Millersville Board of Commissioners
Regular Meeting Agenda

Tuesday, October 15, 2019 at 5:30 P.M. at City Hall

1. Call to Order.

2. Invocation and Pledge to the Flag.

3. Approve the minutes from the September 17, 2019 Regular Commission Meeting.

4. Approve the minutes from the October 7, 2019 Special Commission Meeting.

5. Accept the September 2019 Financial Report.

6. Approve OHM's Contract Proposal for 2019-2020 Stormwater Services.

7. Approve proposal from Andrew Pieri, dba Municipal Inspection Partners, to provide contractual services for Planning & Zoning on an interim basis.

8. **First Reading of Ordinance 19-732**, an ordinance amending the Millersville Code of Ordinances, Chapter 78, Traffic and Vehicles, Division 2, Sections 78-84 through 78-88, related to speed limits on certain city streets and subdivisions.

9. Citizens comments. (Limited to 3 minutes per speaker.)

10. City Manager comments.

11. Commissioner comments.

12. Adjournment.

BALANCE SHEET
AS OF: SEPTEMBER 30TH, 2019
10 -General Fund

		BALANCE
ASSETS		
Current Assets		
Checking/Savings		
1000	General Fund - Farmers Bk	241,160.63
1001	Reserve Fund MM-Farmers Bk	1,243,203.45
1004	Renew Crew - Farmers Bk	2,067.67
1009	Police Explorers - Farmers Bk	716.21
1010	Christmas For Kids-Farmers Bk	4,918.46
1012	Health Care Account-Farmers Bk	95,688.47
1013	General Escrow Acct-Farmers Bk	11,414.00
1014	Series 2019 Const Acct-Farmers	3,000,070.51
Total Checking/Savings		4,599,239.40
Current Assets		
1110	Cash on Hand - Petty Cash	376.62
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	(32,010.75)
1205	Intergovermental Receivable	103,885.85
1210	Prop.Tax Receivable - Current	41,981.98
1211	Prop.Tax Receivable - Delinq	53,839.75
1212	Prop.Tax Recvble-Next Yr Levy	936,612.00
1220	A/R - Other	107.00
1222	A/R-Other (Mowing/liens)	3,537.25
Total Current Assets		1,109,144.70
Total Current Assets		5,708,384.10
Other Assets		
Fixed Assets		
Transfers		
1620	Due To / From Sewer Fund	27,446.29
1630	Due To / From Street Fund	(60,213.76)
1640	Due To / From Solid Waste Fund	38,795.49
1650	Due To / From Drug Fund	(26,735.81)
1660	Due To / From Stormwater Fund	8,962.54
Total Transfers		(11,745.25)
Total Other Assets		(11,745.25)
TOTAL ASSETS		5,696,638.85

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

10 -General Fund

		BALANCE
LIABILITIES & EQUITY		
Current Liabilities		
Current Liabilities		
2000	Accounts Payable	138.50
2001	A/P - Other	123.80
2004	A/P-State Traffic Fines&Fees	8,157.31
2007	GF Escrow Pending Acct	11,414.00
2010	Renew Crew Donations	2,067.67
2012	Police Exp Donations	716.21
2014	Christmas For Kids Donations	4,918.46
2015	Healthcare EAP Account	95,688.47
2020	Deposit - Fire Hydrants	1,250.00
2022	Deposit - Comm.Ctr Rental	6,220.00
2110	Retirement - Employee	5,393.99
2111	Cobra-Health/Dental Ins.	17.30
2114	MedChild - Employee	(445.54)
2116	MedSpouse - Employee	301.62
2118	MedFam - Employee	1,746.14
2124	DentalChild - Employee	37.01
2126	DentalSpouse - Emp	(201.59)
2128	DentalFam - Employee	327.86
2130	Vision - Employee	8.21
2132	Vision & 1 - Employee	450.10
2134	VisionFam - Employee	67.77
2136	Heart - Employee	215.70
2138	Hospital - Employee	(128.60)
2140	Accident - Employee	20.98
2142	Life Ins/LICOA - Emp	436.46
2143	Life Ins/CINC - Emp	39.48
2144	Cancer - Employee	15.35
2148	Disability - Employee	177.39
2150	Pre-Paid Legal - Emp	522.29
2200	Deferred Revenue	936,612.00
Total Current Liabilities		1,076,308.34
Total Current Liabilities		1,076,308.34
Long Term Liabilities		
Long Term Liabilities		
TOTAL LIABILITIES		1,076,308.34

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

10 -General Fund

	BALANCE
Equity	
2710 Fund Balance-Unreserved	199,875.84
2760 Fund Balance-Unassigned	1,588,945.28
Net Income	2,831,509.39
Total Equity	4,620,330.51
TOTAL LIABILITIES & EQUITY	5,696,638.85
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10 -General Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Property Tax - Current						
10-3000 Sumner Co. - Current	614,449	0.00	0.00	0.00	614,449.00	0.00
10-3002 Robertson Co. - Current	324,640	0.00	0.00	0.00	324,640.00	0.00
TOTAL Property Tax - Current	939,089	0.00	0.00	0.00	939,089.00	0.00
Property Tax - Delinq.						
10-3010 Sumner Co. - Delinq	0	3,501.00	6,911.00	0.00	(6,911.00)	0.00
10-3012 Robertson Co. - Delinq	0	0.00	1,199.00	0.00	(1,199.00)	0.00
10-3015 Interest - Property Tax	6,000	529.23	1,653.84	0.00	4,346.16	27.56
TOTAL Property Tax - Delinq.	6,000	4,030.23	9,763.84	0.00	(3,763.84)	162.73
Local Tax						
10-3020 Local Sales Tax - Sumner	265,000	26,408.86	48,675.49	0.00	216,324.51	18.37
10-3021 Local Sales Tax - Robt	180,000	16,998.76	57,009.68	0.00	122,990.32	31.67
10-3022 Wholesale Beer Tax	107,000	8,544.99	25,877.57	0.00	81,122.43	24.18
10-3023 Cable TV Franchise Tax	54,000	0.00	2,212.92	0.00	51,787.08	4.10
10-3025 Business Tax-City	25,000	3,039.10	5,908.62	0.00	19,091.38	23.63
10-3027 Beer Privilege Tax	700	0.00	0.00	0.00	700.00	0.00
10-3028 Wholesale Liquor Tax	11,000	794.30	2,530.37	0.00	8,469.63	23.00
10-3029 Hotel/Motel Tax	4,500	412.40	1,130.55	0.00	3,369.45	25.12
TOTAL Local Tax	647,200	56,198.41	143,345.20	0.00	503,854.80	22.15
State Tax						
10-3030 State Sales Tax	573,160	42,160.00	143,125.95	0.00	430,034.05	24.97
10-3031 State Income Tax (Hall's Tax)	4,500	0.00	12,038.50	0.00	(7,538.50)	267.52
10-3032 State Beer Tax	3,100	0.00	0.00	0.00	3,100.00	0.00
10-3033 State-City Street/Petroleum	12,800	1,065.46	3,196.51	0.00	9,603.49	24.97
10-3034 State Telecommunications Tax	1,000	106.88	292.12	0.00	707.88	29.21
10-3035 Bank Excise Tax	3,000	0.00	0.00	0.00	3,000.00	0.00
10-3036 TVA Gross Receipts	76,000	0.00	0.00	0.00	76,000.00	0.00
TOTAL State Tax	673,560	43,332.34	158,653.08	0.00	514,906.92	23.55
Payment in Lieu of Taxes						
10-3099 Sewer In Lieu of Taxes	29,200	0.00	0.00	0.00	29,200.00	0.00
TOTAL Payment in Lieu of Taxes	29,200	0.00	0.00	0.00	29,200.00	0.00
Road Maintenance Fees						
Court Fines & Fees						
10-3200 City Court Fines & Costs	325,000	29,734.50	86,206.50	0.00	238,793.50	26.53
10-3202 City Court Litigation Tax	30,000	2,457.75	7,215.25	0.00	22,784.75	24.05
10-3205 Sumner Co. Court Fines	14,000	663.39	4,255.05	0.00	9,744.95	30.39
10-3206 Robertson Co. Court Fines	5,000	590.90	1,630.19	0.00	3,369.81	32.60
10-3220 Police Reports	50	0.75	2.10	0.00	47.90	4.20
10-3221 Police Dept-Other	2,000	0.00	595.00	0.00	1,405.00	29.75
10-3222 PD Tow/Storage Fees	5,000	0.00	230.00	0.00	4,770.00	4.60
TOTAL Court Fines & Fees	381,050	33,447.29	100,134.09	0.00	280,915.91	26.28

10 -General Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Licenses & Permits						
10-3302 Building Permits	36,000	1,103.10	9,736.62	0.00	26,263.38	27.05
10-3304 Burn Permits	450	15.00	95.00	0.00	355.00	21.11
TOTAL Licenses & Permits	36,450	1,118.10	9,831.62	0.00	26,618.38	26.97
Other Revenue						
10-3498 Plan Review Fees	0	0.00	1,960.00	0.00	(1,960.00)	0.00
10-3499 Engineering Fees/P&Z	7,500	0.00	0.00	0.00	7,500.00	0.00
10-3500 Planning & Zoning Fees	5,000	1,100.00	1,400.00	0.00	3,600.00	28.00
10-3501 Interest Earnings	5,000	0.00	881.75	0.00	4,118.25	17.64
10-3504 Miscellaneous Income	10,000	725.08	5,595.76	0.00	4,404.24	55.96
10-3505 Insurance Proceeds	0	3,814.41	6,803.46	0.00	(6,803.46)	0.00
10-3507 Seizures/Auction	0	0.00	3,093.90	0.00	(3,093.90)	0.00
10-3510 Fire Dept-Other	0	0.00	451.60	0.00	(451.60)	0.00
10-3522 Community Center	30,000	2,190.00	10,445.00	0.00	19,555.00	34.82
10-3600 Grant Proceeds	10,000	0.00	0.00	0.00	10,000.00	0.00
10-3602 DTF Reimbursement	51,618	4,241.14	8,482.28	0.00	43,135.72	16.43
10-3606 Loan/Bond Proceeds	0	0.00	3,000,000.00	0.00	(3,000,000.00)	0.00
TOTAL Other Revenue	119,118	12,070.63	3,039,113.75	0.00	(2,919,995.75)	2,551.35
Transfers						
10-3710 From Fund Balance-General Fund	290,121	0.00	0.00	0.00	290,121.00	0.00
TOTAL Transfers	290,121	0.00	0.00	0.00	290,121.00	0.00
TOTAL REVENUE	3,121,788	150,197.00	3,460,841.58	0.00	(339,053.58)	110.86

10 -General Fund
DEPARTMENT - Administration

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-410-1100 Salaries - Administrative	222,947	16,938.64	48,440.69	0.00	174,506.31	21.73
10-410-1101 Overtime - Administrative	1,000	113.02	270.41	0.00	729.59	27.04
10-410-1102 Salaries - Other	0	160.00	400.00	0.00	(400.00)	0.00
10-410-1105 Salaries - City Commission	24,850	2,050.00	6,150.00	0.00	18,700.00	24.75
10-410-1108 Longevity Pay	5,100	0.00	0.00	0.00	5,100.00	0.00
TOTAL Salaries	253,897	19,261.66	55,261.10	0.00	198,635.90	21.77
Other Personnel Costs						
10-410-1200 SS & Medicare	19,423	1,450.33	4,158.23	0.00	15,264.77	21.41
10-410-1300 Employee Health Insurance	39,000	2,744.07	6,999.49	0.00	32,000.51	17.95
10-410-1400 Retirement	0	0.00	88.98	0.00	(88.98)	0.00
10-410-1500 Unemployment Insurance	112	0.00	0.00	0.00	112.00	0.00
TOTAL Other Personnel Costs	58,535	4,194.40	11,246.70	0.00	47,288.30	19.21
Other Expenses						
10-410-2000 Other Medical Expense	0	0.00	142.00	0.00	(142.00)	0.00
10-410-2002 Education & Training	2,500	0.00	294.80	0.00	2,205.20	11.79
10-410-2014 Worker's Comp. Insurance	933	0.00	0.00	0.00	933.00	0.00
10-410-2016 Liability & Property Ins.	93,000	0.00	0.00	0.00	93,000.00	0.00
10-410-2100 Utilities	19,000	1,916.62	3,622.60	0.00	15,377.40	19.07
10-410-2102 Telephone&Internet	6,000	537.72	1,608.43	0.00	4,391.57	26.81
10-410-2104 Gas, Oil, Diesel Fuel	500	26.55	26.55	0.00	473.45	5.31
10-410-2106 Publicity,Subscripts & Dues	10,500	581.00	3,823.00	0.00	6,677.00	36.41
10-410-2202 Vehicle Repair&Maintenance	1,000	164.79	164.79	0.00	835.21	16.48
10-410-2206 Bldg Repair & Maintenance	5,000	81.88	81.88	0.00	4,918.12	1.64
10-410-2207 City Property Maintenance	1,000	0.00	0.00	0.00	1,000.00	0.00
10-410-2210 Contractual Services	60,331	7,681.15	21,733.71	0.00	38,597.29	36.02
10-410-2300 Operating Supplies	3,500	386.78	676.81	0.00	2,823.19	19.34
10-410-2302 Office Supplies	2,000	660.40	1,098.54	0.00	901.46	54.93
10-410-2310 Miscellaneous/Sundry	2,000	128.66	303.56	0.00	1,696.44	15.18
10-410-2312 Minor Equipment	3,300	144.98	1,167.91	0.00	2,132.09	35.39
10-410-2316 Postage & Machine Rental	3,500	129.00	129.00	0.00	3,371.00	3.69
10-410-2322 Interest Expense	60,500	0.00	0.00	0.00	60,500.00	0.00
10-410-2326 Recording Documents	120	0.00	0.00	0.00	120.00	0.00
10-410-2332 Meals & Entertainment	2,000	140.30	140.30	0.00	1,859.70	7.02
10-410-2700 Donations	2,500	0.00	0.00	0.00	2,500.00	0.00
10-410-2745 Sumner-Property TR Match	2,500	0.00	0.00	0.00	2,500.00	0.00
10-410-2750 Robt-Property TR Match	1,700	0.00	13.00	0.00	1,687.00	0.76
10-410-4000 Professional Services	5,000	0.00	0.00	0.00	5,000.00	0.00
10-410-4014 Legal Services	30,000	3,977.50	5,743.50	0.00	24,256.50	19.15
10-410-4016 Accounting & Auditing	5,500	0.00	0.00	0.00	5,500.00	0.00
10-410-6020 Debt Service-Prin/Bond	75,000	(3,599.52)	(3,599.52)	0.00	78,599.52	4.80-
10-410-6022 Other Capital Projects	0	0.00	3,200.00	0.00	(3,200.00)	0.00
TOTAL Other Expenses	398,884	12,957.81	40,370.86	0.00	358,513.14	10.12
TOTAL Administration	711,316	36,413.87	106,878.66	0.00	604,437.34	15.03

10 -General Fund
DEPARTMENT - Building/Codes

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-411-1100 Salaries - Bldg/Codes	32,292	2,484.80	6,896.00	0.00	25,396.00	21.36
10-411-1101 Overtime - Bldg/Codes	500	46.59	46.59	0.00	453.41	9.32
10-411-1108 Longevity Pay	50	0.00	0.00	0.00	50.00	0.00
TOTAL Salaries	32,842	2,531.39	6,942.59	0.00	25,899.41	21.14
Other Personnel Costs						
10-411-1200 SS & Medicare	2,512	191.71	525.67	0.00	1,986.33	20.93
10-411-1300 Employee Health Insurance	500	40.83	122.49	0.00	377.51	24.50
10-411-1400 Retirement	0	0.00	5.72	0.00	(5.72)	0.00
10-411-1500 Unemployment Ins.	56	0.00	0.00	0.00	56.00	0.00
TOTAL Other Personnel Costs	3,068	232.54	653.88	0.00	2,414.12	21.31
Other Expenses						
10-411-2000 Other Medical Expense	150	0.00	0.00	0.00	150.00	0.00
10-411-2002 Education & Training	1,000	0.00	0.00	0.00	1,000.00	0.00
10-411-2014 W.Comp Insurance	72	0.00	0.00	0.00	72.00	0.00
10-411-2102 Telephone/Internet	1,200	93.62	280.86	0.00	919.14	23.41
10-411-2104 Gas & Oil	800	53.60	118.20	0.00	681.80	14.78
10-411-2106 Publicity,Subscriptions&Due	500	0.00	85.00	0.00	415.00	17.00
10-411-2202 Vehicle Repair&Maintenance	1,000	0.00	54.87	0.00	945.13	5.49
10-411-2210 Contractual Services	43,455	3,097.90	11,586.85	0.00	31,868.15	26.66
10-411-2300 Operating Supplies	750	181.02	209.99	0.00	540.01	28.00
10-411-2302 Office Supplies	1,000	0.00	333.50	0.00	666.50	33.35
10-411-2310 Miscellaneous/Sundry	500	0.00	0.00	0.00	500.00	0.00
10-411-2312 Minor Equipment	275	0.00	250.85	0.00	24.15	91.22
10-411-2316 Postage	750	0.00	0.00	0.00	750.00	0.00
TOTAL Other Expenses	51,452	3,426.14	12,920.12	0.00	38,531.88	25.11
TOTAL Building/Codes	87,362	6,190.07	20,516.59	0.00	66,845.41	23.48

10 -General Fund
DEPARTMENT - Municipal Court

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-412-1100 Salaries - Court Clerk	34,445	2,649.60	7,904.00	0.00	26,541.00	22.95
10-412-1101 Overtime - Court Clerk	100	0.00	0.00	0.00	100.00	0.00
10-412-1108 Longevity Pay	600	0.00	0.00	0.00	600.00	0.00
TOTAL Salaries	35,145	2,649.60	7,904.00	0.00	27,241.00	22.49
Other Personnel Costs						
10-412-1200 SS & Medicare	2,689	202.70	604.67	0.00	2,084.33	22.49
10-412-1300 Employee Health Insurance	7,850	616.36	1,849.08	0.00	6,000.92	23.56
10-412-1400 Retirement	0	0.00	15.88	0.00	(15.88)	0.00
10-412-1500 Unemployment Insurance	42	0.00	0.00	0.00	42.00	0.00
TOTAL Other Personnel Costs	10,581	819.06	2,469.63	0.00	8,111.37	23.34
Other Expenses						
10-412-2002 Education & Training	500	0.00	0.00	0.00	500.00	0.00
10-412-2014 W.Comp Insurance	75	0.00	0.00	0.00	75.00	0.00
10-412-2106 Publicity,Subscriptions&Due	100	0.00	0.00	0.00	100.00	0.00
10-412-2210 Contractual Services	3,000	0.00	2,739.51	0.00	260.49	91.32
10-412-2300 Operating Supplies	500	0.00	0.00	0.00	500.00	0.00
10-412-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
10-412-2310 Miscellaneous/Sundry	3,500	0.00	666.36	0.00	2,833.64	19.04
10-412-4014 City Judge	6,000	500.00	1,750.00	0.00	4,250.00	29.17
TOTAL Other Expenses	14,175	500.00	5,155.87	0.00	9,019.13	36.37
TOTAL Municipal Court	59,901	3,968.66	15,529.50	0.00	44,371.50	25.93

