

**Millersville Board of Commissioners
Regular Meeting Agenda**

**Tuesday, April 17, 2018
5:30 P.M. at City Hall**

1. Call to Order.
2. Invocation and Pledge to the Flag.
3. **Resolution 18-R-03**, Appointment of a City Judge.
4. Oath of Office of City Judge administered by Rob Wheeler.
5. **PUBLIC HEARING:**
 - A. **Ordinance 18-692**, to amend Chapter 90 of the Millersville Code of Ordinances, Article I, Section 7, Definitions, Accessory Building or Structure and Farm-Type Structure; Section 18, Accessory Use Regulations; and Article III, Division 2, Residential Districts.
 - Open Public Hearing.
 - Close Public Hearing.
6. Approval of minutes from the February 20, 2018 Regular Commission Meeting.
7. Approval of minutes from the March 20, 2018 Regular Commission Meeting.
8. Approval of minutes from the March 23, 2018 Special Commission Meeting.
9. Approval of the March 2018 Financial Report.
10. Approve Interim City Manager's Plan of Action Proposal for personnel compensation during interim and transition period.
11. **Second Reading of Ordinance 18-692**, to amend Chapter 90 of the Millersville Code of Ordinances, Article I, Section 7, Definitions, Accessory Building or Structure and Farm-Type Structure; Section 18, Accessory Use Regulations; and Article III, Division 2, Residential Districts.
12. **First Reading of Ordinance 18-693**, to rezone 2044 Wilson Lane, Robertson County Map 125, Parcel 226.00 from Residential R-1 and Commercial C-3 to Residential R-5 and Commercial C-3.
13. **Resolution 18-R-02**, Repeal and replace Resolution 15-R-04 related to take-home vehicles and adopt a Vehicle Use Policy.
14. Approval to Repeal and/or Rescind Resolution 17-R-18 (Establishing a Compensation Plan) in order to address conflicting verbiage and update the compensation table and job descriptions.

15. Approve Position of Assistant Police Chief and compensation.
16. Update on City Projects by Development Services Director Michael Barr.
17. Citizen Comments. (Limited to 3 minutes per speaker.)
18. City Attorney Comments.
19. Commissioner Comments.
20. Adjournment.

RESOLUTION 18-R-03

**A RESOLUTION OF THE CITY OF MILLERSVILLE
APPOINTING A CITY JUDGE**

WHEREAS, the position of City Judge is currently vacant hereby leaving the City of Millersville without a person to handle the judicial matters within the municipality; and

WHEREAS, Section 26-32 of the Millersville Code of Ordinances requires that the Board of Commissioners appoint a City Judge by Resolution; and

WHEREAS, the Board of Commissioners has determined that William McCaw Johnson has the necessary experience and qualifications to perform the duties of City Judge; and

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that William McCaw Johnson is hereby appointed City Judge for the City of Millersville, Tennessee.

DULY RESOLVED this 17th day of April, 2018

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

BALANCE SHEET

AS OF: MARCH 31ST, 2018

10 -General Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000	General Fund - Farmers Bk	139,822.21
1001	Reserve Fund MM-Farmers Bk	2,197,342.09
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	107,993.11
Total Checking/Savings		2,452,659.75

Current Assets

1013	General Escrow Acct-Farmers Bk	3,944.00
1110	Cash on Hand - Petty Cash	91.98
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	(26,150.75)
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	853,455.00
1222	A/R-Other (Mowing/liens)	3,388.25
Total Current Assets		977,340.98

Total Current Assets 3,430,000.73Other AssetsTransfers

1620	Due To / From Sewer Fund	50,943.42
1630	Due To / From Street Fund	(38,676.23)
1640	Due To / From Solid Waste Fund	24,268.44
1650	Due To / From Drug Fund	(1,357.93)
1660	Due To / From Stormwater Fund	13,374.96
Total Transfers		48,552.66

Total Other Assets 48,552.66

TOTAL ASSETS 3,478,553.39

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BALANCE SHEET

AS OF: MARCH 31ST, 2018

10 -General Fund

BALANCE

LIABILITIES & EQUITY

Current LiabilitiesCurrent Liabilities

2001 A/P - Other	(1,541.04)
2004 A/P-State Traffic Fines&Fees	5,582.22
2007 GF Escrow Pending Acct	3,944.00
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	107,979.69
2017 Ovrpmt-Court/to be refunded	2.50
2020 Deposit - Fire Hydrants	1,250.00
2022 Deposit - Comm.Ctr Rental	7,385.00
2110 Retirement - Employee	4,759.35
2114 MedChild - Employee	(329.41)
2116 MedSpouse - Employee	(32.94)
2118 MedFam - Employee	1,608.07
2124 DentalChild - Employee	60.44
2126 DentalSpouse - Emp	(136.18)
2128 DentalFam - Employee	277.23
2130 Vision - Employee	145.15
2132 Vision & 1 - Employee	402.31
2134 VisionFam - Employee	92.29
2136 Heart - Employee	215.46
2138 Hospital - Employee	(128.48)
2140 Accident - Employee	21.34
2142 Life Ins/LICOA - Emp	155.04
2143 Life Ins/CINC - Emp	(36.53)
2144 Cancer - Employee	4.98
2148 Disability - Employee	491.15
2150 Pre-Paid Legal - Emp	522.29
2200 Deferred Revenue	853,455.00
Total Current Liabilities	993,651.27

Total Current Liabilities 993,651.27

Long Term Liabilities

TOTAL LIABILITIES 993,651.27

Equity

2710 Fund Balance-Unreserved	588,831.77
2760 Fund Balance-Unassigned	1,588,945.28
Net Income	307,125.07

Total Equity 2,484,902.12

4-13-2018

CITY OF MILLERSVILLE

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BALANCE SHEET

AS OF: MARCH 31ST, 2018

10 -General Fund

BALANCE

TOTAL LIABILITIES & EQUITY

3,478,553.39

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10 -General Fund

% OF YEAR COMPLETED: 75.00

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	23,442.00	581,529.29	0.00	34,363.71	94.42
10-3002 Robertson Co. - Current	244,662	8,721.00	231,410.00	0.00	13,252.00	94.58
TOTAL Property Tax - Current	860,555	32,163.00	812,939.29	0.00	47,615.71	94.47
Property Tax - Delinq.						
10-3010 Sumner Co. - Delinq	0	360.00	19,505.91	0.00	19,505.91	0.00
10-3012 Robertson Co. - Delinq	0	681.00	3,039.00	0.00	3,039.00	0.00
10-3015 Interest - Property Tax	5,000	311.47	4,654.73	0.00	345.27	93.09
TOTAL Property Tax - Delinq.	5,000	1,352.47	27,199.64	0.00	22,199.64	543.99
Local Tax						
10-3020 Local Sales Tax - Sumner	290,000	20,192.32	169,425.12	0.00	120,574.88	58.42
10-3021 Local Sales Tax - Robt	160,000	10,896.15	121,774.88	0.00	38,225.12	76.11
10-3022 Wholesale Beer Tax	107,000	7,332.95	79,566.87	0.00	27,433.13	74.36
10-3023 Cable TV Franchise Tax	55,000	35,989.07	48,814.75	0.00	6,185.25	88.75
10-3025 Business Tax-City	25,000	1,420.92	8,941.02	0.00	16,058.98	35.76
10-3027 Beer Privilege Tax	1,000	0.00	847.67	0.00	152.33	84.77
10-3028 Wholesale Liquor Tax	10,000	914.62	8,314.57	0.00	1,685.43	83.15
10-3029 Hotel/Motel Tax	0	284.21	1,684.65	0.00	1,684.65	0.00
TOTAL Local Tax	648,000	77,030.24	439,369.53	0.00	208,630.47	67.80
State Tax						
10-3030 State Sales Tax	525,000	40,241.86	409,597.63	0.00	115,402.37	78.02
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	9,735.44	0.00	3,264.56	74.89
10-3034 State Telecommunications Tax	600	106.49	836.46	0.00	236.46	139.41
10-3035 Bank Excise Tax	1,200	2,619.02	2,619.02	0.00	1,419.02	218.25
10-3036 TVA Gross Receipts	85,000	0.00	52,045.16	0.00	32,954.84	61.23
TOTAL State Tax	627,900	44,048.44	485,722.82	0.00	142,177.18	77.36
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	20,380.00	157,935.75	0.00	162,064.25	49.35
10-3202 City Court Litigation Tax	23,000	1,980.00	15,221.25	0.00	7,778.75	66.18
10-3205 Sumner Co. Court Fines	7,000	1,239.54	8,487.31	0.00	1,487.31	121.25
10-3206 Robertson Co. Court Fines	1,500	366.70	2,959.72	0.00	1,459.72	197.31
10-3220 Police Reports	100	2.85	39.45	0.00	60.55	39.45
10-3221 Police Dept-Other	1,000	0.00	1,885.00	0.00	885.00	188.50
10-3222 PD Tow/Storage Fees	5,000	235.00	1,230.00	0.00	3,770.00	24.60
TOTAL Court Fines & Fees	357,600	24,204.09	187,758.48	0.00	169,841.52	52.51

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

10 -General Fund

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Licenses & Permits</u>						
10-3301 Beer License	0	250.00	1,000.00	0.00 (1,000.00)	0.00
10-3302 Building Permits	30,000	1,595.00	31,054.00	0.00 (1,054.00)	103.51
10-3304 Burn Permits	500	35.00	325.00	0.00	175.00	65.00
TOTAL Licenses & Permits	30,500	1,880.00	32,379.00	0.00 (1,879.00)	106.16
<u>Other Revenue</u>						
10-3499 Engineering Fees/P&Z	5,000	0.00	6,352.60	0.00 (1,352.60)	127.05
10-3500 Planning & Zoning Fees	5,000	0.00	3,830.00	0.00	1,170.00	76.60
10-3501 Interest Earnings	4,000	539.79	4,200.62	0.00 (200.62)	105.02
10-3504 Miscellaneous Income	10,000	574.65	7,541.27	0.00	2,458.73	75.41
10-3505 Insurance Proceeds	0	242.57	9,232.01	0.00 (9,232.01)	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	1,640.00	20,730.00	0.00	4,270.00	82.92
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	2,997.01	54,660.45	0.00	11,339.55	82.82
<u>Transfers</u>						
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
<u>TOTAL REVENUE</u>	3,222,462	183,675.25	2,040,029.21	0.00	1,182,432.79	63.31

10 -General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-410-1100 Salaries - Administrative	170,712	13,004.78	116,278.64	0.00	54,433.36	68.11
10-410-1101 Overtime - Administrative	500	104.14	567.61	0.00	67.61	113.52
10-410-1105 Salaries - City Commission	24,850	2,050.00	18,700.00	0.00	6,150.00	75.25
10-410-1108 Longevity Pay	4,900	0.00	4,817.50	0.00	82.50	98.32
TOTAL Salaries	200,962	15,158.92	140,363.75	0.00	60,598.25	69.85
Other Personnel Costs						
10-410-1200 SS & Medicare	15,374	1,158.85	10,585.28	0.00	4,788.72	68.85
10-410-1300 Employee Health Insurance	39,684	1,776.33	21,396.19	0.00	18,287.81	53.92
10-410-1400 Retirement	3,338	219.17	2,211.11	0.00	1,126.89	66.24
10-410-1500 Unemployment Insurance	192	0.00	0.00	0.00	192.00	0.00
TOTAL Other Personnel Costs	58,588	3,154.35	34,192.58	0.00	24,395.42	58.36
Other Expenses						
10-410-2000 Other Medical Expense	0	55.00	138.50	0.00	138.50	0.00
10-410-2002 Education & Training	4,500	350.00	2,011.28	0.00	2,488.72	44.70
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	1,830.99	13,659.44	0.00	5,340.56	71.89
10-410-2102 Telephone&Internet	5,600	433.61	4,485.87	0.00	1,114.13	80.10
10-410-2104 Gas, Oil, Diesel Fuel	400	0.00	93.13	0.00	306.87	23.28
10-410-2106 Publicity,Subscripts & Dues	11,000	73.50	9,617.52	0.00	1,382.48	87.43
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	263.60	4,748.99	0.00	7,251.01	39.57
10-410-2207 City Property Maintenance	0	0.00	292.05	0.00	292.05	0.00
10-410-2210 Contractual Services	64,606	3,517.97	30,725.95	0.00	33,880.05	47.56
10-410-2300 Operating Supplies	3,500	168.57	2,967.95	0.00	532.05	84.80
10-410-2302 Office Supplies	2,000	46.11	1,367.81	0.00	632.19	68.39
10-410-2310 Miscellaneous/Sundry	2,000	123.55	1,652.50	0.00	347.50	82.63
10-410-2312 Minor Equipment	11,900	91.99	3,704.42	0.00	8,195.58	31.13
10-410-2316 Postage & Machine Rental	3,500	549.99	807.99	0.00	2,692.01	23.09
10-410-2326 Recording Documents	100	29.00	99.00	0.00	1.00	99.00
10-410-2332 Meals & Entertainment	2,000	0.00	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	930.00	1,513.00	0.00	13.00	100.87
10-410-2750 Property TR Match-Robt	800	907.00	907.00	0.00	107.00	113.38
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	1,200.00	14,752.00	0.00	15,248.00	49.17
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	8,250.00	8,419.50	0.00	105,180.50	7.41
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	18,120.88	209,547.59	0.00	251,732.41	45.43
TOTAL Administration	720,830	36,434.15	384,103.92	0.00	336,726.08	53.29

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

10 -General Fund
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 75.00

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	20,208.93	0.00	5,425.07	78.84
10-411-1101 Overtime - Bldg/Codes	1,000	11.25	241.61	0.00	758.39	24.16
10-411-1108 Longevity Pay	100	0.00	65.00	0.00	35.00	65.00
TOTAL Salaries	26,734	2,411.25	20,515.54	0.00	6,218.46	76.74
Other Personnel Costs						
10-411-1200 SS & Medicare	1,961	184.46	1,557.59	0.00	403.41	79.43
10-411-1300 Employee Health Insurance	8,061	592.11	5,387.21	0.00	2,673.79	66.83
10-411-1400 Retirement	789	46.80	377.00	0.00	412.00	47.78
10-411-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	10,859	823.37	7,321.80	0.00	3,537.20	67.43
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	34.02	734.74	0.00	765.26	48.98
10-411-2104 Gas & Oil	1,000	37.84	354.11	0.00	645.89	35.41
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 Contractual Services	14,500	4,300.00	5,297.50	0.00	9,202.50	36.53
10-411-2300 Operating Supplies	2,000	0.00	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	200.00	200.00	0.00	800.00	20.00
10-411-2324 Clothing & Uniforms	500	0.00	557.50	0.00	(57.50)	111.50
10-411-4000 Professional Services	5,000	0.00	32.00	0.00	4,968.00	0.64
TOTAL Other Expenses	38,875	4,571.86	9,416.38	0.00	29,458.62	24.22
TOTAL Building/Codes	76,468	7,806.48	37,253.72	0.00	39,214.28	48.72

10 -General Fund
DEPARTMENT - Municipal Court

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-412-1100 Salaries - Court Clerk	32,394	2,491.20	22,783.70	0.00	9,610.30	70.33
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	22,995.38	0.00	9,698.62	70.34
Other Personnel Costs						
10-412-1200 SS & Medicare	2,478	190.58	1,759.18	0.00	718.82	70.99
10-412-1300 Employee Health Insurance	8,061	592.11	5,387.21	0.00	2,673.79	66.83
10-412-1400 Retirement	632	48.58	416.36	0.00	215.64	65.88
10-412-1500 Unemployment Insurance	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	11,219	831.27	7,562.75	0.00	3,656.25	67.41
Other Expenses						
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	500.00	4,000.00	0.00	2,000.00	66.67
TOTAL Other Expenses	9,135	500.00	5,912.83	0.00	3,222.17	64.73
TOTAL Municipal Court	53,048	3,822.47	36,470.96	0.00	16,577.04	68.75

10 -General Fund
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 75.00

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	2,815.11	27,679.78	0.00	6,478.22	81.03
10-421-1101 Overtime - Dispatch	0	0.00	455.63	0.00	455.63	0.00
10-421-1105 Salaries - Police	573,134	44,453.64	393,402.86	0.00	179,731.14	68.64
10-421-1106 Overtime - Police	20,000	741.62	15,178.35	0.00	4,821.65	75.89
10-421-1108 Longevity Pay	4,450	0.00	4,250.00	0.00	200.00	95.51
TOTAL Salaries	631,742	48,010.37	440,966.62	0.00	190,775.38	69.80
Other Personnel Costs						
10-421-1200 SS & Medicare	48,328	3,469.96	32,060.29	0.00	16,267.71	66.34
10-421-1300 Employee Health Insurance	118,797	9,412.48	75,002.04	0.00	43,794.96	63.13
10-421-1400 Retirement	12,318	832.68	7,284.78	0.00	5,033.22	59.14
10-421-1500 Unemployment Insurance	1,100	0.00	119.52	0.00	980.48	10.87
TOTAL Other Personnel Costs	180,543	13,715.12	114,466.63	0.00	66,076.37	63.40
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	419.60	2,297.60	0.00	702.40	76.59
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	38.95	344.36	0.00	255.64	57.39
10-421-2102 Telephone	7,000	520.23	5,833.08	0.00	1,166.92	83.33
10-421-2104 Gas, Oil, Diesel Fuel	30,000	3,584.10	24,271.04	0.00	5,728.96	80.90
10-421-2106 Publicity,Subscripts & Dues	2,500	0.00	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	12,208.69	23,233.27	0.00	1,766.73	92.93
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	120.00	5,375.43	0.00	1,879.57	74.09
10-421-2212 SCECC Contractual Svc	171,000	0.00	68,687.42	0.00	102,312.58	40.17
10-421-2300 Operating Supplies	7,000	1,260.71	3,280.54	0.00	3,719.46	46.86
10-421-2302 Office Supplies	4,000	507.92	3,223.42	0.00	776.58	80.59
10-421-2310 Miscellaneous/Sundry	1,500	239.60	2,358.90	0.00	858.90	157.26
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	0.00	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	280.00	1,800.00	0.00	1,200.00	60.00
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	19,179.80	280,564.76	0.00	148,845.24	65.34
TOTAL Police Dept	1,241,695	80,905.29	835,998.01	0.00	405,696.99	67.33

10 -General Fund
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 75.00

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	6,962.40	69,582.40	0.00	31,343.60	68.94
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	6,962.40	94,163.40	0.00	54,762.60	63.23
Other Personnel Costs						
10-422-1200 SS & Medicare	14,912	486.89	6,532.01	0.00	8,379.99	43.80
10-422-1300 Employee Health Insurance	29,885	1,674.26	18,250.38	0.00	11,634.62	61.07
10-422-1400 Retirement	1,968	143.27	1,186.79	0.00	781.21	60.30
10-422-1500 Unemployment Insurance	96	0.00	0.00	0.00	96.00	0.00
TOTAL Other Personnel Costs	46,861	2,304.42	25,969.18	0.00	20,891.82	55.42
Other Expenses						
10-422-2002 Education & Training	7,000	0.00	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	453.61	5,120.09	0.00	2,379.91	68.27
10-422-2102 Telephone	3,000	68.04	1,326.44	0.00	1,673.56	44.21
10-422-2104 Gas, Oil, Diesel Fuel	6,000	367.97	3,606.82	0.00	2,393.18	60.11
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	1,341.38	13,982.91	0.00	6,017.09	69.91
10-422-2204 Equip. Repair & Maintenance	6,000	1,064.50	3,514.81	0.00	2,485.19	58.58
10-422-2206 Bldg Repair & Maint - Sta 2	2,000	43.87	1,442.18	0.00	557.82	72.11
10-422-2210 Contractual Services	14,155	0.00	11,098.85	0.00	3,056.15	78.41
10-422-2300 Operating Supplies	7,000	499.11	3,762.18	0.00	3,237.82	53.75
10-422-2302 Office Supplies	1,000	137.97	1,596.01	0.00	596.01	159.60
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	1,649.00	7,276.29	0.00	2,723.71	72.76
10-422-2314 Minor Equip-Turnout Gear	9,000	0.00	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	930.00	2,583.08	0.00	1,416.92	64.58
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	0.00	900.00	0.00	3,100.00	22.50
10-422-6004 Debt Svc-Fire Engine	45,531	937.87	8,284.55	0.00	37,246.45	18.20
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	7,493.32	102,223.39	0.00	474,458.61	17.73
TOTAL Fire Dept	772,469	16,760.14	222,355.97	0.00	550,113.03	28.79

10 -General Fund
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 75.00

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	24,750.02	0.00	10,999.98	69.23
10-440-1108 Longevity Pay	50	0.00	32.50	0.00	17.50	65.00
TOTAL Salaries	35,800	2,750.00	24,782.52	0.00	11,017.48	69.22
Other Personnel Costs						
10-440-1200 SS & Medicare	2,735	200.54	1,806.57	0.00	928.43	66.05
10-440-1300 Employee Health Insurance	9,738	709.47	6,460.13	0.00	3,277.87	66.34
10-440-1400 Retirement	697	53.62	429.60	0.00	267.40	61.64
10-440-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	13,218	963.63	8,696.30	0.00	4,521.70	65.79
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	70.00	1,107.60	0.00	2,892.40	27.69
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	0.00	462.58	0.00	537.42	46.26
10-440-2104 Gas & Oil	1,000	44.10	371.13	0.00	628.87	37.11
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 Contractual Services	22,500	0.00	260.00	0.00	22,240.00	1.16
10-440-2300 Operating Supplies	1,000	0.00	44.77	0.00	955.23	4.48
10-440-2302 Office Supplies	1,000	424.85	424.85	0.00	575.15	42.49
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	27.00	27.00	0.00	73.00	27.00
10-440-4000 Professional Services	5,000	2,392.50	4,857.35	0.00	142.65	97.15
10-440-4014 Legal Services	0	0.00	3,664.00	0.00	3,664.00	0.00
TOTAL Other Expenses	43,220	2,958.45	12,122.46	0.00	31,097.54	28.05
TOTAL Development Services	92,238	6,672.08	45,601.28	0.00	46,636.72	49.44

10 -General Fund
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-444-1100 Salaries - Parks	32,772	2,521.60	23,108.21	0.00	9,663.79	70.51
10-444-1101 Overtime - Parks	1,500	23.64	1,666.62	0.00	166.62	111.11
10-444-1108 Longevity Pay	150	0.00	150.00	0.00	0.00	100.00
TOTAL Salaries	34,422	2,545.24	24,924.83	0.00	9,497.17	72.41
Other Personnel Costs						
10-444-1200 SS & Medicare	2,507	176.12	1,728.45	0.00	778.55	68.94
10-444-1300 Employee Health Insurance	11,088	811.15	7,383.45	0.00	3,704.55	66.59
10-444-1400 Retirement	639	51.32	454.84	0.00	184.16	71.18
10-444-1500 Unemployment Ins.	48	0.00	0.00	0.00	48.00	0.00
TOTAL Other Personnel Costs	14,282	1,038.59	9,566.74	0.00	4,715.26	66.98
Other Expenses						
10-444-2002 Education & Training	1,000	0.00	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	1,144.18	9,812.12	0.00	7,187.88	57.72
10-444-2102 Telephone&Internet	1,000	161.00	2,070.11	0.00	1,070.11	207.01
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	850.00	1,244.88	0.00	3,755.12	24.90
10-444-2207 Parks Property Maintenance	5,000	0.00	902.50	0.00	4,097.50	18.05
10-444-2210 Contractual Services	8,000	735.00	6,888.77	0.00	1,111.23	86.11
10-444-2300 Operating Supplies	2,000	7.34	811.52	0.00	1,188.48	40.58
10-444-2302 Office Supplies	1,000	6.39	306.15	0.00	693.85	30.62
10-444-2310 Miscellaneous/Sundry	1,000	9.39	296.67	0.00	703.33	29.67
10-444-2312 Minor Equipment-C.Center	1,000	0.00	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	758.14	10,760.31	0.00	760.31	107.60
10-444-4000 Professional Services	0	0.00	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	11,296.55	101,105.70	0.00	31,594.30	76.19
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	14,967.99	136,628.71	0.00	80,381.29	62.96
TOTAL Community Ctr/Parks	265,714	18,551.82	171,120.28	0.00	94,593.72	64.40
TOTAL EXPENDITURES	3,222,462	170,952.43	1,732,904.14	0.00	1,489,557.86	53.78
REVENUE OVER/(UNDER) EXPENDITURES	0	12,722.82	307,125.07	0.00	307,125.07	0.00

BALANCE SHEET

AS OF: MARCH 31ST, 2018

20 -Sewer Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000	Sewer Fund - Farmers Bank	172,582.41
1001	Phase II Sewer - Farmers Bk	583,159.10
1005	Sewer Fund MM-Farmers Bk	394,756.38
1010	Petty Cash - Cash on Hand	300.00
Total Checking/Savings		1,150,797.89

Current Assets

1100	Cash Reserves - State of TN	24.00
1200	Accounts Receivable	74,759.16
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	(8,148.97)
1220	A/R - Other	68,491.00
1260	Postage Dep (Utility Billing)	1,830.40
1300	Inventory Asset	31,835.74
Total Current Assets		184,971.23

Total Current Assets	1,335,769.12
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Other AssetsFixed Assets

1400	Land - City Hall	47,268.00
1401	Buildings	97,853.91
1402	Furniture & Equipment	264,285.72
1403	Vehicles	231,212.96
1406	Sewer Collection System	8,670,847.51
1450	Net Pension Asset	21,443.00
1455	Deferred Outflows for Pension	11,728.69
1499	Accumulated Depreciation	(4,082,358.21)
Total Fixed Assets		5,262,281.58

Transfers

1610	Due To / From General Fund	(50,943.42)
1630	Due To / From Street Fund	197.33
1640	Due To / From Solid Waste Fund	(107,971.51)
1660	Due To / From Stormwater Fund	(38,742.96)
Total Transfers		(197,460.56)

Total Other Assets	5,064,821.02
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TOTAL ASSETS	6,400,590.14
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BALANCE SHEET

AS OF: MARCH 31ST, 2018

20 -Sewer Fund

BALANCE

LIABILITIES & EQUITY

Current LiabilitiesCurrent Liabilities

2030	REFUNDS PAYABLE	15.23
2109	Accrued Compensated Absences	6,667.57
2250	Deferred Inflows for Pension	12,696.00
Total Current Liabilities		19,378.80

Total Current Liabilities	19,378.80
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Long Term LiabilitiesLong Term Liabilities

TOTAL LIABILITIES	19,378.80
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Equity

2700	Retained Earnings	126,905.28
2710	Fund Balance/Net Assets	969,115.93
2713	Net Assets/Capital & Debt	5,225,785.44
Net Income		82,554.69

Total Equity	6,404,361.34
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TOTAL LIABILITIES & EQUITY	6,423,740.14
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*** AMOUNT OUT OF BALANCE ***	23,150.00
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20 -Sewer Fund

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Sewer Revenue						
20-3000 Operating Revenue-Sewer	930,000	69,828.01	701,715.30	0.00	228,284.70	75.45
20-3001 Tap Fees	25,000	0.00	12,200.00	0.00	12,800.00	48.80
TOTAL Sewer Revenue	955,000	69,828.01	713,915.30	0.00	241,084.70	74.76
Other Revenue						
20-3400 Sewer Permits/Fees	50	0.00	0.00	0.00	50.00	0.00
20-3501 Interest Income	3,500	267.75	2,413.99	0.00	1,086.01	68.97
20-3503 Sewer Tank/Pump Pkgs	40,000	3,000.00	28,559.53	0.00	11,440.47	71.40
20-3504 Miscellaneous Income	23,000	2,661.09	23,025.75	0.00	25.75	100.11
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	5,928.84	59,083.67	0.00	530,466.33	10.02
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	75,756.85	772,998.97	0.00	929,612.03	45.40

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
20-522-1100 Salaries - Sewer	144,518	11,256.09	102,739.43	0.00	41,778.57	71.09
20-522-1101 Overtime - Sewer	15,000	423.09	4,681.80	0.00	10,318.20	31.21
20-522-1108 Longevity Pay	5,000	0.00	3,565.00	0.00	1,435.00	71.30
TOTAL Salaries	164,518	11,679.18	110,986.23	0.00	53,531.77	67.46
Other Personnel Costs						
20-522-1200 SS & Medicare	12,586	800.48	7,607.07	0.00	4,978.93	60.44
20-522-1300 Employee Health Insurance	62,130	3,940.63	39,493.01	0.00	22,636.99	63.57
20-522-1400 Retirement	3,208	186.20	1,679.70	0.00	1,528.30	52.36
20-522-1500 Unemployment Insurance	210	0.00	0.00	0.00	210.00	0.00
TOTAL Other Personnel Costs	78,134	4,927.31	48,779.78	0.00	29,354.22	62.43
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	1,137.60	9,165.85	0.00	4,834.15	65.47
20-522-2102 Telephone	900	0.00	705.49	0.00	194.51	78.39
20-522-2104 Gas, Oil, Diesel Fuel	8,000	567.37	4,198.51	0.00	3,801.49	52.48
20-522-2106 Publicity, Subscriptions & Dues	3,500	0.00	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	516.08	10,679.52	0.00	4,679.52	177.99
20-522-2204 Equip. Repair & Maintenance	2,500	0.00	502.00	0.00	1,998.00	20.08
20-522-2206 Bldg Repair & Maintenance	0	0.00	181.34	0.00	181.34	0.00
20-522-2210 Contractual Services	10,000	856.17	9,821.21	0.00	178.79	98.21
20-522-2300 Operating Supplies	16,824	17.98	14,350.28	0.00	2,473.72	85.30
20-522-2302 Office Supplies	2,000	112.33	580.46	0.00	1,419.54	29.02
20-522-2310 Miscellaneous/Sundry	4,500	551.05	5,518.09	0.00	1,018.09	122.62
20-522-2312 Minor Equipment-Sewer	3,000	249.00	1,367.84	0.00	1,632.16	45.59
20-522-2316 Postage	3,000	200.00	200.00	0.00	2,800.00	6.67
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	9,749.50	62,671.34	0.00	42,328.66	59.69
20-522-4006 Sewage Treatment-Metro	270,000	24,025.50	154,206.30	0.00	115,793.70	57.11
20-522-4008 WHUD Readings	11,000	924.00	6,470.50	0.00	4,529.50	58.82
20-522-4010 Pretreatment (Odor Control)	27,000	2,968.00	19,708.75	0.00	7,291.25	73.00
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	6,510.50	6,510.50	0.00	33,489.50	16.28
20-522-6002 Syst Upgrade-Phl/Investigat	518,000	90,014.73	116,900.78	0.00	401,099.22	22.57
20-522-6006 Pumps (System r&m)	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	138,399.81	530,678.27	0.00	929,280.73	36.35
TOTAL Sewer	1,702,611	155,006.30	690,444.28	0.00	1,012,166.72	40.55

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,702,611	155,006.30	690,444.28	0.00	1,012,166.72	40.55
REVENUE OVER/ (UNDER) EXPENDITURES	0 (79,249.45)	82,554.69	0.00 (82,554.69)	0.00

BALANCE SHEET

AS OF: MARCH 31ST, 2018

30 -Street Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 State Street Aid Fund-Farmers	238,624.16
1002 Road Maint.Fund-Farmers Bank	25,458.97
Total Checking/Savings	264,083.13

Current Assets

1300 Inventory	2,629.94
Total Current Assets	2,629.94

Total Current Assets	266,713.07
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Other AssetsTransfers

1610 Due To / From General Fund	38,676.23
1620 Due To / From Sewer Fund	(197.33)
1640 Due To / From Solid Waste Fund	(3.54)
Total Transfers	38,475.36

Total Other Assets	38,475.36
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TOTAL ASSETS	305,188.43
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent LiabilitiesLong Term LiabilitiesEquity

2700 Retained Earnings	(126,501.87)
2720 Fund Balance-Nonspendable	2,629.94
2740 Fund Balance-Committed	546,666.89
Net Income	(117,606.53)

Total Equity	305,188.43
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TOTAL LIABILITIES & EQUITY	305,188.43
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

30 -Street Fund

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Street Revenue</u>						
30-3030 State Gas-Motor Fuel Tax	178,000	8,895.76	93,549.44	0.00	84,450.56	52.56
30-3032 State Gas 1989 Tax	0	1,414.49	14,967.67	0.00	14,967.67	0.00
30-3034 State Gas 3 Cent Tax	0	2,620.96	27,744.52	0.00	27,744.52	0.00
30-3036 State Gas 2017 Tax	0	2,651.17	21,013.46	0.00	21,013.46	0.00
30-3100 Road Maintenance Fees	7,000	0.00	3,824.25	0.00	3,175.75	54.63
30-3501 Interest Earned	450	33.69	428.85	0.00	21.15	95.30
<u>TOTAL Street Revenue</u>	<u>185,450</u>	<u>15,616.07</u>	<u>161,528.19</u>	<u>0.00</u>	<u>23,921.81</u>	<u>87.10</u>
<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
<u>TOTAL Transfers</u>	<u>268,574</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>268,574.00</u>	<u>0.00</u>
<u>TOTAL REVENUE</u>	<u>454,024</u>	<u>15,616.07</u>	<u>161,528.19</u>	<u>0.00</u>	<u>292,495.81</u>	<u>35.58</u>

30 -Street Fund

DEPARTMENT - Street

% OF YEAR COMPLETED: 75.00

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	25,073.34	0.00	24,524.66	50.55
30-431-1101 Overtime - Street	500	18.00	1,026.19	0.00	526.19	205.24
30-431-1108 Longevity Pay	100	0.00	100.00	0.00	0.00	100.00
TOTAL Salaries	50,198	1,938.00	26,199.53	0.00	23,998.47	52.19
Other Personnel Costs						
30-431-1200 SS & Medicare	3,832	147.55	1,989.94	0.00	1,842.06	51.93
30-431-1300 Employee Health Insurance	8,061	592.11	3,567.65	0.00	4,493.35	44.26
30-431-1400 Retirement	1,730	37.44	485.69	0.00	1,244.31	28.07
30-431-1500 Unemployment Insurance	96	0.00	48.00	0.00	48.00	50.00
TOTAL Other Personnel Costs	13,719	777.10	6,091.28	0.00	7,627.72	44.40
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	0.00	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	189.12	1,399.50	0.00	1,600.50	46.65
30-431-2106 Publicity,Subscripts & Dues	0	0.00	209.05	0.00	209.05	0.00
30-431-2110 Street Lighting	35,000	2,887.74	23,133.90	0.00	11,866.10	66.10
30-431-2200 Repair & Maintenance	450	0.00	20.11	0.00	429.89	4.47
30-431-2202 Vehicle Repair&Maintenance	0	0.00	2,894.92	0.00	2,894.92	0.00
30-431-2204 Equip. Repair & Maintenance	2,000	0.00	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	0.00	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	0.00	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	0.00	2,448.98	0.00	1,448.98	244.90
30-431-2318 Sign Parts & Supplies	45,000	0.00	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	325.00	1,719.50	0.00	3,280.50	34.39
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	0.00	161,706.74	0.00	38,293.26	80.85
30-431-6025 Streetscape Capital Proj.	75,000	8,877.50	8,877.50	0.00	66,122.50	11.84
TOTAL Other Expenses	390,107	12,279.36	246,843.91	0.00	143,263.09	63.28
TOTAL Street	454,024	14,994.46	279,134.72	0.00	174,889.28	61.48
TOTAL EXPENDITURES	454,024	14,994.46	279,134.72	0.00	174,889.28	61.48
REVENUE OVER/ (UNDER) EXPENDITURES	0	621.61	117,606.53	0.00	117,606.53	0.00

BALANCE SHEET

AS OF: MARCH 31ST, 2018

40 -Solid Waste Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Solid Waste Fund - Farmers Bk	290,661.13
Total Checking/Savings	290,661.13

Current Assets

1200 Accounts Receivable	35,892.61
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	45,830.60

Total Current Assets 336,491.73Other AssetsTransfers

1610 Due To / From General Fund	(24,268.44)
1620 Due To / From Sewer Fund	107,971.51
1630 Due To / From Street Fund	3.54
Total Transfers	83,706.61

Total Other Assets 83,706.61

TOTAL ASSETS 420,198.34

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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 36,981.50Long Term Liabilities

TOTAL LIABILITIES 36,981.50

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4-13-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: MARCH 31ST, 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	(92,702.94)

Total Equity	383,216.84
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TOTAL LIABILITIES & EQUITY	420,198.34
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

40 -Solid Waste Fund

% OF YEAR COMPLETED: 75.00

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	36,283.34	323,967.92	0.00	86,032.08	79.02
TOTAL User Fees	<u>410,000</u>	<u>36,283.34</u>	<u>323,967.92</u>	<u>0.00</u>	<u>86,032.08</u>	<u>79.02</u>
<u>Other Revenue</u>						
40-3500 Sale of Recyclables	2,000	193.20	1,728.60	0.00	271.40	86.43
40-3501 Interest Income	650	44.48	488.88	0.00	161.12	75.21
TOTAL Other Revenue	<u>2,650</u>	<u>237.68</u>	<u>2,217.48</u>	<u>0.00</u>	<u>432.52</u>	<u>83.68</u>
<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	<u>150,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150,000.00</u>	<u>0.00</u>
 TOTAL REVENUE	 562,650	 36,521.02	 326,185.40	 0.00	 236,464.60	 57.97

40 -Solid Waste Fund
DEPARTMENT - Solid Waste

% OF YEAR COMPLETED: 75.00

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	6,371.13	58,118.57	0.00	23,752.43	70.99
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	6,371.13	62,162.68	0.00	23,008.32	72.99
Other Personnel Costs						
40-432-1200 SS & Medicare	6,263	485.28	4,731.13	0.00	1,531.87	75.54
40-432-1300 Employee Health Insurance	8,061	592.11	5,387.21	0.00	2,673.79	66.83
40-432-1400 Retirement	1,596	86.86	776.69	0.00	819.31	48.66
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	10,895.03	0.00	5,072.97	68.23
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	350.19	3,712.15	0.00	1,287.85	74.24
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	296.06	2,083.90	0.00	583.90	138.93
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	386.86	5,109.35	0.00	1,609.35	145.98
40-432-2300 Operating Supplies	1,000	0.00	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	200.00	200.00	0.00	3,300.00	5.71
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	174,941.25	0.00	87,328.75	66.70
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	468.51	8,073.44	0.00	8,926.56	47.49
40-432-6014 Machinery&Equipment-SW	150,000	142,540.20	142,540.20	0.00	7,459.80	95.03
40-432-7000 Reserve Account	3,039	0.00	0.00	0.00	3,039.00	0.00
TOTAL Other Expenses	461,511	165,856.50	345,830.63	0.00	115,680.37	74.93
TOTAL Solid Waste	562,650	173,391.88	418,888.34	0.00	143,761.66	74.45
TOTAL EXPENDITURES	562,650	173,391.88	418,888.34	0.00	143,761.66	74.45
REVENUE OVER/(UNDER) EXPENDITURES	0	(136,870.86)	(92,702.94)	0.00	92,702.94	0.00

BALANCE SHEET

AS OF: MARCH 31ST, 2018

50 -Drug Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Drug Fund - Farmers Bank	55,243.50
1001 Drug Fund Escrow Acct-Farmers	62,685.81
Total Checking/Savings	117,929.31

Current Assets

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

Total Current Assets	118,174.31
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Other AssetsTransfers

1610 Due To / From General Fund	1,357.93
Total Transfers	1,357.93

Total Other Assets	1,357.93
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TOTAL ASSETS	119,532.24
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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	62,685.81
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Long 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	5,518.75

Total Equity	56,846.43
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4-13-2018

CITY OF MILLERSVILLE

PAGE: 2

BALANCE SHEET

AS OF: MARCH 31ST, 2018

50 -Drug Fund

BALANCE

TOTAL LIABILITIES & EQUITY

119,532.24

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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

50 -Drug Fund

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Drug Fund Donations</u>						
<u>Drug Fines/Fees</u>						
50-3200 Drug Fines	5,000	902.50	6,148.85	0.00 (1,148.85)	122.98
50-3222 Impound Storage Fees	8,000	0.00	570.00	0.00	7,430.00	7.13
TOTAL Drug Fines/Fees	13,000	902.50	6,718.85	0.00	6,281.15	51.68
<u>Other Drug Revenue</u>						
50-3501 Interest Income	30	6.66	59.06	0.00 (29.06)	196.87
50-3504 Miscellaneous Income	0	0.00	10.00	0.00 (10.00)	0.00
50-3507 Seizure/Forfeit/Auction	10,000	1,898.13	7,945.13	0.00	2,054.87	79.45
TOTAL Other Drug Revenue	10,030	1,904.79	8,014.19	0.00	2,015.81	79.90
<u>Transfers</u>						
TOTAL REVENUE	23,030	2,807.29	14,733.04	0.00	8,296.96	63.97

CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

50 -Drug Fund

DEPARTMENT - Drug

% OF YEAR COMPLETED: 75.00

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	2,807.29	5,518.75	0.00 (5,518.75)	0.00

BALANCE SHEET

AS OF: MARCH 31ST, 2018

60 -Stormwater Fund

BALANCE

ASSETS

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Current AssetsChecking/Savings

1000 Stormwater Fund - Farmers Bk	29,390.99
Total Checking/Savings	29,390.99

Current Assets

1200 Accounts Receivable	13,380.30
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,754.00
Total Current Assets	24,371.47

Total Current Assets	53,762.46
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Other AssetsTransfers

1610 Due To / From General Fund	(13,374.96)
1620 Due To / From Sewer Fund	38,742.96
Total Transfers	25,368.00

Total Other Assets	25,368.00
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TOTAL ASSETS	79,130.46
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LIABILITIES & EQUITY

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Current LiabilitiesCurrent LiabilitiesLong Term LiabilitiesEquity

2700 Retained Earnings	36,677.79
Net Income	42,452.67

Total Equity	79,130.46
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TOTAL LIABILITIES & EQUITY	79,130.46
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CITY OF MILLERSVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

60 -Stormwater Fund

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Stormwater Revenue						
60-3000 Stormwater Fees	153,000	12,834.66	116,455.13	0.00	36,544.87	76.11
TOTAL Stormwater Revenue	153,000	12,834.66	116,455.13	0.00	36,544.87	76.11
Other Revenue						
60-3400 Stormwater Permits/Fees	500	0.00	500.00	0.00	0.00	100.00
60-3501 Interest Income	45	4.83	44.05	0.00	0.95	97.89
TOTAL Other Revenue	545	4.83	544.05	0.00	0.95	99.83
TOTAL REVENUE	153,545	12,839.49	116,999.18	0.00	36,545.82	76.20

60 -Stormwater Fund
DEPARTMENT - Stormwater Fund

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
60-461-1100 Salaries - Stormwater	63,107	3,941.44	42,379.89	0.00	20,727.11	67.16
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	3,941.44	42,812.33	0.00	20,294.67	67.84
Other Personnel Costs						
60-461-1200 SS & Medicare	4,828	295.97	3,200.41	0.00	1,627.59	66.29
60-461-1400 Retirement	0	76.84	809.27	0.00	809.27	0.00
TOTAL Other Personnel Costs	4,828	372.81	4,009.68	0.00	818.32	83.05
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	128.95	2,031.30	0.00	2,031.30	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	128.95	27,724.50	0.00	57,885.50	32.38
TOTAL Stormwater Fund	153,545	4,443.20	74,546.51	0.00	78,998.49	48.55
TOTAL EXPENDITURES	153,545	4,443.20	74,546.51	0.00	78,998.49	48.55
REVENUE OVER/ (UNDER) EXPENDITURES	0	8,396.29	42,452.67	0.00	42,452.67	0.00

Date: April 13, 2018

To: City Commission

From: Holly Murphy, City Recorder/Interim City Manager

RE: **Plan of Action for personnel pay during Interim period**

Below is a Plan of Action that I propose to compensate personnel for the additional workload during the interim city manager appointment which began on 3/23/18.

Section 1 - Lump Sum Payment:

Holly Murphy – Interim City Manager – Manage day-to-day operation of City in addition to City Recorder responsibilities. Compensation – a lump sum payment of **\$13,520.00** which is equivalent to \$13.00 per hour for six months (26 weeks) to be paid in the 2018-2019 Fiscal Year.

Deborah Ashburn – Assist Interim City Manager/Recorder – Provide assistance for some of the Recorder responsibilities. Compensation – a lump sum payment of **\$3,120.00** which is equivalent to \$3.00 per hour for six months (26 weeks) to be paid in the 2018-2019 Fiscal Year.

Michael Barr – Intergovernmental City Liaison – Michael will represent the City at all meetings previously attended by the City Manager including but not limited to the MPO, GNRC, Chamber of Commerce, and TDOT. He will also oversee all state and federal grants and programs related to the Sidewalk project, I-65 Lighting, Old Shiloh Bridge, and the SRF Sewer Improvement project. Compensation – a lump sum payment of **\$4,160.00** which is equivalent to \$4.00 per hour for six months (26 weeks) to be paid in the 2018-2019 Fiscal Year.

***NOTE:** We have estimated a six-month timeframe to have a city manager in place however I am requesting that each individual be compensated the entire lump sum stated above even if a City Manager is hired before the end of the six month period, due the extent of work that will still be involved during the transition. In the event an individual leaves their employment during this interim period, their pay would be prorated and paid out accordingly.

Section 2 - Hourly Pay:

Brandon Head – Oversee Codes Enforcement Officer – Brandon will train and manage Josh Palmer in his Codes position until a Certified Building Official or City Manager is hired. Compensation - **\$2.00 per hour effective 3/29/18 until further notice**. Estimated cost over a six-month period (26 weeks): \$2,080.00

Total cost to City: \$22.00 per hour/\$22,880.00 six months (*\$20,800 next fiscal year budget)
City Manager Salary \$37.43 per hour/\$38,927 six months

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 are being removed from Sec. 90-152 through 90-157, as well as Sec. 90-174, and the same are being re-structured, re-organized, and codified in 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-~~174~~175, Design review standards.

- (6) Farm-type structures, as permitted in section 90-~~474~~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:
- 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.

- 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:
- Single mobile homes, prefabricated, and modular homes all developed with lots for sale as in a standard major subdivision of land.
 - 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];
 - 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.
 - 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, TENNESSEE

ORDINANCE 18-693

AN ORDINANCE TO REZONE 2044 WILSON LANE, ROBERTSON COUNTY MAP 125 PARCEL 226.00, FROM RESIDENTIAL R-1 AND COMMERCIAL C-3 TO RESIDENTIAL R-5 AND COMMERCIAL C-3; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, a single parcel of land, identified as Robertson County Map 125 Parcel 226.00, is currently zoned a mixture of Residential District R-1 and Commercial District C-3; and

WHEREAS, the owner of this parcel requests the City rezone certain portions of this property to Residential R-5 and Commercial C-3; and

WHEREAS, the proposed zoning designations are complimentary to other 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 to the City Commission the rezoning of this parcel to Residential R-5 and Commercial C-3 on October 10, 2017.

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 2044 Wilson Lane, Robertson County Map 125 Parcel 226.00 is hereby rezoned from Residential R-1 and Commercial C-3 to Residential R-5 and Commercial C-3. (Legal Descriptions of each respective portion of the parcel 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



City of Millersville Development Services

Summary & Recommendation

Date: April 17, 2018

Reviewer: Michael Barr, Development Services Director

Subject: Rezoning of 2044 Wilson Lane from (RC Map 125 Parcel 226.00) from C-3 & R-1 to C-3 and R-5.

Background: The Applicant is requesting to rezone the subject parcel from a mixture of Commercial C-3 and Residential R-1 to a mixture of Commercial C-3 and Residential R-5. The subject parcel is located between Wilson Lane and Cycle Lane. The applicant is proposing to divide the zoning of the 1.28 acre parcel with 0.35 ac +/- abutting Wilson Lane as R-5 and the remaining 0.94 +/- fronting Cycle Lane as C-3.

The parcel is located in both Robertson and Sumner Counties. The parcel was divided into 2 Zoning Districts in 1999 when the City approved the Official Zoning Map. The line separating the two Zoning Districts appears to follow the County Line. This parcel lies in the vicinity that transitions from Commercial and Light Industrial & General Office Districts to the large lot Residential R-1 District. Please note that there are non-conforming, but allowed, residential uses on several of the Commercial zoned parcels in the area. The easterly abutting 1 ac parcel was rezoned to R-3 in 2013. With the exception of the White House Utility District's water tanks directly across Wilson Lane from the subject parcel, most of the parcels south of Wilson Lane are both zoned and utilized as Residential with nearly all parcels greater than 5 acres (R-1) each.

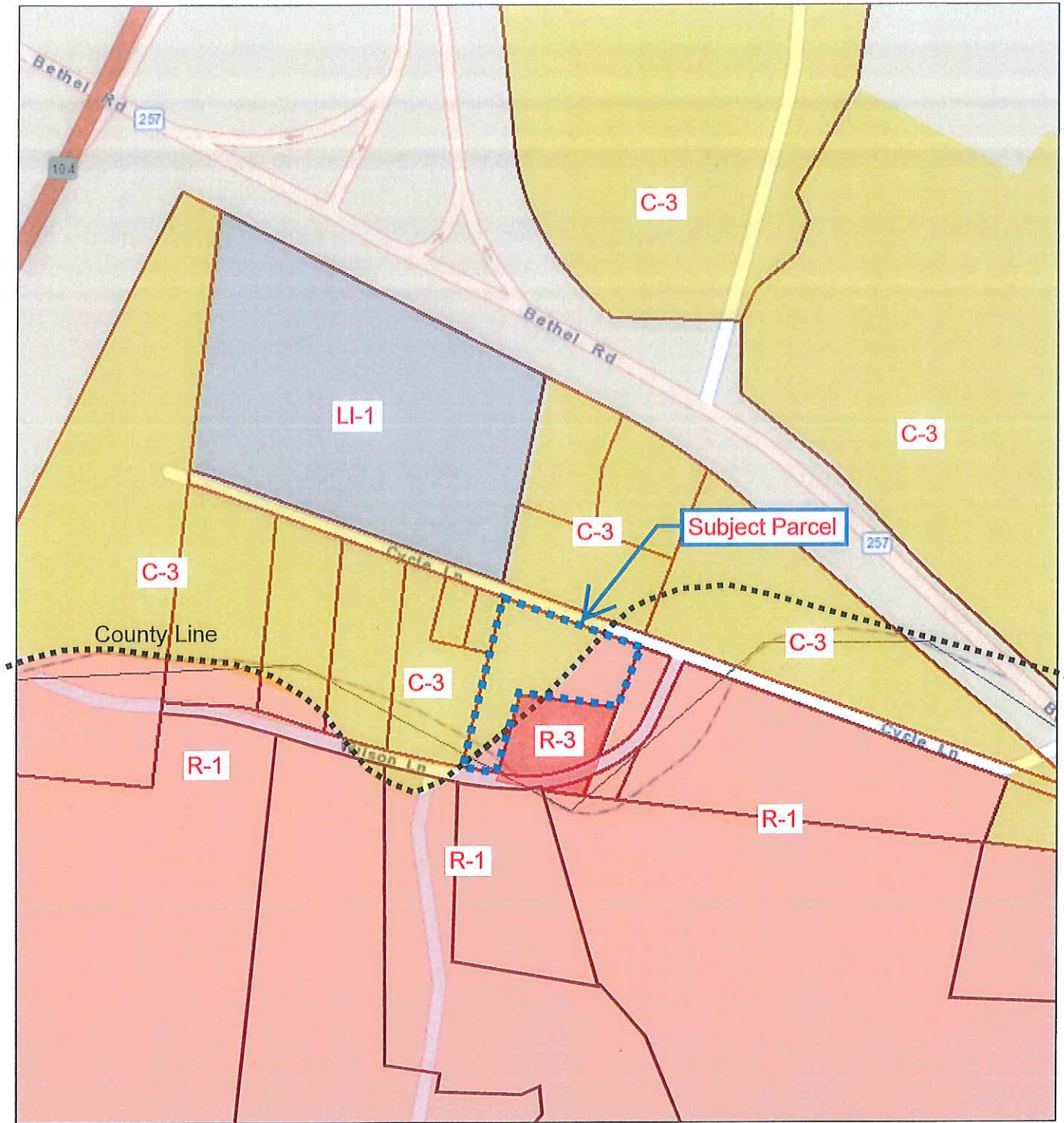
Attachments: Area Map with current Zoning Designations
Parcel Map with proposed Zoning Designations

Public Notice Sign Posted: Yes

Recommendation: Approval by the City Commission to rezone portions of this parcel to Residential R-5 and Commercial C-3.

Conditions, if any: None

Robertson County - Parcel: 125 226.00



2017 Cycle Lane & Wilson Lane Area Zoning Designations

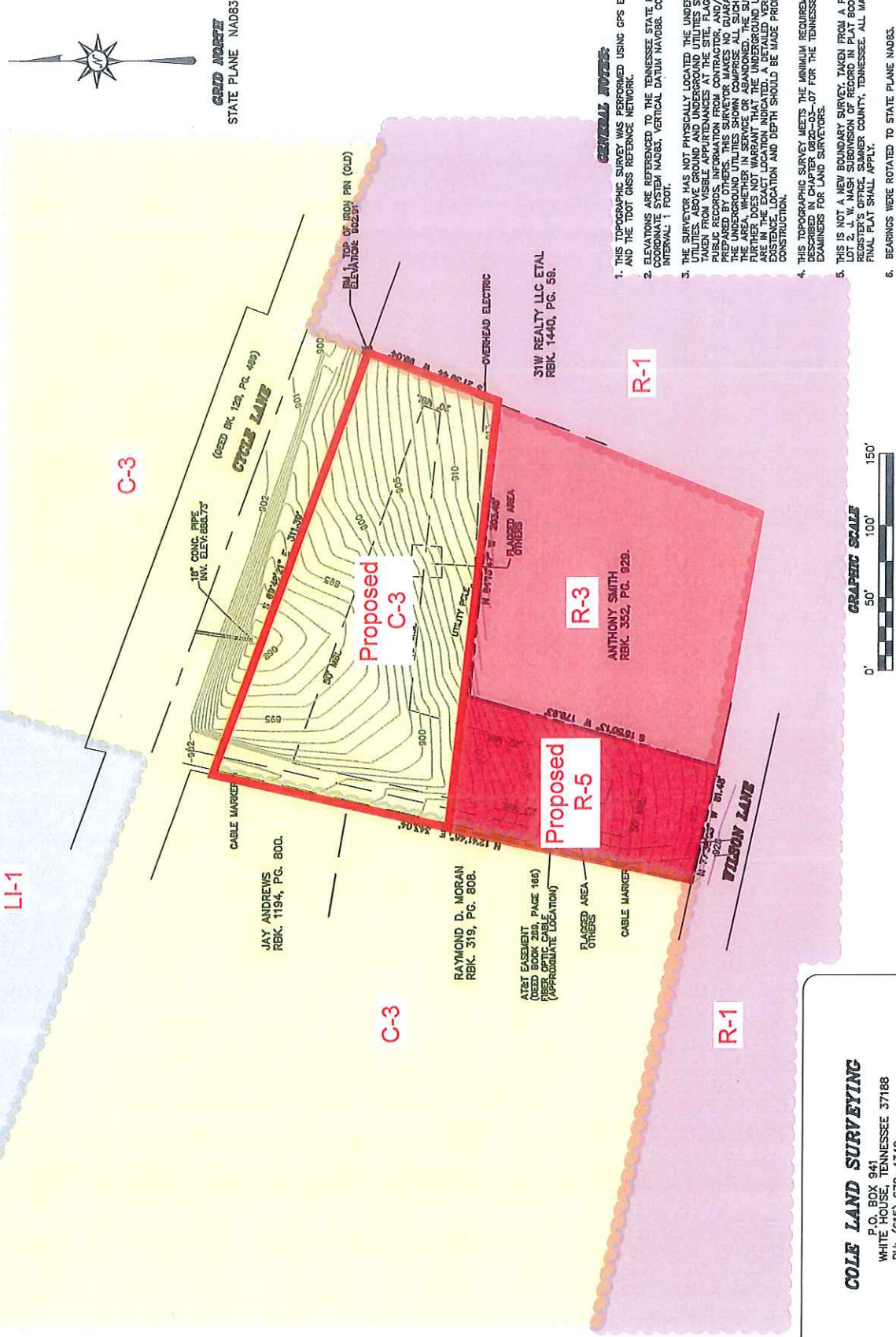
TN Comptroller - OLG
Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

TOPOGRAPHIC SURVEY BRIDGETT AUGUSTINO PROPERTY 12TH CIVIL DISTRICT, ROBERTSON COUNTY, TENNESSEE

DATE: FEBRUARY 11, 2016

Proposed Rezoning Designations



COLE LAND SURVEYING

P.O. BOX 941
WHITE HOUSE, TENNESSEE 37188
PH: (615) 672-4342

GENERAL NOTES:

1. THIS TOPOGRAPHIC SURVEY WAS PERFORMED USING GPS EQUIPMENT AND THE TDOT ONSS REFERENCE NETWORK.
2. ELEVATIONS ARE REFERENCED TO THE TENNESSEE STATE PLANE COORDINATE SYSTEM NAD83, VERTICAL DATUM NAVD83, CONTOUR INTERVAL 1 FOOT.
3. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. ABOVE GROUND AND UNDERGROUND UTILITIES SHOWN WERE TAKEN FROM VISIBLE APPEARANCES AT THE SITE. FLAGGED MARKINGS, INCLUDING UTILITY POLES, ARE SHOWN FOR INFORMATION AND NOT PREPARED BY OTHERS. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, WHETHER IN SERVICE OR ABANDONED. THE SURVEYOR ASSUMES NO LIABILITY FOR DAMAGE TO ANY UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. DEEPEST NOTATION OF EXISTENCE, LOCATION AND DEPTH SHOULD BE MADE PRIOR TO CONSTRUCTION.
4. THIS TOPOGRAPHIC SURVEY MEETS THE MINIMUM REQUIREMENTS AS DESCRIBED IN CHAPTER 0820-03--07 FOR THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS.
5. THIS IS NOT A NEW BOUNDARY SURVEY. TAKEN FROM A FINAL PLAT OF LOT 2, J. W. NASH SUBDIVISION OF RECORD IN PLAT BOOK 11, PAGE 46, REGISTER'S OFFICE, SUMNER COUNTY, TENNESSEE. ALL MATTERS ON THIS FINAL PLAT SHALL APPLY.
6. BEARINGS WERE ROTATED TO STATE PLANE NAD83.
7. AN EASEMENT TO WHITE HOUSE UTILITY DISTRICT CAN NOT BE LOCATED. THE EASEMENT IS DESCRIBED IN DEED BOOK 127, PAGE 288, RECORD.

Legal Descriptions for portions of RC Map 125 Parcel 226.00

These descriptions were prepared solely for the purposes for re-zoning and are based on the J.W. Nash Subdivision, dated June 06, 1999, of record in Plat Book 11, Page 46 in the Register's Office of Robertson County, Tennessee. No surveying was conducted in the preparation of the descriptions and these descriptions should not be relied upon for property conveyance.

Augustino Lot 2 Portion 2A (Cycle Lane), Proposed Commercial C-3 Zoning

Being a portion of Lot 2 of the J.W. Nash Subdivision of Robertson County, Tennessee, conveyed to Bridgett Augustino by deed of record in Record Book 1652, Page 296, in the Register's office of Robertson County Tennessee, and being more particular described as follows:

BEGINNING at the northwest corner of Lot 2 of the J.W. Nash Subdivision, of which the herein described property is a portion of and reported as an iron pin on the subdivision plat, and being in the south line of Cycle Lane; runs thence with Cycle Lane South 69 Degrees 53 Minutes 35 Seconds East, 311.39 Feet to the northeast corner of Lot 2, reported as an iron pin on subdivision plat; thence with the east line of Lot 2 South 21 Degrees 35 Minutes 30 Seconds West, 99.04 Feet to a fence post as reported on the subdivision plat; thence North 84 Degrees 17 Minutes 59 Seconds West, passing through an eastern corner of Lot 2, reported as a fence post, for a total distance of 295.46 Feet to the west line of Lot 2; thence with the west line of Lot 2 North 12 Degrees 37 Minutes 34 Seconds East, 174.00 Feet to the Point of Beginning and containing **0.94 acres more or less**, as described by Ryan W. Beasley, Tennessee Registered Land Surveyor 2821, of L.I. Smith and Associates, 1100 Lebanon Pike, Suite 105, Nashville, TN 37211, on March 30, 2018. Record bearings are based upon the plat of record in Plat Book 11, Page 46.

Augustino Lot 2 Portion 2B (Wilson Lane), Proposed Residential R-5 Zoning

Being a portion of Lot 2 of the J.W. Nash Subdivision of Robertson County, Tennessee, conveyed to Bridgett Augustino by deed of record in Record Book 1652, Page 296, in the Register's office of Robertson County Tennessee, and being more particular described as follows:

BEGINNING at the southwest corner of Lot 2 of the J.W. Nash Subdivision, of which the herein described property is a portion of and reported as a fence post on the subdivision plat, and being in the north line of Wilson Lane; runs thence with the east line of Lot 2 North 12 Degrees 37 Minutes 34 Seconds East, 169.04 Feet; thence leaving the west line of Lot 2 South 84 Degrees 17 Minutes 59 Seconds East, 92.01 Feet to an eastern corner of Lot 2, reported as a fence post on the subdivision plat; thence with the east line of Lot 2 South 15 Degrees 46 Minutes 01 Seconds West, 179.93 Feet to the southeast corner of Lot 2, reported as a fence post, in north line of Wilson Lane; thence with Wilson Lane North 77 Degrees 42 Minutes 15 Seconds West, 81.48 Feet to the Point of Beginning and containing **0.35 acres more or less**, as described by Ryan W. Beasley, Tennessee Registered Land Surveyor 2821, of L.I. Smith and Associates, 1100 Lebanon Pike, Suite 105, Nashville, TN 37211, on March 30, 2018. Record bearings are based upon the J.W. Nash Subdivision of record in Plat Book 11, Page 46.

AGENDA ITEM #13

Date: April 13, 2018

To: City Commission

From: Holly Murphy, City Recorder/Interim City Manager

RE: **Resolution 18-R-02 Vehicle Use Policy/Repeal & Replace Resolution 15-R-04**

I have changed this policy to a Vehicle Use Policy as opposed to a take-home vehicle policy. Also, some of the wording has been tweaked since the work session. I went ahead and added the Public Works Director to the approved list although our current one doesn't live within the allowed distance but if that ever changes, it would already be in effect.

RESOLUTION 18-R-02

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

WHEREAS, the City of Millersville (The City) allows the use of City-owned vehicles by its employees during the course of their employment; and

WHEREAS, the City's governing body allows certain employees limited use of a City-owned vehicle while off duty; and

WHEREAS, Resolution 15-R-04 provided for the adoption of a formal vehicle 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 Vehicle Use Policy for City employees shall be as follows:

Section 1: The Official Administrative Vehicle Use 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.

RESOLVED, this 17th day of April, 2018

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

EXHIBIT A

ADMINISTRATIVE POLICY

City of Millersville

Vehicle Use Policy

Effective Date: 4/17/18

Review Date: As Needed

Section 1:

This Policy and Procedure explains the City's Vehicle Use 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 employees will be allowed a take-home City vehicle if they reside within the approved driving distance:

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

Restrictions and Rules

1. This Policy is effective upon passage of the Resolution adopting this Administrative Policy.
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 trainings, meetings or City-related business, except as stated in Section 2 of this policy.
6. Use of the vehicle shall be for reporting to work directly 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 suspended or lost.
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. Department Heads and/or the City Manager shall pre-approve civilian passengers riding in department vehicles. Public Safety-related transports are exempt from pre-approval.

Section 2:

Additional Allowance

This section only applies to the following positions:

- Police Chief
- Fire Chief
- Assistant Police Chief
- 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.

Section 3:

Use and Care of Vehicles and Equipment

This Policy and Procedure explains the City's use of vehicles and equipment for all employees. The operation of City vehicles and equipment shall be done with extreme care and responsible processes.

1. All employees shall take extreme care to ensure that the vehicle/equipment is properly maintained at all times.
2. All employees shall perform a pre-trip inspection of the vehicle/equipment prior to each use on a daily basis.
3. All employees shall document and report immediately any defects, damages or maintenance issues upon completion of inspection of the vehicle/equipment.

CAUSE FOR PENALTIES FOR DAMAGE OR DESTRUCTION OF PROPERTY:

1. When a vehicle or equipment is not maintained and results in a malfunction due to negligence, the operator 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.

A Committee consisting of Department Heads from the Police, Fire, and Public Works Department shall determine the penalty according to the severity of damage to the vehicle/equipment and cause of same and present their recommendation to the City Manager. The City Manager shall document the penalty and place a copy in the employee's permanent file.

Section 4:

The following Form shall be required by each Department Head for employees who have a take-home vehicle and deliver said form to the City Recorder on an annual basis effective July 1st of each 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 vehicle 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 advise the City of Millersville immediately and provide proof that I am still within the Administrative Policy's authorized distance.**

Employee Signature: _____ Date: _____

For Official Use Only

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

Mileage verified: Yes _____ No _____ Verified By: _____

AGENDA ITEM #14

Date: April 13, 2018

To: City Commission

From: Holly Murphy, City Recorder/Interim City Manager

RE: **Repeal and/or Rescind Resolution 17-R-18 (Compensation Plan)**

FYI – The City Attorney will advise whether the appropriate term is 'Repeal' or 'Rescind'.

I have encountered so many roadblocks with this Resolution due to the way it is written & it really needs to be addressed. I am proposing that we repeal (or rescind) the resolution in its entirety until it can be reworked. Several of the job descriptions need to be re-written as well. I feel we can still use the plan as a guideline for pay raises in the new budget but until the wording & the table (Exhibit A) are corrected, it just needs to be withdrawn. I am hopeful that we can have a new one ready to adopt at the same time as the budget.

AGENDA ITEM #15

Date: April 13, 2018

To: City Commission

From: Holly Murphy, City Recorder/Interim City Manager

RE: **Assistant Police Chief Position and compensation**

Attached is a job description that Chief Palmer & Dustin drafted using one similar from White House for the position of Assistant Police Chief.

Dustin's current rate of pay as lieutenant is \$19.83 per hour. He is only \$0.68 more per hour than the highest ranking officer. The compensation plan had his minimum hourly rate (Step 1 Lieutenant) at \$23.79. At this time I am proposing to split the difference and give him \$1.98 more per hour which will make his hourly rate \$21.81. If we need to review it further during the budget process, we can certainly make whatever changes are necessary at that time.

POSITION TITLE:	ASSISTANT POLICE CHIEF
CLASSIFICATION:	Police Department
REPORTS TO:	Police Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

SUMMARY

This employee is responsible for the management of the daily operations of the Millersville Police Department. This position involves the supervision of all divisions of the police department. Instructions to this employee are general and the employee must routinely use independent judgment while performing tasks. The employee will report to the Chief of Police for supervision.

DISTINGUISHING FEATURES OF WORK

This is the second highest position in the Law Enforcement Series.

ESSENTIAL EXAMPLES OF WORK

The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Supervises subordinates in the police department; provides assignments; takes and follows up on complaints; reviews and evaluates activity of subordinates; prepares reports and charts of police activity; assists in the preparing of the budget; evaluates methods of enforcement, investigations etc.; and suggests alternatives for efficiency and economy.

Identifies needs within the agency and suggests appropriate ways to meet them.

Appraises the work of subordinate personnel.

Assists with the planning, organization and operations of the department.

Supervises and coordinates the investigation of criminal cases, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations.

Handles public information and public relations matters; ensures that all regulations and procedures are followed.

Makes periodic public addresses; meets with the news media for interviews pertaining to police matters; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.

Assists in developing the annual budget proposal and in controlling budgeted expenses.

Assists in formulating and implementing police policy procedures, rules, regulations and programs.

Attends meetings and serves on committees, boards, and agencies as directed by the Chief of Police.

Assumes command of the department at the direction, or absence, of the Chief of Police.

Investigates cases of alleged misconduct, and responds to citizen's complaints.

Assists the Fire Department or other departments of the city when called upon to do so.

KNOWLEDGE, SKILLS. AND ABILITES

Comprehensive knowledge of the laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification, and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the City; demonstrate ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrate integrity and tact.

WORK ENVIRONMENT

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities..

TRAINING AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school and extensive law enforcement experience and/or military service which includes supervisory experience.

SPECIAL REQUIREMENTS

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification as police officer in the State of Tennessee. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological, criminal record, and other standards established by the Millersville Police Department.

I acknowledge that I have read the foregoing and understand its contents.

Signature

Date