e. ~~Free standing metal framed car ports shall not be allowed in any zone.~~
- (2) ~~Without BZA approval, an accessory building's footprint, solely or in conjunction with the sum of other accessory buildings' footprints, shall not exceed the square footage of either one of the formulas presented below in subsections a. and b., with the city permitting the larger allowance of the two, or in the case of farm-type structures, meeting the criteria of subsection c.:~~
- a. ~~Accessory structure(s) size based off of the principle dwelling's footprint:~~
 - 1. ~~Residential One (R-1), 100 percent of the principal residence's footprint; lots ten acres or greater, 150 percent of the principal residence's footprint.~~
 - 2. ~~Residential Two (R-2), 75 percent of the principal residence's footprint.~~
 - 3. ~~Residential Three, Four, Five, and Five Mobile Home (R-3, R-4, R-5, R-5M), 50 percent of the principal residence's footprint.~~
 - b. ~~Accessory structure(s) size based off of lot size.~~
 - 1. ~~A coefficient of two percent shall be multiplied against the square footage of the entire lot.~~
 - c. ~~Farm-type structures located in Residential One (R-1), (i.e. barns, farm equipment storage sheds, etc.) shall be allowed up to 5,000 square feet provided that:~~
 - 1. ~~The height does not exceed 30 feet.~~
 - 2. ~~The footprint is no larger than 5,000 square feet.~~
 - 3. ~~The structure is a minimum of 250 feet from any lot line and a minimum of 500 feet from any road, street or other public passage way.~~

Sec. 90-175. – Design review standards for residential accessory structure and farm-type structure location, size, height and exterior material.

(a) Structures shall be set back from the right-of-way of streets and the rear and side property lines and other structures the minimum distances shown below:

(1) Residential accessory structures:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>R-4</u>	<u>R-5</u>	<u>R-5M</u>
<u>Front setback on right-of way</u>	<u>75 feet</u>	<u>50 feet</u>	<u>40 feet</u>	<u>40 feet</u>	<u>30 feet</u>	<u>60 feet</u>

<u>Rear setback</u>	<u>10 feet</u>	<u>10 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>
<u>Side setback</u>	<u>10 feet</u>	<u>10 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>
<u>Any structure</u>	<u>10 feet</u>	<u>10 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>	<u>5 feet</u>

Residential accessory structures are not permitted in any front yard or between the principle structure and the right-of-way. Detached garages and carports are only permitted within the principle building envelope established by the pertinent residential district's setback lines but not forward of the principle building's front.

(2) Farm-type and barn structures as only permitted in residential districts R-1 and R-2:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>
<u>Front setback on right-of way</u>	<u>75 feet</u>	<u>50 feet</u>
<u>Rear setback</u>	<u>50 feet</u>	<u>30 feet</u>
<u>Side setback</u>	<u>50 feet</u>	<u>25 feet</u>
<u>Any residential structure</u>	<u>50 feet</u>	<u>25 feet</u>

(b) Structures are limited to the following total square footage sizes as follows:

(1) Residential accessory structures shall not exceed the square footage of the greater of either of the following formulas:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>R-4</u>	<u>R-5</u>	<u>R-5M</u>
<u>Percent of principle residence</u>	<u>150%</u>	<u>100%</u>	<u>75%</u>	<u>50%</u>	<u>50%</u>	<u>50%</u>
<u>Percent of lot size</u>	<u>3%</u>	<u>3%</u>	<u>2%</u>	<u>2%</u>	<u>2%</u>	<u>2%</u>

(2) Farm-type and barn structures as only permitted in residential districts R-1 and R-2:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>
<u>Percentage of principle residence</u>	<u>200%</u>	<u>200%</u>
<u>Percentage of lot size</u>	<u>5%</u>	<u>5%</u>

(c) Structures shall not exceed the maximum heights as shown below:

(1) Residential accessory structures:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>R-4</u>	<u>R-5</u>	<u>R-5M</u>
<u>Maximum height</u>	<u>25 feet</u>	<u>25 feet</u>	<u>25 feet</u>	<u>15 feet</u>	<u>15 feet</u>	<u>15 feet</u>

(2) Farm-type and barn structures as only permitted in residential districts R-1 and R-2:

<u>Zoning District</u>	<u>R-1</u>	<u>R-2</u>
<u>Maximum height</u>	<u>35 feet</u>	<u>35 feet</u>

(d) Residential accessory and farm-type structures shall be constructed as follows:

(1) Residential accessory structures shall be sided with exterior materials that match or blend with the materials of the principle structure. In cases where materials cannot be matched easily, then other designs using exterior materials of vinyl, stucco, cement-fiber, or wooden clapboard may be substituted. Any residential accessory structures may be sided with horizontal metal siding that imitates clapboard styles. Detached garages and carports shall be constructed of similar exterior materials as the principle residential structure including any foundation.

(2) Farm-type structures may be clad with materials similar to residential accessory structures including vertical metal siding.



City of Millersville Summary and Recommendation

Item # 8

SUBJECT: Approval of Resolution 18-R-02 Repealing and Replacing Resolution 15-R-04 Take Home Vehicle Policy

BACKGROUND: Staff has consolidated all of the restrictions into one document.

RECOMMENDATIONS: Approval

ATTACHMENTS Resolutione

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any: None at this time.