10 -General Fund
DEPARTMENT - Police Dept

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-421-1100 Salaries - Dispatch/Records	33,160	2,470.40	7,369.60	0.00	25,790.40	22.22
10-421-1105 Salaries - Police	642,175	49,507.44	146,100.12	0.00	496,074.88	22.75
10-421-1106 Overtime - Police	17,000	2,365.13	9,248.13	0.00	7,751.87	54.40
10-421-1107 O.T. GHSO Grant/Traffic Enf	5,000	0.00	0.00	0.00	5,000.00	0.00
10-421-1108 Longevity Pay	5,650	0.00	0.00	0.00	5,650.00	0.00
TOTAL Salaries	702,985	54,342.97	162,717.85	0.00	540,267.15	23.15
Other Personnel Costs						
10-421-1200 SS & Medicare	53,778	4,023.56	12,050.70	0.00	41,727.30	22.41
10-421-1300 Employee Health Insurance	163,404	12,514.11	35,402.57	0.00	128,001.43	21.67
10-421-1400 Retirement	0	0.00	309.63	0.00	(309.63)	0.00
10-421-1500 Unemployment Insurance	1,184	0.00	0.00	0.00	1,184.00	0.00
TOTAL Other Personnel Costs	218,366	16,537.67	47,762.90	0.00	170,603.10	21.87
Other Expenses						
10-421-2000 Other Medical Expense	1,200	80.00	235.00	0.00	965.00	19.58
10-421-2002 Education & Training	10,000	6,960.36	6,960.36	0.00	3,039.64	69.60
10-421-2014 W.Comp Insurance	40,263	0.00	0.00	0.00	40,263.00	0.00
10-421-2100 Utilities	600	72.39	205.23	0.00	394.77	34.21
10-421-2102 Telephone & jetpacks	10,034	758.59	2,275.83	0.00	7,758.17	22.68
10-421-2104 Gas, Oil, Diesel Fuel	40,000	2,596.94	5,438.05	0.00	34,561.95	13.60
10-421-2106 Publicity,Subscripts & Dues	1,000	0.00	350.00	0.00	650.00	35.00
10-421-2202 Vehicle Repair&Maintenance	25,000	3,187.39	7,478.15	0.00	17,521.85	29.91
10-421-2204 Equip Repair & Maintenance	4,000	0.00	0.00	0.00	4,000.00	0.00
10-421-2210 Contractual Services	12,300	3,162.25	6,583.72	0.00	5,716.28	53.53
10-421-2212 SCECC Contractual Svc	190,000	0.00	0.00	0.00	190,000.00	0.00
10-421-2300 Operating Supplies	7,000	2,232.00	2,331.06	0.00	4,668.94	33.30
10-421-2302 Office Supplies	2,000	35.67	420.36	0.00	1,579.64	21.02
10-421-2310 Miscellaneous/Sundry	500	0.00	0.00	0.00	500.00	0.00
10-421-2312 Minor Equipment-Police	31,300	114.45	185.43	0.00	31,114.57	0.59
10-421-2316 Postage	100	0.00	0.00	0.00	100.00	0.00
10-421-2324 Clothing & Uniforms	10,000	0.00	1,670.41	0.00	8,329.59	16.70
10-421-2332 Meals & Entertainment	0	167.26	167.26	0.00	(167.26)	0.00
10-421-4002 Vehicle Towing Service	3,000	460.00	525.00	0.00	2,475.00	17.50
10-421-6014 Machinery&Equipment-Police	77,000	10,500.00	10,500.00	0.00	66,500.00	13.64
TOTAL Other Expenses	465,297	30,327.30	45,325.86	0.00	419,971.14	9.74
TOTAL Police Dept	1,386,648	101,207.94	255,806.61	0.00	1,130,841.39	18.45

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
DEPARTMENT - Fire Dept

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-422-1100 Salaries - Fire Department	98,394	7,181.18	22,011.76	0.00	76,382.24	22.37
10-422-1105 Volunteer Pay	35,000	0.00	0.00	0.00	35,000.00	0.00
10-422-1108 Longevity Pay	900	0.00	0.00	0.00	900.00	0.00
TOTAL Salaries	134,294	7,181.18	22,011.76	0.00	112,282.24	16.39
Other Personnel Costs						
10-422-1200 SS & Medicare	10,273	521.86	1,601.79	0.00	8,671.21	15.59
10-422-1300 Employee Health Insurance	19,000	1,511.35	4,534.05	0.00	14,465.95	23.86
10-422-1400 Retirement	0	0.00	43.74	0.00	(43.74)	0.00
10-422-1500 Unemployment Insurance	84	0.00	0.00	0.00	84.00	0.00
TOTAL Other Personnel Costs	29,357	2,033.21	6,179.58	0.00	23,177.42	21.05
Other Expenses						
10-422-2002 Education & Training	5,000	482.80	873.80	0.00	4,126.20	17.48
10-422-2014 W.Comp Insurance	7,072	0.00	0.00	0.00	7,072.00	0.00
10-422-2100 Utility Services	7,500	741.71	1,401.13	0.00	6,098.87	18.68
10-422-2102 Telephone & aircards	2,400	159.68	479.04	0.00	1,920.96	19.96
10-422-2104 Gas, Oil, Diesel Fuel	6,000	368.24	789.03	0.00	5,210.97	13.15
10-422-2106 Publicity,Subscripts & Dues	2,500	0.00	200.00	0.00	2,300.00	8.00
10-422-2202 Vehicle Repair&Maintenance	15,000	467.13	4,696.87	0.00	10,303.13	31.31
10-422-2204 Equip. Repair & Maintenance	5,000	0.00	0.00	0.00	5,000.00	0.00
10-422-2206 Bldg Repair & Maint - Sta 2	2,000	53.00	555.50	0.00	1,444.50	27.78
10-422-2210 Contractual Services	18,632	935.20	2,053.75	0.00	16,578.25	11.02
10-422-2300 Operating Supplies	7,000	168.62	356.70	0.00	6,643.30	5.10
10-422-2302 Office Supplies	1,000	33.05	33.05	0.00	966.95	3.31
10-422-2310 Miscellaneous/Sundry	1,000	0.00	0.00	0.00	1,000.00	0.00
10-422-2312 Minor Equipment-Fire	6,072	72,059.11	72,368.96	0.00	(66,296.96)	1,191.85
10-422-2314 Minor Equp-Turnout Gear	15,000	0.00	0.00	0.00	15,000.00	0.00
10-422-2316 Postage	100	0.00	0.00	0.00	100.00	0.00
10-422-2324 Clothing & Uniforms	4,000	0.00	0.00	0.00	4,000.00	0.00
10-422-2332 Meals & Entertainment	300	0.00	0.00	0.00	300.00	0.00
10-422-4026 Promotional/Fire Prevention	1,000	831.50	831.50	0.00	168.50	83.15
10-422-6004 Debt Svc-Fire Engine	44,600	770.98	37,661.68	0.00	6,938.32	84.44
10-422-6014 Machinery & Equipment-Fire	73,910	0.00	0.00	0.00	73,910.00	0.00
TOTAL Other Expenses	225,086	77,071.02	122,301.01	0.00	102,784.99	54.34
TOTAL Fire Dept	388,737	86,285.41	150,492.35	0.00	238,244.65	38.71

10 -General Fund
DEPARTMENT - Development Services

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-440-1100 Salaries - Development Svcs	68,000	5,230.80	14,520.36	0.00	53,479.64	21.35
10-440-1108 Longevity Pay	150	0.00	0.00	0.00	150.00	0.00
TOTAL Salaries	68,150	5,230.80	14,520.36	0.00	53,629.64	21.31
Other Personnel Costs						
10-440-1200 SS & Medicare	5,213	379.68	1,054.19	0.00	4,158.81	20.22
10-440-1300 Employee Health Insurance	10,800	841.25	2,523.75	0.00	8,276.25	23.37
10-440-1400 Retirement	0	0.00	10.43	0.00	(10.43)	0.00
10-440-1500 Unemployment Ins.	28	0.00	0.00	0.00	28.00	0.00
TOTAL Other Personnel Costs	16,041	1,220.93	3,588.37	0.00	12,452.63	22.37
Other Expenses						
10-440-2002 Education & Training	2,000	0.00	0.00	0.00	2,000.00	0.00
10-440-2010 P&Z (& Recording Fees)	1,000	0.00	0.00	0.00	1,000.00	0.00
10-440-2014 W.Comp Insurance	151	0.00	0.00	0.00	151.00	0.00
10-440-2102 Telephone/Internet	684	59.60	178.80	0.00	505.20	26.14
10-440-2104 Gas & Oil	1,000	97.20	146.81	0.00	853.19	14.68
10-440-2106 Publicity,Subscriptions&Due	1,000	0.00	560.00	0.00	440.00	56.00
10-440-2202 Vehicle Repair&Maintenance	1,000	18.00	74.10	0.00	925.90	7.41
10-440-2204 Equipment Repair & Maint	500	0.00	0.00	0.00	500.00	0.00
10-440-2210 Contractual Services	2,327	18.95	37.90	0.00	2,289.10	1.63
10-440-2300 Operating Supplies	200	70.00	70.00	0.00	130.00	35.00
10-440-2302 Office Supplies	500	0.00	67.99	0.00	432.01	13.60
10-440-2312 Minor Equipment	1,000	0.00	159.99	0.00	840.01	16.00
10-440-2324 Clothing & Uniforms	300	0.00	0.00	0.00	300.00	0.00
10-440-2332 Meals & Entertainment	300	0.00	0.00	0.00	300.00	0.00
10-440-4000 Professional Services	5,000	0.00	0.00	0.00	5,000.00	0.00
10-440-4014 Legal Services	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL Other Expenses	18,962	263.75	1,295.59	0.00	17,666.41	6.83
TOTAL Development Services	103,153	6,715.48	19,404.32	0.00	83,748.68	18.81

10 -General Fund
DEPARTMENT - Community Ctr/Parks

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
10-444-1100 Salaries - Parks	70,871	3,720.00	13,108.50	0.00	57,762.50	18.50
10-444-1101 Overtime - Parks	1,000	0.00	0.00	0.00	1,000.00	0.00
10-444-1108 Longevity Pay	1,300	0.00	0.00	0.00	1,300.00	0.00
TOTAL Salaries	73,171	3,720.00	13,108.50	0.00	60,062.50	17.91
Other Personnel Costs						
10-444-1200 SS & Medicare	5,598	280.50	964.35	0.00	4,633.65	17.23
10-444-1300 Employee Health Insurance	18,600	97.55	2,699.53	0.00	15,900.47	14.51
10-444-1400 Retirement	0	0.00	8.67	0.00	(8.67)	0.00
10-444-1500 Unemployment Ins.	84	0.00	0.00	0.00	84.00	0.00
TOTAL Other Personnel Costs	24,282	378.05	3,672.55	0.00	20,609.45	15.12
Other Expenses						
10-444-2014 W.Comp Insurance	1,886	0.00	0.00	0.00	1,886.00	0.00
10-444-2100 Utilities	15,000	1,532.89	3,095.20	0.00	11,904.80	20.63
10-444-2102 Telephone&Internet	2,700	223.58	679.68	0.00	2,020.32	25.17
10-444-2104 Gas & Oil	200	0.00	0.00	0.00	200.00	0.00
10-444-2106 Publicity, Subscriptions,Du	205	0.00	0.00	0.00	205.00	0.00
10-444-2204 Equip Repair&Maintenance	1,500	0.00	0.00	0.00	1,500.00	0.00
10-444-2206 Bldg Repair & Maintenance	10,000	375.00	662.00	0.00	9,338.00	6.62
10-444-2207 Parks Property Maintenance	21,000	0.00	0.00	0.00	21,000.00	0.00
10-444-2210 Contractual Services	9,227	1,356.50	2,792.95	0.00	6,434.05	30.27
10-444-2300 Operating Supplies	2,000	64.49	252.91	0.00	1,747.09	12.65
10-444-2302 Office Supplies	500	27.03	94.02	0.00	405.98	18.80
10-444-2310 Miscellaneous/Sundry	1,000	0.00	161.69	0.00	838.31	16.17
10-444-2312 Minor Equipment-C.Center	1,000	256.48	823.22	0.00	176.78	82.32
10-444-2322 Interest Exp - CCtr Loan	12,000	782.71	2,469.64	0.00	9,530.36	20.58
10-444-2332 Meals & Entertainment	0	0.00	53.96	0.00	(53.96)	0.00
10-444-3000 Special Events	11,000	0.00	0.00	0.00	11,000.00	0.00
10-444-6000 Building Imp's-C.Ctr	4,000	0.00	0.00	0.00	4,000.00	0.00
10-444-6004 Debt Svc-Comm.Ctr Loan Pmt	134,000	10,980.30	32,837.84	0.00	101,162.16	24.51
10-444-6018 Park Dev/Playgrounds&Imp's	60,000	0.00	0.00	0.00	60,000.00	0.00
TOTAL Other Expenses	287,218	15,598.98	43,923.11	0.00	243,294.89	15.29
TOTAL Community Ctr/Parks	384,671	19,697.03	60,704.16	0.00	323,966.84	15.78
TOTAL EXPENDITURES	3,121,788	260,478.46	629,332.19	0.00	2,492,455.81	20.16
REVENUE OVER/(UNDER) EXPENDITURES	0	(110,281.46)	2,831,509.39	0.00	(2,831,509.39)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

20 -Sewer Fund

	BALANCE
ASSETS	
Current Assets	
Checking/Savings	
1000 Sewer Fund - Farmers Bank	336,896.55
1001 Phase II Sewer - Farmers Bk	587,176.25
1005 Sewer Fund MM-Farmers Bk	346,246.01
Total Checking/Savings	1,270,318.81
Current Assets	
1100 Cash Reserves - State of TN	24.00
1110 Cash on Hand-Petty Cash	300.00
1200 Accounts Receivable	113,542.76
1201 Allowance For Uncollectible	(165,444.76)
1202 A/R - KVS Bad Debt	45,432.44
1203 A/R - Incode Bad Debt	119,225.29
1204 UNAPPLIED CREDITS	(8,957.38)
1220 A/R - Other	72,472.37
1260 Postage Dep (Utility Billing)	1,830.40
1300 Inventory Asset	31,835.74
Total Current Assets	210,260.86
Total Current Assets	1,480,579.67
Other Assets	
Fixed Assets	
1400 Land - City Hall	47,268.00
1401 Buildings	97,853.91
1402 Furniture & Equipment	264,285.72
1403 Vehicles	239,895.71
1406 Sewer Collection System	8,744,750.14
1407 Construction in Progress	139,356.08
1450 Net Pension Asset	32,793.00
1455 Deferred Outflows for Pension	5,974.69
1499 Accumulated Depreciation	(4,301,814.21)
Total Fixed Assets	5,270,363.04
Transfers	
1610 Due To / From General Fund	(27,446.29)
1630 Due To / From Street Fund	219.89
1640 Due To / From Solid Waste Fund	(111,840.32)
1660 Due To / From Stormwater Fund	(38,788.98)
Total Transfers	(177,855.70)
Total Other Assets	5,092,507.34
TOTAL ASSETS	6,573,087.01

BALANCE SHEET
AS OF: SEPTEMBER 30TH, 2019
20 -Sewer Fund

	BALANCE
LIABILITIES & EQUITY	
Current Liabilities	
Current Liabilities	
2109 Accrued Compensated Absences	7,360.68
2250 Deferred Inflows for Pension	12,255.00
Total Current Liabilities	19,615.68
Total Current Liabilities	19,615.68
Long Term Liabilities	
Long Term Liabilities	
2460 SRF Loan Payable-LT	135,949.00
Total Long Term Liabilities	135,949.00
Total Long Term Liabilities	135,949.00
TOTAL LIABILITIES	155,564.68
Equity	
2700 Retained Earnings	(20,485.48)
2710 Fund Balance/Net Assets	969,115.93
2713 Net Assets/Capital & Debt	5,225,785.44
Net Income	243,106.44
Total Equity	6,417,522.33
TOTAL LIABILITIES & EQUITY	6,573,087.01

20 -Sewer Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Sewer Revenue						
20-3000 Operating Revenue-Sewer	1,040,000	132,458.25	309,679.46	0.00	730,320.54	29.78
20-3001 Tap Fees	20,000	0.00	1,525.00	0.00	18,475.00	7.63
TOTAL Sewer Revenue	1,060,000	132,458.25	311,204.46	0.00	748,795.54	29.36
Other Revenue						
20-3400 Sewer Fees/Insp,Permits,etc	1,500	0.00	525.00	0.00	975.00	35.00
20-3501 Interest Income	3,200	0.00	546.13	0.00	2,653.87	17.07
20-3503 Sewer Tank/Pump Pkgs	0	3,000.00	6,000.00	0.00	(6,000.00)	0.00
20-3504 Miscellaneous Income	30,000	2,777.92	8,079.57	0.00	21,920.43	26.93
TOTAL Other Revenue	34,700	5,777.92	15,150.70	0.00	19,549.30	43.66
Transfers						
20-3701 From Fund Balance-Sewer Fund	132,938	0.00	0.00	0.00	132,938.00	0.00
TOTAL Transfers	132,938	0.00	0.00	0.00	132,938.00	0.00
TOTAL REVENUE	1,227,638	138,236.17	326,355.16	0.00	901,282.84	26.58

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
20-522-1100 Salaries - Sewer	108,168	5,412.82	17,292.27	0.00	90,875.73	15.99
20-522-1101 Overtime - Sewer	6,000	379.50	1,628.95	0.00	4,371.05	27.15
20-522-1108 Longevity Pay	3,300	0.00	0.00	0.00	3,300.00	0.00
TOTAL Salaries	117,468	5,792.32	18,921.22	0.00	98,546.78	16.11
Other Personnel Costs						
20-522-1200 SS & Medicare	8,986	442.12	1,435.62	0.00	7,550.38	15.98
20-522-1300 Employee Health Insurance	35,000	1,232.72	2,465.44	0.00	32,534.56	7.04
20-522-1400 Retirement	0	0.00	67.98	0.00	(67.98)	0.00
20-522-1500 Unemployment Insurance	210	0.00	0.00	0.00	210.00	0.00
TOTAL Other Personnel Costs	44,196	1,674.84	3,969.04	0.00	40,226.96	8.98
Other Expenses						
20-522-2000 Other Medical Expense	0	119.00	386.50	0.00	(386.50)	0.00
20-522-2002 Education & Training	2,300	0.00	0.00	0.00	2,300.00	0.00
20-522-2014 Worker's Comp Insurance	5,063	0.00	0.00	0.00	5,063.00	0.00
20-522-2016 Liability & Property Ins.	13,000	0.00	0.00	0.00	13,000.00	0.00
20-522-2100 Utilities	14,000	1,137.01	2,347.43	0.00	11,652.57	16.77
20-522-2102 Telephone	1,100	91.64	274.92	0.00	825.08	24.99
20-522-2104 Gas, Oil, Diesel Fuel	8,000	528.63	859.86	0.00	7,140.14	10.75
20-522-2106 Publicity,Subscripts & Dues	2,800	0.00	0.00	0.00	2,800.00	0.00
20-522-2200 System Rep&Maintenance	17,000	0.00	934.00	0.00	16,066.00	5.49
20-522-2202 Vehicle Repair&Maintenance	7,000	735.20	735.20	0.00	6,264.80	10.50
20-522-2204 Equip. Repair & Maintenance	5,600	0.00	0.00	0.00	5,600.00	0.00
20-522-2210 Contractual Services	18,232	962.30	5,331.53	0.00	12,900.47	29.24
20-522-2300 Operating Supplies	20,000	1,950.80	3,618.00	0.00	16,382.00	18.09
20-522-2302 Office Supplies	1,000	314.63	461.63	0.00	538.37	46.16
20-522-2310 Miscellaneous/Sundry	7,500	15.06	983.76	0.00	6,516.24	13.12
20-522-2312 Minor Equipment-Sewer	2,808	228.99	228.99	0.00	2,579.01	8.15
20-522-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
20-522-2324 Clothing & Uniforms	2,000	83.28	83.28	0.00	1,916.72	4.16
20-522-2706 Payments In Lieu Of Taxes	29,200	0.00	0.00	0.00	29,200.00	0.00
20-522-2708 Depreciation	246,000	0.00	0.00	0.00	246,000.00	0.00
20-522-4000 Professional Services	2,500	0.00	0.00	0.00	2,500.00	0.00
20-522-4004 Sewage Transport-G'ville	130,000	0.00	0.00	0.00	130,000.00	0.00
20-522-4006 Sewage Treatment-Metro	301,000	24,799.26	24,799.26	0.00	276,200.74	8.24
20-522-4008 WHUD Readings	11,400	1,915.50	1,915.50	0.00	9,484.50	16.80
20-522-4010 Pretreatment (Odor Control)	25,000	2,968.00	5,936.00	0.00	19,064.00	23.74
20-522-4016 Accounting & Auditing	4,500	0.00	0.00	0.00	4,500.00	0.00
20-522-5006 Debt Svc-State Rev Loan	23,971	41.90	125.70	0.00	23,845.30	0.52
20-522-6002 Syst Upgrade-Ph1/Investigat	7,500	776.50	776.50	0.00	6,723.50	10.35
20-522-6006 Pumps (System r&m)	70,000	0.00	10,560.40	0.00	59,439.60	15.09
20-522-6014 Machinery&Equipment-Swr	87,000	0.00	0.00	0.00	87,000.00	0.00
TOTAL Other Expenses	1,065,974	36,667.70	60,358.46	0.00	1,005,615.54	5.66
TOTAL Sewer	1,227,638	44,134.86	83,248.72	0.00	1,144,389.28	6.78

20 -Sewer Fund
DEPARTMENT - Sewer

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,227,638	44,134.86	83,248.72	0.00	1,144,389.28	6.78
REVENUE OVER/(UNDER) EXPENDITURES	0	94,101.31	243,106.44	0.00	(243,106.44)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

30 -Street Fund

	BALANCE
ASSETS	
Current Assets	
Checking/Savings	
1000 State Street Aid Fund-Farmers	225,246.90
1002 Road Maint.Fund-Farmers Bank	25,514.26
Total Checking/Savings	250,761.16
Current Assets	
1220 A/R - Other	19,467.03
1300 Inventory	2,629.94
Total Current Assets	22,096.97
Total Current Assets	272,858.13
Other Assets	
Fixed Assets	
Transfers	
1610 Due To / From General Fund	60,213.76
1620 Due To / From Sewer Fund	(219.89)
Total Transfers	59,993.87
Total Other Assets	59,993.87
TOTAL ASSETS	332,852.00
LIABILITIES & EQUITY	
Current Liabilities	
Current Liabilities	
Long Term Liabilities	
Equity	
2700 Retained Earnings	(263,980.24)
2720 Fund Balance-Nonspendable	2,629.94
2740 Fund Balance-Committed	564,284.84
Net Income	29,917.46
Total Equity	332,852.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

30 -Street Fund

	BALANCE
TOTAL LIABILITIES & EQUITY	332,852.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

30 -Street Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Street Revenue						
30-3030 State Gas-Motor Fuel Tax	247,940	10,838.68	31,992.45	0.00	215,947.55	12.90
30-3032 State Gas 1989 Tax	0	1,799.64	5,123.06	0.00	(5,123.06)	0.00
30-3034 State Gas 3 Cent Tax	0	3,334.60	9,492.66	0.00	(9,492.66)	0.00
30-3036 State Gas 2017 Improve Tax	0	5,387.13	13,845.83	0.00	(13,845.83)	0.00
30-3100 Road Maintenance Fees	7,000	0.00	601.60	0.00	6,398.40	8.59
30-3501 Interest Earned	450	0.00	69.76	0.00	380.24	15.50
TOTAL Street Revenue	255,390	21,360.05	61,125.36	0.00	194,264.64	23.93
Transfers						
30-3711 From Fund Balance-Street Fund	172,880	0.00	0.00	0.00	172,880.00	0.00
TOTAL Transfers	172,880	0.00	0.00	0.00	172,880.00	0.00
TOTAL REVENUE	428,270	21,360.05	61,125.36	0.00	367,144.64	14.27

30 -Street Fund
DEPARTMENT - Street

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
30-431-1101 Overtime - Street	0	0.00	293.76	0.00	(293.76)	0.00
TOTAL Salaries	0	0.00	293.76	0.00	(293.76)	0.00
Other Personnel Costs						
30-431-1200 SS & Medicare	0	0.00	21.93	0.00	(21.93)	0.00
30-431-1400 Retirement	0	0.00	1.22	0.00	(1.22)	0.00
TOTAL Other Personnel Costs	0	0.00	23.15	0.00	(23.15)	0.00
Other Expenses						
30-431-2016 Liability & Property Ins.	4,600	0.00	0.00	0.00	4,600.00	0.00
30-431-2104 Gas, Oil, Diesel Fuel	3,000	176.21	286.62	0.00	2,713.38	9.55
30-431-2110 Street Lighting	35,000	2,968.26	5,976.03	0.00	29,023.97	17.07
30-431-2204 Equip. Repair & Maintenance	7,500	21.09	38.08	0.00	7,461.92	0.51
30-431-2208 Street Repair & Maintenance	2,500	126.00	126.00	0.00	2,374.00	5.04
30-431-2210 Contractual Services	0	164.47	221.32	0.00	(221.32)	0.00
30-431-2300 Operating Supplies	500	0.00	21.99	0.00	478.01	4.40
30-431-2306 Salt Supplies	4,000	0.00	0.00	0.00	4,000.00	0.00
30-431-2308 Rock, Gravel & Sand	900	0.00	0.00	0.00	900.00	0.00
30-431-2310 Miscellaneous/Sundry	870	0.00	0.00	0.00	870.00	0.00
30-431-2312 Minor Equipment-Street	300	0.00	0.00	0.00	300.00	0.00
30-431-2318 Sign Parts & Supplies	5,000	71.90	71.90	0.00	4,928.10	1.44
30-431-4000 Professional Services	24,100	0.00	24,149.05	0.00	(49.05)	100.20
30-431-6020 Street Paving	300,000	0.00	0.00	0.00	300,000.00	0.00
30-431-6025 Streetscape Capital Proj.	40,000	0.00	0.00	0.00	40,000.00	0.00
TOTAL Other Expenses	428,270	3,527.93	30,890.99	0.00	397,379.01	7.21
TOTAL Street	428,270	3,527.93	31,207.90	0.00	397,062.10	7.29
TOTAL EXPENDITURES	428,270	3,527.93	31,207.90	0.00	397,062.10	7.29
REVENUE OVER/(UNDER) EXPENDITURES	0	17,832.12	29,917.46	0.00	(29,917.46)	0.00

BALANCE SHEET
AS OF: SEPTEMBER 30TH, 2019
40 -Solid Waste Fund

	BALANCE
ASSETS	
======	
Current Assets	
Checking/Savings	
1000 Solid Waste Fund - Farmers Bk	296,304.98
Total Checking/Savings	296,304.98
Current Assets	
1200 Accounts Receivable	41,711.82
1201 Allowance for Bad Debt	(23,971.42)
1203 A/R - Incode Bad Debt	29,338.95
1300 Inventory	4,473.20
Total Current Assets	51,552.55
Total Current Assets	347,857.53
Other Assets	
Transfers	
1610 Due To / From General Fund	(38,795.49)
1620 Due To / From Sewer Fund	111,840.32
Total Transfers	73,044.83
Total Other Assets	73,044.83
TOTAL ASSETS	420,902.36
	==============
LIABILITIES & EQUITY	
====================	
Current Liabilities	
Current Liabilities	
2200 Deferred Revenue	36,981.50
Total Current Liabilities	36,981.50
Total Current Liabilities	36,981.50
Long Term Liabilities	
TOTAL LIABILITIES	36,981.50
	==============

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

40 -Solid Waste Fund

	BALANCE
Equity	
2700 Retained Earnings	(105,974.48)
2720 Fund Balance-Nonspendable	4,473.20
2730 Fund Balance-Restricted	460,420.66
Net Income	25,001.48
Total Equity	383,920.86
TOTAL LIABILITIES & EQUITY	420,902.36

40 -Solid Waste Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
User Fees						
40-3000 User Fees	464,000	50,653.52	112,992.66	0.00	351,007.34	24.35
TOTAL User Fees	464,000	50,653.52	112,992.66	0.00	351,007.34	24.35
Other Revenue						
40-3500 Sale of Recyclables	3,000	0.00	199.50	0.00	2,800.50	6.65
40-3501 Interest Income	500	0.00	92.63	0.00	407.37	18.53
TOTAL Other Revenue	3,500	0.00	292.13	0.00	3,207.87	8.35
Transfers						
40-3711 From Fund Balance-SW Fund	59,213	0.00	0.00	0.00	59,213.00	0.00
TOTAL Transfers	59,213	0.00	0.00	0.00	59,213.00	0.00
TOTAL REVENUE	526,713	50,653.52	113,284.79	0.00	413,428.21	21.51

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

40 -Solid Waste Fund
DEPARTMENT - Solid Waste

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
40-432-1100 Salaries - Solid Waste	97,755	7,487.81	25,045.43	0.00	72,709.57	25.62
40-432-1101 Overtime - Solid Waste	1,500	0.00	0.00	0.00	1,500.00	0.00
40-432-1108 Longevity Pay	1,150	0.00	0.00	0.00	1,150.00	0.00
TOTAL Salaries	100,405	7,487.81	25,045.43	0.00	75,359.57	24.94
Other Personnel Costs						
40-432-1200 SS & Medicare	7,681	559.24	1,882.89	0.00	5,798.11	24.51
40-432-1300 Employee Health Insurance	30,000	2,359.92	7,661.29	0.00	22,338.71	25.54
40-432-1400 Retirement	0	0.00	43.74	0.00	(43.74)	0.00
40-432-1500 Unemployment Insurance	84	0.00	0.00	0.00	84.00	0.00
TOTAL Other Personnel Costs	37,765	2,919.16	9,587.92	0.00	28,177.08	25.39
Other Expenses						
40-432-2014 Worker's Comp. Insurance	5,976	0.00	0.00	0.00	5,976.00	0.00
40-432-2016 Liability & Property Ins.	7,000	0.00	0.00	0.00	7,000.00	0.00
40-432-2104 Gas, Oil, Diesel Fuel	6,000	499.61	675.33	0.00	5,324.67	11.26
40-432-2106 Publicity,Subscript's & Due	3,000	3,000.00	3,000.00	0.00	0.00	100.00
40-432-2202 Vehicle/Equipment r&m	7,000	28.24	1,943.24	0.00	5,056.76	27.76
40-432-2210 Contractual Services	10,510	448.21	4,010.04	0.00	6,499.96	38.15
40-432-2300 Operating Supplies	1,000	16.54	16.54	0.00	983.46	1.65
40-432-2302 Office Supplies	200	0.00	0.00	0.00	200.00	0.00
40-432-2310 Miscellaneous/Sundry	200	0.00	0.00	0.00	200.00	0.00
40-432-2316 Postage	500	0.00	0.00	0.00	500.00	0.00
40-432-2324 Clothing & Uniforms	1,000	0.00	0.00	0.00	1,000.00	0.00
40-432-4002 Contractual Svc-Waste Ind.	267,157	21,614.68	43,229.36	0.00	223,927.64	16.18
40-432-4016 Accounting & Auditing	1,000	0.00	0.00	0.00	1,000.00	0.00
40-432-4026 Disposal Fees	18,000	367.20	775.45	0.00	17,224.55	4.31
40-432-6014 Machinery&Equipment-SW	60,000	0.00	0.00	0.00	60,000.00	0.00
TOTAL Other Expenses	388,543	25,974.48	53,649.96	0.00	334,893.04	13.81
TOTAL Solid Waste	526,713	36,381.45	88,283.31	0.00	438,429.69	16.76
TOTAL EXPENDITURES	526,713	36,381.45	88,283.31	0.00	438,429.69	16.76
REVENUE OVER/(UNDER) EXPENDITURES	0	14,272.07	25,001.48	0.00	(25,001.48)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

50 -Drug Fund

	BALANCE
ASSETS	
Current Assets	
Checking/Savings	
1000 Drug Fund - Farmers Bank	6,887.13
1001 Drug Fund Escrow Acct-Farmers	48,321.52
Total Checking/Savings	55,208.65
Current Assets	
1110 Cash on Hand - Petty Cash	245.00
Total Current Assets	245.00
Total Current Assets	55,453.65
Other Assets	
Transfers	
1610 Due To / From General Fund	26,735.81
Total Transfers	26,735.81
Total Other Assets	26,735.81
TOTAL ASSETS	82,189.46
LIABILITIES & EQUITY	
Current Liabilities	
Current Liabilities	
2002 DF Escrow Pending Acct	48,321.52
Total Current Liabilities	48,321.52
Total Current Liabilities	48,321.52
Long Term Liabilities	
TOTAL LIABILITIES	48,321.52
Equity	
2700 Retained Earnings	(22,981.92)
2730 Fund Balance-Restricted	28,601.02
Net Income	28,248.84
Total Equity	33,867.94

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

50 -Drug Fund

	BALANCE
TOTAL LIABILITIES & EQUITY	82,189.46

50 -Drug Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Drug Fund Donations						
50-3101 Donations	0	0.00	1,500.00	0.00	(1,500.00)	0.00
TOTAL Drug Fund Donations	0	0.00	1,500.00	0.00	(1,500.00)	0.00
Drug Fines/Fees						
50-3200 Drug Fines	7,000	413.25	1,859.70	0.00	5,140.30	26.57
50-3222 Impound Storage Fees	7,000	5,535.00	5,535.00	0.00	1,465.00	79.07
TOTAL Drug Fines/Fees	14,000	5,948.25	7,394.70	0.00	6,605.30	52.82
Other Drug Revenue						
50-3501 Interest Income	80	0.00	13.03	0.00	66.97	16.29
50-3505 Insurance Proceeds	0	0.00	18,790.18	0.00	(18,790.18)	0.00
50-3507 Seizure/Forfeit/Auction	10,000	0.00	1,785.05	0.00	8,214.95	17.85
TOTAL Other Drug Revenue	10,080	0.00	20,588.26	0.00	(10,508.26)	204.25
Transfers						
TOTAL REVENUE	24,080	5,948.25	29,482.96	0.00	(5,402.96)	122.44

50 -Drug Fund
DEPARTMENT - Drug

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Other Personnel Costs						
Other Expenses						
50-451-2312 Minor Equipment-Drug	22,040	303.98	633.82	0.00	21,406.18	2.88
50-451-2320 Bank Service Charge	40	0.00	0.00	0.00	40.00	0.00
50-451-2712 Other Drug Related Expenses	2,000	600.30	600.30	0.00	1,399.70	30.02
TOTAL Other Expenses	24,080	904.28	1,234.12	0.00	22,845.88	5.13
TOTAL Drug	24,080	904.28	1,234.12	0.00	22,845.88	5.13
TOTAL EXPENDITURES	24,080	904.28	1,234.12	0.00	22,845.88	5.13
REVENUE OVER/(UNDER) EXPENDITURES	0	5,043.97	28,248.84	0.00	(28,248.84)	0.00

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

60 -Stormwater Fund

	BALANCE
ASSETS	
Current Assets	
Checking/Savings	
1000 Stormwater Fund - Farmers Bk	97,759.57
Total Checking/Savings	97,759.57
Current Assets	
1200 Accounts Receivable	17,459.23
1203 A/R - Stormwater Bad Debt	237.17
1220 A/R - Other	10,760.00
Total Current Assets	28,456.40
Total Current Assets	126,215.97
Other Assets	
Transfers	
1610 Due To / From General Fund	(8,962.54)
1620 Due To / From Sewer Fund	38,788.98
Total Transfers	29,826.44
Total Other Assets	29,826.44
TOTAL ASSETS	156,042.41
LIABILITIES & EQUITY	
Current Liabilities	
Current Liabilities	
Long Term Liabilities	
Equity	
2700 Retained Earnings	178,845.16
Net Income	(22,802.75)
Total Equity	156,042.41
TOTAL LIABILITIES & EQUITY	156,042.41

60 -Stormwater Fund

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Stormwater Revenue						
60-3000 Stormwater Fees	155,000	17,131.08	39,403.12	0.00	115,596.88	25.42
TOTAL Stormwater Revenue	155,000	17,131.08	39,403.12	0.00	115,596.88	25.42
Other Revenue						
60-3200 Stormwater Fines	0	0.00	300.00	0.00	(300.00)	0.00
60-3400 Stormwater Permits/Fees	2,500	0.00	400.00	0.00	2,100.00	16.00
60-3501 Interest Income	180	0.00	40.58	0.00	139.42	22.54
60-3504 Miscellaneous Income	500	0.00	0.00	0.00	500.00	0.00
TOTAL Other Revenue	3,180	0.00	740.58	0.00	2,439.42	23.29
Transfers						
60-3711 From Fund Balance-StWr	17,313	0.00	0.00	0.00	17,313.00	0.00
TOTAL Transfers	17,313	0.00	0.00	0.00	17,313.00	0.00
TOTAL REVENUE	175,493	17,131.08	40,143.70	0.00	135,349.30	22.87

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

60 -Stormwater Fund
DEPARTMENT - Stormwater Fund % OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
Salaries						
60-461-1100 Salaries - Stormwater	63,228	1,766.90	6,256.88	0.00	56,971.12	9.90
60-461-1101 Overtime-Stormwater	500	0.00	0.00	0.00	500.00	0.00
TOTAL Salaries	63,728	1,766.90	6,256.88	0.00	57,471.12	9.82
Other Personnel Costs						
60-461-1200 SS & Medicare	4,837	134.85	473.99	0.00	4,363.01	9.80
60-461-1300 Employee Health Insurance	14,000	0.00	0.00	0.00	14,000.00	0.00
60-461-1400 Retirement	0	0.00	29.00	0.00	(29.00)	0.00
60-461-1500 Unemployment Ins.	28	0.00	0.00	0.00	28.00	0.00
TOTAL Other Personnel Costs	18,865	134.85	502.99	0.00	18,362.01	2.67
Other Expenses						
60-461-2002 Education & Training	1,000	0.00	683.50	0.00	316.50	68.35
60-461-2014 Work Comp Insurance	112	0.00	0.00	0.00	112.00	0.00
60-461-2104 Gas & Oil	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2106 Publicity,Subscripts&Dues	3,800	0.00	25.00	0.00	3,775.00	0.66
60-461-2202 Vehicle Repair&Maintenance	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2210 Contractual Services	3,200	88.27	1,893.48	0.00	1,306.52	59.17
60-461-2300 Operating Supplies	500	0.00	0.00	0.00	500.00	0.00
60-461-2302 Office Supplies	500	0.00	0.00	0.00	500.00	0.00
60-461-2310 Miscellaneous/Sundry	500	0.00	0.00	0.00	500.00	0.00
60-461-2312 Minor Equipmemt	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-2324 Clothing & Uniforms	500	0.00	0.00	0.00	500.00	0.00
60-461-4000 Professional Services	20,000	1,296.00	1,296.00	0.00	18,704.00	6.48
60-461-4016 Accounting & Auditing	1,000	0.00	0.00	0.00	1,000.00	0.00
60-461-4028 Stream Watch/Cleanup	500	0.00	0.00	0.00	500.00	0.00
60-461-6000 System Imp's/Repair	6,000	0.00	0.00	0.00	6,000.00	0.00
60-461-6014 Machinery&Equipment-Stwtr	52,288	0.00	52,288.60	0.00	(0.60)	100.00
TOTAL Other Expenses	92,900	1,384.27	56,186.58	0.00	36,713.42	60.48
TOTAL Stormwater Fund	175,493	3,286.02	62,946.45	0.00	112,546.55	35.87
TOTAL EXPENDITURES	175,493	3,286.02	62,946.45	0.00	112,546.55	35.87
REVENUE OVER/(UNDER) EXPENDITURES	0	13,845.06	(22,802.75)	0.00	22,802.75	0.00

OHM
Advancing Communities®

October 7, 2019

Ms. Holly Murphy
City of Millersville
1246 Louisville Hwy
Millersville, TN 37072

RE: **Proposal to Provide Engineering Services Relating to the City of Millersville Municipal Separate Storm Sewer System (MS4) Permit 2020 and 2021**

Dear Ms. Murphy:

Orchard, Hiltz, and McCliment, Inc. (OHM Advisors) appreciates the opportunity to submit this proposal to assist with the City of Millersville's Municipal Separate Storm Sewer System (MS4) program. As noted in the June 3, 2019 Notice of Violation letter from TDEC, the City's MS4 program is not in full compliance with the Permit. This proposal consists of several tasks that are required to bring the City back into compliance, including completion of items that the City has committed to in the response letter to TDEC. The current MS4 permit expires in September 2021. This proposal is for services to be completed during the remainder of the 2020 permit cycle (July 1, 2019 – June 30, 2020) and the 2020 permit cycle (July 1, 2020 – June 30, 2021), including the two annual reports due by September 30 of each year.

SCOPE AND UNDERSTANDING

Below are the tasks that OHM Advisors will perform:

2020 Permit Cycle

1. Public Education and Outreach & Public Involvement/Participation
    a. Develop a Public Information and Education (PIE) plan to include a schedule of specific activities which are to be completed during the year. Plan shall identify specific audiences to be targeted and measurable goals. The new PIE Plan to be competed by December 31, 2019.
    b. Create an informational brochure for specific pollutant sources (i.e. auto salvage yards) to be mailed to appropriate businesses within the city limits.
    c. Maintain documentation of PIE plan implementation, including events, city-issued educational materials, and outreach activities.
    d. Attend October 26, 2019 Halloween Carnival to set up a booth aimed at stormwater education.
    e. Coordinate a Spring 2020 "Stream Clean Up" day. Provide advertising material (brochure/flier).
2. Illicit Discharge Detection and Elimination (IDDE)
    a. Initiate creation of City storm sewer system map (GIS-based) that shows the location of system outfalls where the municipal storm sewer system discharges into waters of the state
        i. Map is required to show all culverts, storm drains, ditches, catch basins and outfalls. OHM will begin field location of these assets using hand-held GPS equipment, and

document physical attributes as they are located. Features will be mapped to the extent that budget is available for this task. It is anticipated the map will be competed over the course of 2 fiscal/permit years.

   ii. Investigate and document up to 10 outfalls of the East Fork Slaters Creek reach from Atlas Powder Rd to Long Dr (see attached map).

 b. Incorporate findings from item (a) above into City's current stormwater map
 c. Assist the City in development of "hot-spot" inspection schedule. OHM will review readily available information (i.e. Google Maps) and create a list of known "hot-spots" (i.e. auto repair shops, car washes, concrete plants, etc.) located within the city limits. OHM will then develop an annual inspection schedule for implementation. Hot spot list to be completed by March 31, 2020.
 d. Create a standard hot-spot inspection form and inspect at least 2 hotspots.
 e. Update the City's Enforcement Response Plan (ERP). The previous versions (created by Karen Smith, former city employee) are outdated and need to be consolidated into a single document that is consistent with current permit and City ordinances.
 f. Develop standard spreadsheet to assist the City track and inventory stormwater complaints/actions/sanctions
 g. Provide a 1-hour educational training session for municipal employees on IDDE. (to be documented with PIE plan). This class will include introduction to the City's ERP.

3. Construction Site Stormwater Runoff Pollutant Control.
   a. The City is required to develop, implement and enforce a construction site stormwater program. OHM will work with City staff to establish/refine procedures for construction plans review, permitting, inspections, and closeout.
   b. Maintain an inventory of active developments and document plan review and inspection activity on construction sites. OHM has previously created an inspection form that shall be used on monthly inspections. At the City's request, OHM can perform any of the following for construction projects within the City:
      i. Maintain records of plan reviews, including EPSC plan review checklist
      ii. Conduct Pre-Construction meetings for projects requiring land disturbance permits
      iii. Construction site inspections – to be done monthly on active sites
      iv. Post-Construction Inspection – to be completed prior to issuing Certificate of Occupancy

      Note: Project-specific plan reviews will be completed under separate scopes of work. This task is for reporting and documentation of inspections for MS4 report.
4. Permanent Stormwater Management at New Development and Redevelopment Projects
   a. Develop a system, in Microsoft Excel format, to inventory and track the status of all public and private Stormwater Control Measures installed on new development and redevelopment projects
   b. Create a standard Maintenance Agreement to be required for new developments.
   c. Create an Inspection & Documentation procedure for permanent BMPs.
5. Assist the City with revising the existing stormwater ordinance to update to the current MS4 Permit.
   a. The 2019 Audit revealed some inconsistencies with the City's stormwater ordinance and the MS4 permit that shall be modified – Waivers, Buffer policy and Design Standards
   b. Make recommendations for adoption of technical standards for construction BMPs and permanent stormwater BMPs to be consistent with MS4 permit.

6. Pollution Prevention/Good Housekeeping for Municipal Operations
   a. Develop a written maintenance plan for streets, roads and highways
   b. Develop a written maintenance plan for salt and storage locations
   c. Develop a written of a maintenance plan for chemical handling
   d. Develop a written of a maintenance plan for vehicle/equipment maintenance
   e. Conduct and document inspections of municipal facilities
   f. Provide a 1-hour educational training session for municipal employees on Good Housekeeping. (to be documented with PIE plan). This class will include introduction to the City's written Maintenance manuals.
7. Assist the City with Enforcement Response
   a. Develop standard spreadsheet to assist the City track and inventory stormwater complaints/actions/sanctions
8. Compile the City of Millersville's MS4 Annual Report and submit to the Tennessee Department of Environment and Conservation before the September 30, 2020 deadline

2021 Permit Cycle

1. Public Education and Outreach & Public Involvement/Participation
   a. Update PIE plan for planned 2021 educational activities. Anticipate 1 activity per month.
   b. Create an educational lesson plan for students at Millersville Elementary to educate students about stormwater pollution prevention.
   c. Maintain documentation of PIE plan implementation, including events, city-issued educational materials, and outreach activities.
   d. Attend one City-sponsored event to provide stormwater educational materials.
   e. Coordinate a Fall 2020 and Spring 202a "Stream Clean Up" day. Provide advertising material (brochure/flier) for each.
2. Illicit Discharge Detection and Elimination (IDDE)
   a. Continue mapping efforts to complete GIS storm system map
      i. Investigate and document up to 10 additional outfalls. Locations to be determined during field investigations.
   b. Incorporate findings from item (a) above into City's current stormwater map
   c. Inspect remaining hotspots not completed in 2020.
   d. Provide a 1-hour educational training session for municipal employees on IDDE. (to be documented with PIE plan). This class will include introduction to the City's ERP.
3. Construction Site Stormwater Runoff Pollutant Control.
   a. Maintain an inventory of active developments and document plan review and inspection activity on construction sites. OHM has previously created an inspection form that shall be used on monthly inspections. At the City's request, OHM can perform any of the following for construction projects within the City:
      i. Maintain records of plan reviews, including EPSC plan review checklist
      ii. Conduct Pre-Construction meetings for projects requiring land disturbance permits
      iii. Construction site inspections – to be done monthly on active sites
      iv. Post-Construction Inspection – to be completed prior to issuing Certificate of Occupancy

      Note: Project-specific plan reviews will be completed under separate scopes of work. This task is for reporting and documentation of inspections for MS4 report.
4. Permanent Stormwater Management at New Development and Redevelopment Projects

   a. Inventory and track the status of all public and private Stormwater Control Measures installed on new development and redevelopment projects
   b. Inspect any installed permanent BMPs for compliance as requested, prior to issuance of Certificate of Occupancy
5. Pollution Prevention/Good Housekeeping for Municipal Operations
   a. Conduct and document inspections of municipal facilities
   b. Provide a 1-hour educational training session for municipal employees on Good Housekeeping. (to be documented with PIE plan).
6. Assist the City with Enforcement Response
   a. Track and inventory and assist as needed with stormwater complaints/actions/sanctions
7. Perform required annual stormwater management program review to evaluate the effectiveness of new and existing practices. Provide recommendations for adjustments or modifications to the program to address ineffective practices.
8. Compile the City of Millersville's MS4 Annual Report and submit to the Tennessee Department of Environment and Conservation before the September 30, 2021 deadline

Monitoring Requirements – It is important to note that the MS4 Permit also requires the Permittee to develop and implement a stormwater quality monitoring program. Both Analytical monitoring and Non-analytical monitoring activities are necessary, in addition to record keeping and reporting results. OHM Advisors can assist with non-analytical monitoring but is not equipped to offer analytical monitoring (sampling and lab testing) services. NO MONITIORING ACTIVITY is included in this scope of work. There are several agencies available to contract with for these services, including Tennessee State University and Western Kentucky University. OHM will assist in finding an available monitoring service to satisfy this permit requirement, but it will be the responsibility of the City to engage and oversee a service provider.

FEES

OHM Advisors will perform the specific services outlined above on an hourly basis according to the current rates at the time of service. A 2019 rate sheet is attached and is subject to annual adjustments. For the scope elements identified for FY 2020 the estimated fees are $43,000, and the estimated budget for FY 2021 is $35,000. OHM will begin work immediately upon receipt of the executed agreement.

Thank you for the opportunity to present this proposal for professional engineering services. This work will be performed under OHM's Standard Terms and Conditions, which are attached to this letter. Should you require further information or have any questions, please contact us at (615)610-5243.

Sincerely,
OHM Advisors

Robert E Pelosi

Robert Pelosi, PE
Project Manager

Encl: Standard Terms & Conditions
2019 Hourly Rate Schedule

CITY OF MILLERSVILLE
Proposal of Professional Services – 2020/2021 MS4 Program

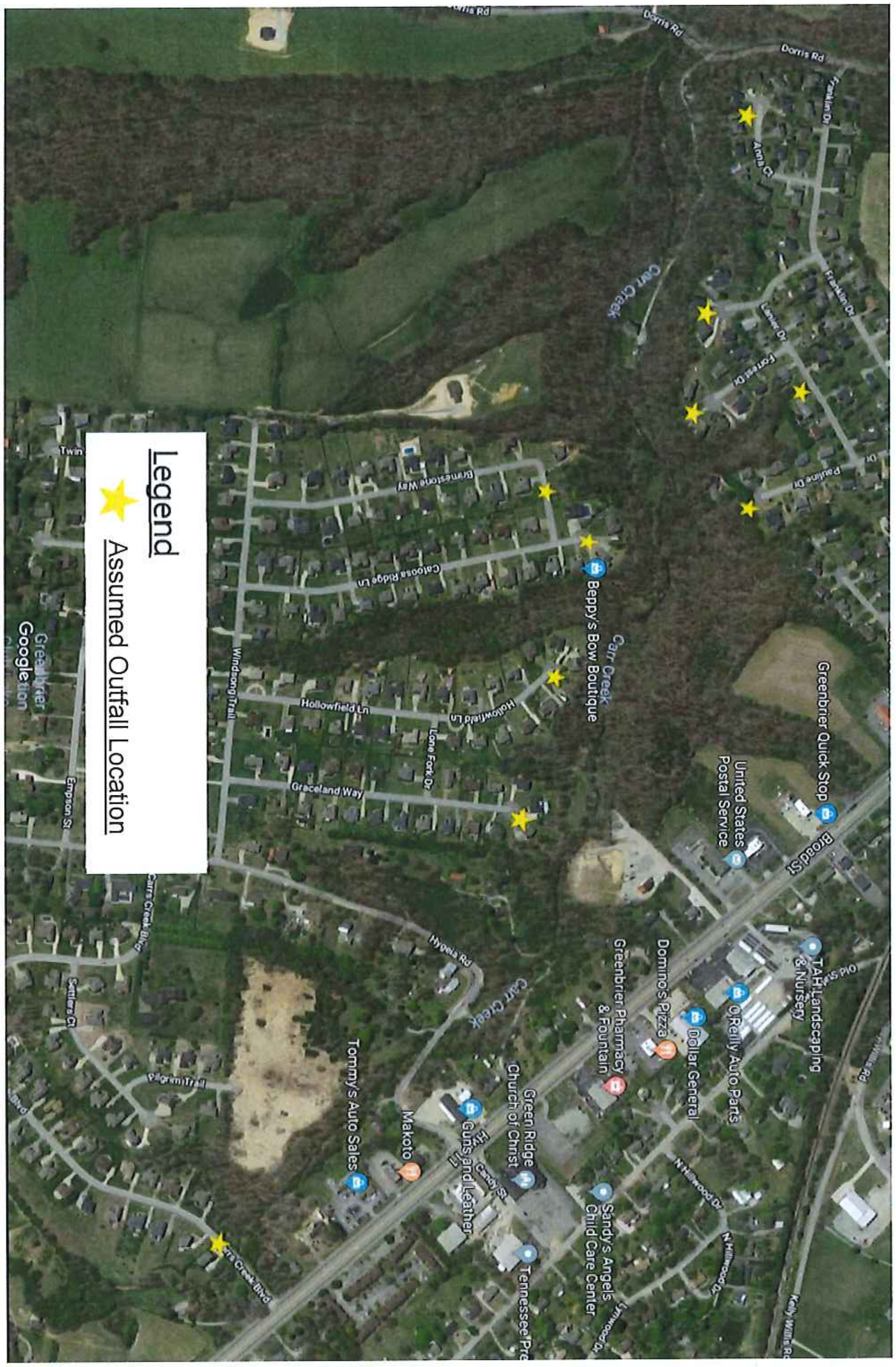
Accepted By: ______________________________

Printed Name: ______________________________

Title: ______________________________

Date: ______________________________

OHM Advisors®
209 10TH AVENUE SOUTH, SUITE 116
NASHVILLE, TENNESSEE 37203
T 615.649.5264
F 615.649.0035
OHM-Advisors.com


Legend
Assumed Outfall Location
Carr Creek
Dorris Rd
Anna Ct
Franklin Dr
Forrest Dr
Pauline Dr
Brimstone Way
Catoosa Ridge Ln
Beppy's Bow Boutique
Windsong Trail
Hollowfield Ln
Lone Fork Dr
Graceland Way
Empson St
Hygeia Rd
Greenbrier Quick Stop
United States Postal Service
Broad St
TAH Landscaping & Nursery
O'Reilly Auto Parts
Dollar General
Domino's Pizza
Greenbrier Pharmacy & Fountain
Green Ridge Church of Christ
Guns and Leather
Makoto
Tommy's Auto Sales
Sandy's Angels Child Care Center
Pilgrim Trail
Google

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM), a registered Tennessee Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM:

a) Provide OHM personnel with access to the work site to allow timely performance of the work required under this Agreement.

b) Provide to OHM within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM to perform the services under this Agreement.

c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM's reasonable control.

5. COMPENSATION – The Owner shall pay OHM for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability in the aggregate, of OHM and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM or OHM's Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of $25,000 or OHM's fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves

of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Tennessee will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledges OHM's reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM, however, OHM shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM. In accepting and utilizing any drawings or other data on any electronic media provided by OHM, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM and will be corrected as part of OHM's basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM'S RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM the amount shown on any invoice within 60 days of the date of the invoice, OHM may, after giving 7 days notice to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM's preparation of Opinions of Probable Cost represent OHM's best judgment as a design professional familiar with the industry. The Owner must recognize that OHM has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM, nor the presence of OHM or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

OHM
Advancing Communities

OHM ADVISORS 2019
TENNESSEE HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	$180.00
Professional Engineer III/Architect III	$159.00
Professional Engineer II/Architect II	$144.00
Professional Engineer I/Architect I	$133.00
Graduate Engineer IV	$140.00
Graduate Engineer III	$132.00
Graduate Engineer II	$124.00
Graduate Engineer I	$115.00
Graduate Architect III/Landscape Architect III	$126.00
Graduate Architect II/Landscape Architect II	$115.00
Graduate Architect I/Landscape Architect I	$107.00
Technician IV	$134.00
Technician III	$115.00
Technician II	$103.00
Technician I	$82.00
Engineering/Architectural Aide	$62.00
Professional Surveyor III	$155.00
Professional Surveyor II	$142.00
Professional Surveyor I	$132.00
Graduate Surveyor	$113.00
Surveyor III	$108.00
Surveyor II	$96.00
Surveyor I	$80.00
Surveyor Aide	$62.00
Planner IV	$160.00
Planner III	$140.00
Planner II	$124.00
Planner I	$83.00
Planner Aide	$62.00
Graphic Designer	$108.00
Administrative Support	$77.00
Clerical Aide	$55.00
Principal	$210.00
Sr. Associate	$195.00
Associate	$185.00
2-Man Survey Crew w/Equipment	$165.00
1-Man Survey Crew w/Equipment	$116.00
Drone Crew	$165.00
Senior Interior Designer IV	$165.00
Senior Interior Designer III	$150.00
Senior Interior Designer II	$140.00
Senior Interior Designer I	$130.00
Graduate Interior Designer III	$110.00
Graduate Interior Designer II	$100.00
Graduate Interior Designer I	$90.00
Interior Designer Aide	$62.00

Rates as reflected subject to review and adjustment on an annual basis.

MUNICIPAL INSPECTION PARTNERS
REVIEW - ENFORCE - INSPECT

810 Oak Meadow Drive
Suite #681411
Franklin, Tennessee 37064
615-716-8111
www.piericompanies.com
admin@piericompanies.com

Holly Murphy
City Manager/Recorder
City of Millersville
1246 Louisville Highway
Millersville, Tennessee 37072

October 6, 2019

Holly;

At your request, the following is a proposal to expand the Scope of Services in the 2019-2020 contract to include zoning (planning) activities for the City of Millersville.

Currently, the 2019-2020 service agreement specifically excludes zoning activities as noted below:

> 8. Zoning and Stormwater Ordinances Excluded. The Consultant's enforcement work shall not include enforcement of the City's Zoning or Stormwater Ordinances. Such matters are performed through the efforts of the City Staff, Planning Commission, the Board of Zoning Appeals and professionals acting under the supervision of the City Manager, including the City Engineer, and the City Attorney. The Consultant shall report any questions related to such matters to the City Manager before undertaking any actions that may be related to the Zoning or Stormwater Ordinance.

I propose an addendum to the service agreement to provide planning/zoning services on a trial basis thru the end of 2019. Moving beyond 2019, we can mutually determine a permanent solution for the City of Millersville. Please note, additional services do not include stormwater management, but we are willing to assist the City with day-to-day stormwater department operations as needed.

Apart from the services listed above, we propose to provide an administrative support person to provide office support and to digitize historical building and zoning permit records. I feel this is important because space at City Hall is at a premium due to the pending addition/renovation and reducing these files will not only create more space, but also provide more accurate records for the building and zoning department moving forward.

Cost of Services

Planning/Zoning Department Activities - $500.00 per week in addition to existing contract.

- Manage the activities of planning/zoning department
- Answer customer inquiries outside of scheduled hours
- Attendance at BZA and Planning Commission meetings

Administrative Support Person - $10.00 per hour*

- Digitizing building and zoning records only
  - As-needed basis - not to exceed 10 hours per week
  - Prior approval of City Manager

Please let me know if there are any further questions and we will respond accordingly.

Regards,

Tammy A. Pieri - CEO
Pieri Companies Inc.
Municipal Inspection Partners

CITY OF MILLERSVILLE, TENNESSEE
ORDINANCE 19-732

AN ORDINANCE AMENDING THE MILLERSVILLE CODE OF ORDINANCES CHAPTER 78, TRAFFIC AND VEHICLES, DIVISION 2, SECTIONS 78-84 THROUGH 78-88, RELATED TO SPEED LIMITS ON CERTAIN CITY STREETS AND IN CERTAIN SUBDIVISIONS.

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 of the local, state and federal laws and the desires of the City Commission; and

WHEREAS, the City adopted Ordinances 89-31, 08-530, 09-550, and 13-618 establishing speed on certain streets and subdivisions within the municipal limits of the City; and

WHEREAS, the State of Tennessee grants municipalities the authority to lower the speed limits on any road within their jurisdiction, except for controlled access highways; and

WHEREAS, the City desires to provide for the public safety and welfare by regulating the permitted speed of vehicles operating within the city, as authorized by Tennessee Code Annotated 55-8-153.

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

SECTION 1. This amendment to the Millersville Code of Ordinances Chapter 78, Traffic and Vehicles, Division 2, Sections 78-84 through 78-88 shall be made in accordance with ***Exhibit A*** attached hereto and made part of this Ordinance as if copied verbatim.

SECTION 2. The City shall be responsible for the cost of replacing signs with the amended speed limit.

THIS ORDINANCE SHALL BECOME EFFECTIVE UPON PASSAGE AND THE POSTING OF THE AMENDED SPEED LIMITS, 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

EXHIBIT A

Chapter 78 - TRAFFIC AND VEHICLES

[1]DIVISION 2. - SPEED[3]

Footnotes:

--- (**3**) --- **State Law reference—** Authority to set speed limits, T.C.A. § 55-8-153(c).

Sec. 78-81. - General limits within city.

It shall be unlawful for any person to operate or drive a motor vehicle upon any highway or street at a rate of speed in excess of 30 miles per hour except where official signs have been posted indicating other speed limits in which cases the posted speed limit shall apply.

Sec. 78-82. - Limits in school zones.

Any person who shall drive at a speed exceeding 20 miles per hour when passing a school during a recess period when a warning flasher or flashers are in operation, or during a period of 40 minutes before opening hour of a school or a period of 40 minutes after the closing hour of a school, while children are actually going to or leaving school, shall be prima facie guilty of reckless driving.

Sec. 78-83. - Speed limits for U.S. 31 W.

No person shall operate a vehicle at a speed in excess of 45 miles per hour on any portion of U.S. 31 W. **Amended by Ordinance 19-731**

Sec. 78-84. - Speed limit in certain subdivisions.

~~It shall be unlawful for any person to operate a motor vehicle at a speed greater than 25 miles per hour in the Millersville subdivisions of Cimmaron Trace, Deep Wood Glen, North Point, Ridgecrest, Quailwood, Sassafras, Shenandoah, Sterling Creek, Turner's Point and Willow Creek.~~

It shall be unlawful for any person to operate a motor vehicle at a speed greater than 20 miles per hour in the Millersville subdivisions of Turner's Point, Ridgecrest, Sassafras, Shenandoah, Quailwood/Deepwood Glen, Marcie Mountain Meadows/Sterling Creek, Willow Creek, North Point and Cimmaron Trace.

Sec. 78-85. ~~Slaters Creek Road and Pole Hill Road speed limit.~~

~~It shall be unlawful for any person to operate a motor vehicle at a speed greater than 30 miles per hour on Slaters Creek Road and Pole Hill Road.~~

It shall be unlawful for any person to operate a motor vehicle at a speed greater than <u>15 miles per hour</u> on Ellis Lane, Florence Lane, Denson Lane, Jarrett Road, Crawford Hill Road, Jones Drive, Echo Lane, Bellar Drive, Creekside Drive, and Ruby Lane.

It shall be unlawful for any person to operate a motor vehicle at a speed greater than <u>20 miles per hour</u> South Swift Road, Woody Lane, Winding Ridge Road, Atlas Powder Road, Radar Road, C. Smith Street, Cartwright Circle North, Cartwright Circle South, Cove Street, Fisher Street, Henry Road, Walnut Court, Maple Court, Old Hickory Court, Darby Road, Oak Forest Drive, Wilson Lane, Meadow Lane, and Ridge Hill Drive.

It shall be unlawful for any person to operate a motor vehicle at a speed greater than <u>25 miles per hour</u> Flat Ridge Road, McMurtry Road, Shell Road, Pole Hill Road, Slaters Creek Road, Slaters Creek Access Road, Langbrae Drive, Old Shiloh Road, Cycle Lane and Ted Dorris Road.

It shall be unlawful for any person to operate a motor vehicle at a speed greater than <u>30 miles per hour</u> Ridgecrest Drive, Long Drive, Williamson Road, Gideon Road, and Kelly Willis Road.

Sec. 78-86. ~~- Crawford Hill Road speed limit.~~ **Reserved**

~~It shall be unlawful for any person to operate a motor vehicle at a speed greater than 15 miles per hour on Crawford Hill Road.~~

Sec. 78-87. ~~- Woody Lane speed limit.~~ **Reserved**

~~It shall be unlawful for any person to operate a motor vehicle at a speed greater than 20 miles per hour on Woody Lane.~~

Sec. 78-88. ~~— Ridge Hill Road speed limit.~~ **Reserved**

~~It shall be unlawful for any person to operate a motor vehicle at a speed greater than 20 miles per hour on Ridge Hill Road.~~

Secs. 78-89—78-110. - Reserved.