Other ☐ _____

Attorney if applicable ☒ **Comments if any:**

RESOLUTION 18-R-02

**A RESOLUTION TO REPEAL AND REPLACE RESOLUTION 15-R-04
RELATED TO THE CITY OF MILLERSVILLE TAKE HOME VEHICLE
POLICY; PROVIDING FOR SEVERANCE AND AN EFFECTIVE DATE**

WHEREAS, the governing body of the City of Millersville (The City) allows certain employees to take home a City owned vehicle while employed by the City; and,

WHEREAS, Resolution 15-R-04 provided for the adoption of a formal policy; and,

WHEREAS, the City Commission wishes to repeal Resolution 15-R-04 and replace it with an updated policy;

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that Resolution 15-R-04 is hereby repealed in its entirety and the new Administrative Policy related to take home vehicles by City employees shall be as follows:

Section 1: The Official Administrative Vehicle Take-Home Policy shall be as provided in Exhibit "A" attached:

Section 2: All Resolutions or parts thereof in conflict herewith be and the same are hereby repealed.

Section 3: This Resolution shall become effective immediately upon passage as provided by law.

IT IS SO RESOLVED AND DONE on this 20th day of March, 2018

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

EXHIBIT A
ADMINISTRATIVE POLICY

City of Millersville

Take-Home Police Vehicles Policy

Effective Date: 3/20/2018

Review Date: As Needed

Section 1:

This policy and procedure explains the City's take-home vehicle policy for all employees. The take-home vehicle program is a privilege and may be removed, at the discretion of the Department Head and/or City Manager. The following will be allowed a take home City vehicle:

1. Police Chief
2. Police Lieutenant
3. Fire Chief
4. Assistant Fire Chief
5. Development Services Director
6. City Manager
7. Police Officers and Detectives
8. On Call Public Works person

Restrictions and Rules

1. This Policy is effective upon passage of the Resolution adopting this Administrative Policy. This will not affect personnel assigned a take home vehicle prior to the date the Resolution is adopted as long as they have not moved farther away from the residence provided to the City. Any new employees that qualify for the take home vehicle program shall be governed by these rules as adopted.
2. An employee eligible for the take home vehicle program must live within 8 driving miles of the City Limits.
3. Police Officers shall carry, on his/her person or in the vehicle, a departmentally approved and officer qualified service or off-duty weapon in a manner described by state law.
4. The operation of the vehicle shall adhere to all TN Statutes and all City policies.
5. The vehicle shall not be used for personal use or travel outside the City unless attending approved training, meetings, and City related business.
6. Use of the vehicle shall be for reporting to work straight from their residence and returning directly back to their residence once finishing their work day. Any deviation in this pattern needs to be reported and may cause the privilege to be taken away from the employee.
7. Employees assigned to a particular vehicle(s) shall maintain the vehicle in a clean and safe condition, as well as responsibility for the maintenance and upkeep of their assigned vehicle.
8. No civilian passengers allowed in the vehicle i.e. family members

Section 2:

Additional Allowance

This section only applies to the following positions:

Police Chief
Fire Chief
Police Lieutenant
Assistant Fire Chief

Because of the nature of these positions requiring them to be on call 24/7, on occasion and with discretion these positions may use their City vehicles for some personal trips within 5 miles of the City limits.

1. A monthly report of mileage and gas expenses will be provided to the City Manager for review.

Section 3:

Use and Care of Vehicles

This policy and procedure explains the City's use of equipment and vehicle policy for all employees. Use of City vehicles and equipment is to be done with extreme care and responsible processes.

1. All employees shall take extreme care to ensure that the equipment/vehicle is properly maintained at all times.
2. All employees should do a check list before utilizing any equipment/vehicle before beginning their shift/assignment for the day.
3. All employees should report any issues and or parts that may be in need of repair immediately after the check is done on the equipment/vehicle on a daily basis.

PENALTIES FOR DESTRUCTION OF PROPERTY

1. When a vehicle or equipment is not taken care of and results in a malfunction of the equipment/vehicle due to negligence, the operator of said shall be responsible.
2. When an employee crashes a vehicle because of negligence or not paying attention to surroundings.
3. When an employee totals a vehicle.
4. When an employee misuses equipment and causes damage.

The penalty shall be suspension without pay. The Department Head shall recommend to the City Manager the length of suspension according to severity of damage to the equipment/vehicle and cause of same. The City Manager must then, in writing, explain whether or not he/she agrees with the recommendation and the final decision shall be recorded and placed in the employee's permanent file.

Section 4:

The following Form shall be required to be filled out by any employee who has a take home vehicle and deliver said form to the City Recorder on an annual basis effective July 1st of every year.

City of Millersville

Take Home City Vehicle Form

Name: _____ Date: _____

Physical Address: _____

City, _____ State: _____ Zip Code: _____

Total **Road** miles from the City Limits of Millersville: _____

Do you park your City vehicle at this address? Yes _____ No _____

If NO, please provide address where you park the City Vehicle:

Physical Address: _____

City, _____ State: _____ Zip Code: _____

Total **Road** miles from the City Limits of Millersville: _____

I, _____ understand that as an employee of the City of Millersville I am given the privilege of taking a City car home and I will advise the City of any changes in my address or location of the vehicle assigned to me immediately or I may lose the privilege. I also understand that the maximum distance allowed at this time is **8 road** miles from the City limits of Millersville. **If I move, I will have to advise the City of Millersville immediately and prove I am still within the Administrative Policy's distance.**

Employee Signature: _____ Date: _____

For Official Use Only

Received proof of address: Yes _____ No _____ Received By: _____

Mileage verified: Yes _____ No _____ Verified By: _____



City of Millersville Summary and Recommendation

Item # 9

SUBJECT: Direction to Staff related to new Judge

BACKGROUND: Staff needs to know if you have any residency or other restrictions for the new Judge.

RECOMMENDATIONS:

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 3/16/2018

Reviewed by:

City Manager



Comments if any:

Fiscal Impact if any: None at this time.

Other

☐

Attorney if applicable

☐

Comments if any: